



Connecting  
People, Parks  
& Nature

## 2009 Vendor Rules, Policies, Regulations and Information

THPRD Cedar Mill Farmers' Market  
Tualatin Hills Park & Recreation District  
15707 SW Walker Road, Beaverton, Oregon 97006



### • Direct Any Questions to the Market P.I.C.

If you have questions, comments, or suggestions, please do not hesitate to convey these to the Market P.I.C. (person-in-charge); the same goes for customer questions, comments, and suggestions – please help these get to the P.I.C. This will usually be Dina, but may occasionally be another staff person. Yellow aprons should help to identify Market staff. All Market staff work to facilitate the Market's mission of supporting local, sustainable agriculture by bringing fresh produce and plants to our Cedar Mill community, while providing a fun, safe gathering place for people of the community.

### • Parking

Vendor parking is available at the farthest outlying spots of the Sunset Mall parking lot, away from all businesses. **DO NOT PARK IN A WAY THAT TAKES A GOOD PARKING SPOT AWAY FROM A CUSTOMER OF ANY BUSINESS IN THE SUNSET MALL.** Large vehicles (inc. trucks) need to park off-street north of (behind) the Sunset Mall or north of the McDonald's in the Westlawn Business Park. Do not park near the market itself unless setting up or taking down a booth. Neither vendors nor Market customers are allowed to park in the strip south of Wan Q Restaurant. These parking rules are for the convenience of customers of all businesses (including our Market) in the Sunset Mall. We ALL must contribute to good will between our Market and all of the Sunset Mall merchants and customers. Complaints to the Sunset Mall property owner (Kimco Realty Corp.) may result in a revocation of our invitation to use the Sunset Mall parking lot for our Market. Volunteers (who freely give their time for the benefit of our community) have special parking privileges approved by Kimco Realty Corp. **Please respect and appreciate our volunteers or you will be asked to leave.** Questions regarding appropriate parking should be asked of the Market's P.I.C. on Market day.

### • Farm Direct Nutrition Program WIC & Senior Coupons Accepted – YES!

**WIC/Senior Nutrition Vouchers can be accepted by registered farmers only.** Reimbursements will **not** be made for vouchers accepted by non-registered vendors or for purchases not made at the Cedar Mill Farmers' Market site. **DO NOT ACCEPT FDNP COUPONS IF YOU ARE NOT A FARMER WHO IS REGISTERED FOR THE PROGRAM!** Market Coordinator may train farmers for FDNP Program. See Dina or the Market P.I.C.

### • Water / Hand-washing Station

Vendors should bring their own water and clean-up equipment such as buckets, rags, mops, cleaners, brooms, etc. Vendors should plan to dispose of wastewater at home. Vendors **must** follow Washington County's food handlers' guidelines, including having a hand washing station if they provide samples or sell prepared foods. This can be a very simple set-up with a flow-through water container, a soap dispenser, and paper towels.

### • Garbage / Clean-up

Vendors must take away their own garbage – do not dump any booth garbage (inc. produce & plant debris) in the garbage bins belonging to Sunset Mall or its businesses. Vendors are responsible for sweeping clean their booth space, as well as washing up any stains left in booth areas. **Vendors failing to clean up adequately will incur a \$10 fee.** Vendors selling produce (such as berries) that may stain should take precautions to protect the booth area by laying down a tarp under the selling area. Also, each vendor is expected to bring his or her own small garbage container for any trash.

### • Public Restrooms

Safeway extends our Market a courtesy by allowing vendors the use of its restrooms near the front of the store, to the left of the farther west (Starbucks Coffee) entrance. Please have someone (such as another vendor or a market volunteer) tend your booth if you need to leave.

### • Electricity

Electricity is not available for general use by vendors.

### • Pets

For food safety reasons, customers must keep their pets leashed and away from all food products. Please kindly remind pet owners of this.

