



Coos Bay Farmers Market 2024 Guidelines

CBDA Coos Bay Farmers Market Manager: Melissa Hasart
320 Central Ave Suite 410 ▪ Coos Bay OR 97420 ph:541-266-9711 cell: 541-252-0755
coosbayfarmersmarket@gmail.com www.facebook.com/CoosBayFarmersMarket
www.coosbaydowntown.com/farmers-market/

The Guidelines are for everyone at the Farmers to have a safe, fun, and successful market experience.

This document is to provide the guidelines identifying the rules, procedures, and policies for the CBDA Coos Bay Farmers Market. All Market Staff, Volunteers, Vendors, or anyone assisting Vendors are required to adhere to the CBDA Coos Bay Market Guidelines. Non-compliance may result in the individual being suspended from the CBDA Coos Bay Farmers Market. Any prepaid fees will be forfeited.

The CBDA Coos Bay Downtown Farmers Market does not offer exclusive rights to any one vendor to sell any one product.

The Coos Bay Farmers Market is owned and managed by the Coos Bay Downtown Association. The operational structure is left to the discretion of Farmers Market Management.

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General Information:

CBDA Coos Bay Farmers Market Mission Statement:

The mission of the CBDA Coos Bay Farmers Market (CBFM) is to provide an easily accessible venue where local farmers, artisans and mobile restaurant owners can sell their produce and products while enhancing the heart of the historic downtown district. With the goal of “Farm Fresh to Every Fork”, the CBFM is actively participating in numerous Food Accessibility programs for our underserved populations.

Diversity Equity and Inclusion Statement (DEI):

The CBDA Coos Bay Farmers Market (CBFM) is guiding its decisions, actions, advocacy, and allocations of our resources in an equitable manner that directly speaks against racism. We commit to being a supportive and welcoming event for marginalized communities including but not limited to BIPOC, Latinx, LGBTQIA+, Indigenous, and Immigrant community members. We will continue the ongoing work of collective liberation from inequity through programming and education.

About Us:

The CBDA Coos Bay Farmers Market (CBFM) was founded in 2000 by the Coos Bay Downtown Association (CBDA). The CBDA sponsors and oversees the promotion, funding, and management of the CBFM. The CBDA Coos Bay Farmers Market has grown to be the largest Farmers Market on the Southern Oregon Coast serving Coos, Douglas, and Curry counties. While the market was created primarily for the sale of local, fresh Oregon grown produce and farm products, other products such as processed farm products, hot foods, and handcrafted art and craft items are allowed on a percentage basis in addition to produce. The CBFM does not allow the resale of purchased items. All items sold must be grown, produced, or made by the vendor.

Coos Bay Downtown Association Board of Directors:

Board President - Beth Clarkson

Vice President - Stephanie Kilmer

Treasurer - Madge Osborn

Secretary - Julie Graham

Members - Dana Webber, Terry Cox, Richard Jackson-Osborn, Sarah Leahy, Amarissa Wooden

2024 Market Schedule:

When: Wednesdays, May 1 - October 30, 2024 Market Hours: 9:00am - 2:00pm

Location: Downtown Coos Bay, Oregon on Central Avenue between Hwy 101 South (West of the Coos Bay Visitor’s Center) to 3rd Street, partial of 2nd Street between Anderson & Commercial, and the Central & South 2nd Street Parking Lot (beside Jennie’s Shoes) .

Market Dates to Remember

May 1st: Opening Day of 2024 Season

July 3rd: Celebrating Coos Bay’s 150th Birthday

Aug 7th: National Farmers Market Celebration Day

October 2nd, 9th, 16th, 23rd, 30th: Fall Festival Celebration

Oct 30th: Closing Day of 2024 Season

Market Vendor Application Restrictions:

Religious and political outreach groups, petitioning, and signature gathering are not allowed at the CBFM. Organizations out of compliance with general Market guidelines will be asked to leave. It is important to remember that the farmers market is an all inclusive community event.

No Distributors or wholesale produce and/or products are to be sold at the market; i.e. Avon, Pampered Chef, Tupperware, Papparazzi, DoTerra Essentials, etc.

Market Fees:

Application Fee: Online Application fee \$30.00 Paper Application fee \$50.00

A non-refundable application fee is required each year for application processing for all applications with the exception of Community Partners and Sponsors. Your application will not be processed until your non-refundable fee has been received. It may be paid by check, cash or paypal through your Manage My Market Account <http://www.managemymarket.com/landing.aspx?orgID=937>

NSF Non Sufficient Funds Fee

If any payment tendered by the Vendor is returned to the CBDA due to insufficient funds, Vendor agrees to immediately pay a fee of \$50.00 in addition to any other fees incurred by the NSF along with the original amount of the check before the vendor is reinstated to active status. Vendor will pay future fees by online transaction or cash only, no checks for the remainder of the season.

