

**Our Mission**1. *To provide local growers an outlet for the farm-direct sale of fresh, quality produce that is both sustainably and locally grown.*

2. *To encourage a relationship between individuals and their local food economy.*

People’s Food Co-op Farmers’ Market (PFCFM) Policies and Guidelines are subject to change at any time. Vendors will be notified of any and all changes and given a two-week feedback period before their implementation. It is the vendor’s responsibility to retrieve and disseminate all communication to their staff members prior to market day. To ensure the success of the PFCFM and safety of its patrons, all vendors must abide by PFCFM policies.

The Farmers’ Market Coordinator (FMC) is supported by the Community Engagement Team (CET) and the Collective Management (CM) and the Market Advisory Committee (MAC). CET member contact information is available at the end of this document.

All PFCFM vendors are required to apply on an annual basis, typically in February. Vendors are expected to return completed applications within two weeks of receiving them. The FMC will review applications and notify vendors of their status within two weeks. Completed applications do not guarantee a return spot into the market. Vendors will be given ample notice if they are not returning to the Farmers’ Market. The “official” season starts the first week of April.

Applications for new vendors will be reviewed by the FMC. Current vendors will be consulted in the instance where a new vendor is a potential direct competitor. The MAC may be consulted about applications, but final decisions will be made at the FMC’s discretion.

All vendors must read and sign the latest version of the Policies & Guidelines. Vendor signature constitutes compliance with the Policies & Guidelines.

When admitting vendors, preference is given to those vendors who have supported the PFCFM in past years, and who have demonstrated that they are willing to abide by PFCFM policies, pay fees, and be supportive of our mission. Once these vendors are admitted, any remaining spaces are assigned to new vendors.

All farms are subject to inspection by a third party, to be hired by the FMC. Inspections of new vendors and vendors with recent grievances will be prioritized. All other farms will be inspected on a rotating basis.

**Growing Guidelines**

1. All products sold at People’s Farmers’ Market must be grown, foraged or produced by the vendor on land in Oregon or Washington. Proof of property may be requested.
2. All products must be grown in a manner consistent with USDA National Organic Program standards, without the use of chemical fertilizers, fungicides, herbicides, insecticides, or pesticides. Vendors are expected to use non-GMO seeds. Site inspections may be used to determine adherence to these growing standards.
3. All vendors must submit a complete list of products they plan to sell as part of their annual application. Any additional products not listed on the initial application must be approved by the market coordinator *before* being allowed at the market. Ingredient lists must be provided for all value-added food products.
4. Wildcrafted products are permitted, if known to be free of applied substances.
5. Poultry and fish are permitted, under strict guidelines, provided upon request.
6. Prepared food must be locally made from scratch in a certified kitchen. Whenever possible, ingredients must be locally grown, Organic, and/or Fair Trade. Non-local ingredients must be disclosed and will be considered at the time of application. Food must be prepared and served by employees with current food handler’s cards. Product must be made by, or under the direction of, the vendor themself.
7. Herbalists must grow or wildcraft 75% of their own herbs. 75% of herbal products must be edible and be made predominantly with ingredients that are sustainably and locally grown.
8. Crafts must be garden or agriculturally oriented and hand-produced by the vendor.
9. Farmers who farm in the city must test for lead on each piece of land they farm. Lead concentrations must be lower than 250ppm and placed on file with the FMC.

Violations of any of the Growing Guidelines will not be tolerated. Misinformation about where a product is produced or grown, misleading customers or the FMC about a product’s origin, or falsely representing products will result in a written warning. A second violation will result in immediate and permanent dismissal from the market.

**Fees**

Fees are collected from the first Wednesday after April 1 to the Wednesday market day prior to Thanksgiving. Fees are as follows:

* $25 per week, per 10 foot space, paid the Wednesday prior for the upcoming market
* If prepaying for a month or more, fees are $20 per week\*

\*Prepayments are only accepted for contiguous weeks.

If paying weekly, vendor pays for the upcoming week. If pre-paying, vendor pays at least one week prior to corresponding time period.

NOTE: Fee structure may undergo changes in the future. Vendors will be given ample notice of changes in booth fees.

**Absences and Lateness**

Booth fees will be refunded or credited towards an upcoming market if a vendor contacts the FMC by 12pm on the Tuesday prior to being absent.

***Absences without 24 hours notice will NOT be refunded or credited.***

Vendor will be given consideration for a refund on a case by case basis but with only rare exception. Repeated absences without notice can be considered grounds for dismissal from the market.

Vendors are expected to attend a full market day. This includes arriving with enough time to be set up to sell at 2:00pm. Early departure is permitted with the Market Coordinator’s approval.

**Market Day Guidelines**

1. Vendors are expected to load and unload as quickly as possible. Parking priority is given to customers and neighbors, and vendors should park at least 2 blocks away after unloading.
2. Growers require clear and visible signage including the name of farm, location, certifications (if applicable) and product prices.
3. Value-added foods must be prepared and labeled in accordance with all state and federal laws. In addition, vendors must also make available ingredient lists showing all ingredients, and indicating which are not organic, local, or Fair Trade.
4. Under no circumstances may vendors or their staff get change from inside the co-op. Vendors must plan ahead and bring all necessary coins and bills.
5. Vendors must provide their own tables, chairs, tents, licensed scales, signs, display materials, etc. All vendor equipment must be able to fit under their 10x10 tent.
6. Vendors are responsible for providing weights for their tents and making sure their products and tent are safely secured.
7. Space must be kept neat during market and cleaned up afterwards (refuse, boxes, etc.). Belongings may not infringe upon another vendor’s space or public walkways.
8. Treat other vendors, customers, and People’s employees with respect and cooperation. See vendor conduct section for further details.
9. Respect all guidelines, start times, and other People’s Food Co-op Guidelines and changes throughout the season.