### • Hours and Dates / Site Set-up, Take-down, and Clean-up

The Market will be open Saturdays from May 9 through September 26, and, weather permitting, October 3, 10, 17, & 24. The market is open from 8:00am to 1:00pm. All vendor set-up is to be complete by 7:45am for safety and insurance reasons but **sales begin at 8:00 a.m.** Remind any demanding customers that you will hold any items for them and sell promptly at 8:00am. Booth set-up may begin as early as 6:30am, or earlier if a time is arranged with the Market P.I.C. Unload first, move vehicle, then take care of your set-up. **Do NOT set up as you unload** – this results in blocked access/clearance of other vendors to the Market or hampered ability to move vehicles & carry on w/ set up. For safety reasons, booth take-down cannot begin until 1pm. Do NOT begin to take down ANY part of your display/canopy before 1pm. See paragraph above titled "Garbage" for important clean-up information. **You will be charged a fee** if any Market staff have to clean up your site for you.

### • Product Guidelines

1. We expect all farmers to sell home-grown or farm-grown fresh products. (65%/35% Rule.) **No wholesale goods can be bought and then resold.** Representation of and selling for another farm along with your goods may be allowed with identification of such goods and approval of the Market Board, up to 35% of the total goods at your booth. For example if you wish to bring to Market your neighboring farm's artichokes, first gain approval and **note the product's origin with a sign at the Market.** Random farm visits may occur during the season. Other products that would enhance use & enjoyment of market goods in a sustainable manner may be sold with prior approval of the Board.
2. Arts, crafts and occasional antiques may be sold at the Market. All arts and crafts must be checked for quality and must be approved by the Board before selling. Only a vendor's own hand-crafted artwork and crafts may be accepted. Antiques require special approval of the Board.

### • No smoking

Smoking is not allowed in the Market area, nor within a 50' range.

### • Skates, skateboards, scooters, bikes

Use of these wheeled devices is not allowed within the Market for safety reasons. Encourage customers to park/carry these items.

3. Home-based businesses which may be providing food-related demonstrations and/or entertainment may sell products only. No networking will be discussed, sold, or registered on the premises or during Market hours. Businesses unrelated to local food use are not allowed.
4. All products shall be of good to excellent quality and shall meet all health and safety standards.
5. Farmers, crafters and business owners may use employees to sell their products. Each should have a positive attitude and a big smile!

- **Vendor Obligations**

1. *Vendors are responsible for informing themselves of and complying with state and local health regulations and licensing requirements governing the production, display, distribution and sale of their products.* Vendors must provide Tualatin Hills Park & Recreation District's Cedar Mill Farmers' Market with copies of any permits and licenses applicable to the sale of their product (see vendor licenses checklist).
2. *Canopies, tables, and so forth, shall be provided by the vendor and must not be a hazard to the public, to other vendors, or to market staff.* For safety reasons, all vendors must secure their canopies/umbrellas/tents with heavy weighted items such as jugs of water/sand tied to canopy legs. **Failures in canopy safety constitute grounds for monetary fines and/or expulsion from the Market for the entire season. This applies to each and every vendor at each and every Market date, beginning on the first Saturday! No exceptions.**
3. *Each booth space must display a sign identifying the farm or business name and its "hometown" location.* All signs should be clearly visible to the customers. (Manager would be happy to recommend local banner/sign company.) Any and all descriptions of products should be accurate, and **prices should be clearly marked.** In 2009, this signage requirement will be strictly enforced as this has been a source of customer concern. Keep in mind also that attractive signage goes a long way towards marketing what a vendor grows or makes.
4. *Vendors are responsible for keeping their space clean, tidy, and nice-looking during Market hours. Vendors must clean up their space after the Market closes,* including sweeping up any debris and removing garbage from premises. Vendors whose products (e.g. ready-to-eat items and free samples) generate garbage/litter must provide a trash receptacle for customers to use, and a recycling receptacle if applicable.
5. *Vendors are strongly encouraged to obtain general liability insurance. **Please enclose a copy at the time of application.***
6. *Vendors and their helpers, including children, must behave courteously, safely, appropriately, and in a friendly manner at all times.*
7. *All scales must be certified. This is the responsibility of the vendor.* A current certification sticker must be on the scale for verification. The State of Oregon will conduct a scale inspection. Have your scale certification proof on hand every Saturday. In addition, random scale checks may be conducted by the Market P.I.C. An extra (non-certified) scale for customer use/estimating is welcome, but not legal for sales.
8. *Vendors are to have appealing displays, well-stocked at the beginning of each market day.* If the vendor complies with this rule and still sells out of product, a sign must be displayed with the words, "Sold Out", the vendor name and the dates the vendor will be returning.