Booth Fee Payment Options

Booth fees can be paid online by Paypal through the Vendors Manage My Market Account <http://www.managemymarket.com/landing.aspx?orgID=937> by no later than 5am Market Day. You may pay by check or exact cash by 8:00am on market day to the Market Manager. If paying by check, please make it payable to: Coos Bay Downtown Association. If paying by cash, it must be in the exact amount owed as the CBFM booth will have no change available. Receipts will be emailed through Manage My Market once your invoice has been paid or upon request it can be picked up the following Market week at check in. No receipts will be written at the Market on Market day.

Sharing Booth Space

Vendors may NOT sublease their booth space. Vendors may share a booth space if each Vendor does the following

- Each Vendor at the booth must submit an individual application to the market and pay the non-refundable application fee.
- Once both Vendors applications have been approved, the Vendors must request permission by the Market Manager in writing to share their booth with another vendor.
- Inform Market Management in writing who will be the primary Vendor and supply the required Vendor Liability Insurance.

Booth Space Fees:

Each booth space measures 10'x10' and costs \$40 per Market day, per booth.

1 booth space: \$40	4 booth spaces: \$160	8 booth spaces: \$320
2 booth spaces: \$80	5 booth spaces: \$200	9 booth spaces: \$360
3 booth spaces: \$120	6 booth spaces: \$240	10 booth spaces: \$400
4 booth spaces: \$160	7 booth spaces: \$280	11 booth spaces: \$440

Booth Season Passes:

Season passes are available if payment is made in full by April 24, 2024. Vendors who pay for the entire 27 week 2024 season will receive a 10% discount and a reserved priority booth location. Non-profit entities are not eligible for the discount. Please contact the CBFM Manager by email coosbayfarmersmarket@gmail.com if you would like more information to obtain a 2024 season pass.

Food Court Vendor Commitment Requirements and Fees:

Food court vendors will be required to inform Market management in writing the first and last market the Vendor will be attending. Food Court Vendor will inform the Market Management when applying and in writing any dates the Vendor will be absent during the season for prior event commitments.

Food Court Space Fees

Cost per Market day

Hot Food Tent Table Booth	10'x10' and under:\$60	10'x20': \$100
Hot Food Truck/Trailers	10'x 20' and under:\$80	Oversized not to exceed 10'x 30': \$100

Food Court Season passes

Food Court Season Passes available if paid in full by April 24, 2024. Food Court Vendors who pay for the entire 27 week season, May 1st - Oct 30th Market dates can receive a 10% discount and a reserved priority location. Non-profit entities are not eligible for the discount. Please contact the CBFM Market Manager by email coosbayfarmersmarket@gmail.com if you would like more information to obtain a 2024 Food Court Season Pass.

Non-profit Requirements and Fees

Due to a high volume of nonprofit applications wishing to table at the CBFM there will be a limited number of spaces at each market, as directed by the Market Manager. Nonprofits may be put on a rotating basis to accommodate several local nonprofits. If a nonprofit cancels their assigned week, the Market Manager will notify the next in line on the application list. Nonprofit applications will be approved on a first come, first serve basis. *A copy of Proof of Insurance and 501(c) 3 Not for Profit status is required* *before* an application can be approved.

All nonprofit groups are required to have educational materials available to shoppers about the organization. Priority will be given to nonprofit groups that are affiliated with topics related to the Coos Bay community, basic human needs (food pantries, health groups, etc.), or provide educational information with concise interest (local agricultural, environmental services, etc.).

Nonprofits - Outreach only

The Nonprofits will be providing educational material and doing community outreach only.
There will be a \$15 fee for a 1 (10'x10') booth per Market day

Nonprofits - Fundraising

Fundraising includes but it is not limited to the selling of merchandise made by the local nonprofit, raffle tickets, baked goods, and plants. Nonprofits that seek to fundraise with food and agricultural products will need to review market guidelines for their category.

There will be a \$30 fee for a 1 (10'x10') booth per Market day.

Non-profit Requirements and Fees Season continued

Nonprofits - Food Court

Nonprofits will follow all rules and regulations as apply to all standard food court vendors.

Hot Food Table Space 10'x10' and under:\$50 10'x20': \$90

Hot Food trucks and trailers 10'x 20' and under:\$70 Oversized not to exceed 10'x 30': \$90

Market Day Logistics, Safety and Booth Assignments:

Booth Assignments

All market assignments are available each week online through the Market Map on Manage My Market the Tuesday evening before Market day. The Market Manager will notify vendors through email, phone call or at Vendor check in about booth modifications.