**EBT Guidelines:**

Vendors can only accept EBT & SNAP tokens for the following items:

* Breads and cereals
* Fruits and vegetables
* Meats, fish, and poultry
* Dairy products
* Seeds and plants which produce food

Vendors can NOT accept EBT & SNAP tokens for the following items:

* Beer, wine, liquor, or tobacco
* Non-food items such as pet food, soap, paper products, crafts, or household supplies
* Food that will be eaten on site
* Hot food

**Booth Sharing**

1. Vendors may share a booth space with up to two other vendors, for a maximum of three vendors in one booth space.
2. Every vendor represented must fill out an application and sign the Policies & Guidelines.
3. Signage must delineate product source including vendor name and location.
4. If a vendor begins growing or producing a product in direct competition with another vendor, the one who began production more recently may be asked to discontinue bringing that product to market.

**Vendor Conduct**

Problems with other vendors should be discussed with PFCFM staff. Please review the official grievance policy to submit a formal complaint. It is considered bad conduct to complain about the Farmers’ Market or other vendors to customers. Please refer to the attached Vendor Concern Form and Product Challenge Form. Copies are available at the Information Booth.

Vendors are not permitted to use abusive or offensive language in regards to each other, to customers or to People’s staff or volunteers. Vendors agree to adhere to our “Hate Free Zone” language that states:

People's Food Co-op property is a Hate Free Zone. We are committed to preserving an environment that honors the diversity of our community. Violence and harassment of any kind based on one's age, gender, sexual orientation, religion, ethnicity, national origin, size, mental or physical ability will not be tolerated. Violence or threat of violence based on the above discriminations will be treated as hate crimes and reported to the police immediately. Involving the police will hopefully improve the options for the individual the violence was perpetrated against. While we prefer to avoid involving the police in most instances, when violence arises and one or more individual's safety is at risk, this is the best option we have.

**Grievance procedures**

1. Complaints or problems should be directed to the FMC or a member of the CET in a timely manner that is not disruptive to the market.
2. Vendors who have concerns regarding other vendor compliance, market staff, safety, or policies should complete a Vendor Concern Form. The FMC (with potential assistance from the MAC or CET) reviews each concern form and the concerned vendor will receive a written response within two weeks.
3. A vendor may appeal any decision of the FMC/MAC/CET concerning violation of these rules within 30 days. An appeal must be presented in writing to the FMC or member of the CET. A decision by the FMC or the CET if appropriate, shall be issued within 30 days of receipt and constitute a final and binding decision of any appeal.

**Product challenge**

1. Vendors can submit a written Product Challenge Form when they believe another vendor is misrepresenting their product.
2. Product Challenge Forms must be signed by the person bringing the challenge and preferably be supported by physical evidence of the offense. The product challenge must be made within one week of the observed violation. Preferably, Product Challenge Forms are submitted on the day of the occurrence. Challenges alleging wrongdoings on past occasions will not be accepted.
3. A $100 filing fee, which can be shared by a group of vendors, may be instituted. Filing fees will be imposed if determined that labor hours are outside the scope of regular work. This will be determined by the MAC.
4. The vendor receiving the Product Challenge Form must respond to the challenge in writing within one week. Failure to admit or deny a challenge may result in a determination that the challenge is valid.
5. The FMC, a member of the CET or a third-party site inspector has the right to conduct a farm site visit to make a determination on the product challenge.
6. Product Challenge Forms are available at the PFCFM Information Booth. Because of their sensitive nature, they must be returned directly to the FMC or a member of the CET.
7. If the vendor is found in violation, vendor may be fined, placed on probation, suspended, or evicted from the market at the discretion of the Market Coordinator.

**People’s Farmers Market Coordinator will:**

* Provide a Farmers’ Market Coordinator for Market Day.
* Provide extension cords and lights, but these cannot be guaranteed.
* Provide publicity and marketing (e.g. signs, website, social media, advertisements, fliers, posters, handbills, etc.).
* Provide music/entertainment from April - October, at an appropriate volume.
* Provide Credit, Debit, and EBT card processing
* Treat vendors and customers with respect and cooperation.

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Vendor Name (Printed) and Signature Date

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Farmers’ Market Coordinator Signature

**Current Farmers’ Market Coordinator**

Ashley Todd

ashley.todd@peoples.coop

503.674.2642 x113

**Current CET Members**

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| Shawn Furst, Development Managershawn@peoples.coop503.674.2642 x107 | Sofie Sherman-Burton, Marketing & Membership Managersofiesherman-burton@peoples.coop503.674.2642 x226 |
| Jenna Chen, Design Managerjennachen@peoples.coop503.674.2642 x247 | Dusty Bloomingheart, Storekeeperdusty@peoples.coop503.674.2642 x100 |