- **Registration / Fees**

1. The weekly fee for a booth space measuring 10'x10' is \$25.00, and 10'x20' is \$45. Booth spaces of other sizes may be available at THPRD's discretion and the fee will be calculated based on the above prices.
2. The first week's booth fee is required as a down payment at the time of application. Applications for Weeks 1, 2, & 3 are due by April 25, 2009 to be considered for priority space assignments. Applications from potential vendors are welcome as the season progresses, throughout the year, preferably with 14-day advance notice/filing, although space assignments are always subject to availability. A 10% discount is given for vendors who prepay for the entire May – September run (21-week) season by April 25, 2009. For those vendors who prefer to pay weekly, the stall fee is paid to the Market P.I.C. or to our senior volunteer, Ursula, between 12:55 and 1:15 p.m. -- in advance for the coming week. Receipts will be given out weekly or at end-of-season to vendors requesting such. For any markets held past the 21-week confirmed season (ending Sept. 26, 2009), it's likely that booth fees will be collected on those actual Market dates in October.
3. **Booth fees are non-refundable in the event of a no-show.** Failing to call to notify of inability to attend as planned **results in complete forfeiture of the weekly fee.** A vendor must notify the Market Coordinator before **Thursday noon** if not attending. Voicemail left at Manager's Cell 503-913-7733 or a direct conversation with Market Manager are the only qualifying notifications of non-attendance. Do not "notify" through other vendors or through Market Manager's home phone. Emergency exceptions will be at the discretion of THPRD.
4. Vendors will pay (with cash within one week of notice) for all NSF fees on returned checks, plus check amount.

- **Miscellaneous**

- Any concerns should be discussed with the Market P.I.C. ASAP, and/or should be documented by the vendor on the day's feedback sheet.
- All vendors receive and must read a copy of these rules; signing a Vendor Application/Agreement indicates intended compliance with the rules.
- Tualatin Hills Park & Recreation District reserves the right to prohibit anyone from selling or to prohibit any product from being sold.
- Tualatin Hills Park & Recreation District reserves the right to make exceptions to these rules at its own discretion.
- Tualatin Hills Park & Recreation District is not responsible for any loss or damage incurred by the vendors.
- Tualatin Hills Park & Recreation District will not allow any political or religious forums of any kind within the market area, including presentations & proselytizing. This rule is not intended to keep local community organizations, such as our local library, or approved others, from participating.
- To some extent, vendor spaces are determined on seniority. Seniority is given to founding produce/plant vendors, founding food vendors, new food vendors, founding artisans and crafters, and then new artisans and crafters. Full-season vendors will be given a permanent location whenever possible. Many factors are taken into consideration when site maps are worked out. Part-time vendors receive a site location based on the available space, with **no promises or guarantees of sites.** For the 2009 season, full-season means 21 weeks. Part-time means less than 21 weeks. **ALL SITE PLACEMENTS ARE AT THE DISCRETION OF THPRD.** No site preferences are guaranteed for any vendor, EVER.
- At about 1 p.m., before leaving at the end of each market day, vendors are expected to return a feedback sheet (along with advance payment for next date of participation). Feedback is to include data on the day's sales (may be a good-faith estimate of such). This data is needed for feedback on our marketing techniques and so forth; it's also used in aggregate form for assistance with state & national farmers' market research. Without exception, this information shall be kept confidential. Individual sales data is not kept after its addition into the total weekly sales figure and is NEVER shared with other vendors or with any government agencies.

- **Market Contacts**

- ❖ Market Coordinator: Dina Gross  
503-913-7733
- ❖ THPRD Superintendent of Programs and Special Activities: Lisa Novak  
503-645-6433