Weekly Vendors do NOT have assigned locations for the duration of the CBFM Market. The CBFM will attempt to honor written Vendor requests, however, Market Sponsorship, Season Sponsors, Type of Vendor, product sensitivity, Market attendance and the overall CBFM Market needs will be considered when Market placement is made. Market placement is at the discretion of the CBFM Market Manager.

Zero Tolerance Sick Policy for all Staff, Volunteers and Vendors

All Vendors, Staff, or volunteers who are feeling ill, running a temperature, throwing up, have diarrhea, have or have been exposed to COVID-19 are to **STAY HOME**. Must be symptom free for 24 hrs to be in the CBDA Coos Bay Farmers Market. This includes set-up and tear-down.

Cancellation Policy

Once a vendor has been approved for a Market Day, they are obligated to attend that date unless the vendor cancels their reserved market booth space 36-hours before the Market date. Notice may be given via email, phone, text, or in person to the Market Manager. If notice is not provided 36-hours in advance, the Vendor may be required to pay the booth fee before another will be assigned. Any prepayment of booth fee may not be refunded. Cancellation notice from vendors that purchased season passes is requested within 24-hours, no proration will be provided for the no-show or canceled Market days. If a vendor is a no-show, they may be placed on the waitlist.

The CBDA Coos Bay Downtown Farmers Market is a rain or shine open-air event and our policy is to not close the market due to weather unless we declare it is unsafe for our attendees. We rely on the NOAA (National Oceanic Atmospheric Administration) as well as other local weather predictions to make the best decision for our vendors and attendees. Cancellations by vendors due to weather concerns will be discussed on a case by case basis and the Vendor may be charged for their space.

Booth Safety

Vendors are required to secure their booth canopies against likely strong winds. It is recommended to add 50-75 lbs. of weight per leg of their canopy for stability. If a Vendor booth canopy is not properly weighed down, the canopy may **NOT** be set up. Canopies are not required at the CBFM.

The CBDA and the CBFM are not responsible or liable if a vendor canopy/booth blows over and causes injury. Each vendor is responsible for taking the necessary safety precautions. Vendors may be subject to a suspension from the CBDA Farmers Market for improper booth safety.

****In the event of bad weather or strong winds, vendors may be required to disassemble their canopies.**

Vendor Space

Each vendor is responsible for staying within their own booth space and not expanding into surrounding spaces. Vendors must keep sidewalks open for pedestrian traffic, this includes during setup and teardown. If additional space is needed please advise the Market Manager. Vendors may not give, or sublease, their space to another vendor. All vendor spaces are assigned by the Market Manager, including day-off modifications during market set-up. The Market Manager will strictly monitor booth sizes and determine if changes need to be made to accommodate everyone in the best way possible.

****Aisle Extension: The City Manager and the Fire Inspector are requiring market vendors to not extend their 10' booth space into the main center aisle of the farmers market. Emergency vehicles need to be able to access and drive down Central Avenue without obstacles from vendor displays. *****

Electricity

Manager Approval is needed before a Vendor may use any and all types of electrical outlets (i.e. light poles, power panels, spider boxes) at the CBFM.

Vendors must notify the Market Manager if electricity at the booth is required on their application. ***Electrical requirements must be outlined on market application that includes the type of electrical appliance and electrical amperes necessary for operation.*** Sources for electricity are limited. The availability is dependent on the number of vendors requiring power. Vendor space location may be limited to accessible power sources .

Electrical boxes (referred to as spider boxes) are accessible in the Food Court but cannot power more than one electrical plug-in at a time. Booth locations for power supply are limited and are allocated on a first come, first serve basis per prior approval on Vendor applications. Vendors need to be vigilant on personal electricity consumption as the spider box trips when vendors are using multiple appliances at a given time. Appliances such as blenders, microwaves, and shaved ice appliances use more electricity and may cause issues and power outages. **Please list ALL appliances you will be using on the application.**

Please only run one device at a time, power is shared and supply is limited. Power from the light poles will only run small devices, like a single coffee pot or toaster. The light poles will NOT run a microwave or other large electrical device.

Vendors must provide the means for getting electricity from the source of power to the booth, and all loose power cords MUST be secured and covered to prevent a tripping hazard.

Special Orders

Vendors must park in the designated areas during market hours per the Vendor parking agreement. Vendors who have large special orders will need to make arrangements for pick-up either before 8 am or after 2:30 pm if they plan to unload them from their car in the parking lots surrounding Central Avenue.

Demonstrations:

All Vendor Demonstration plans must be submitted in writing to the CBFM Management for pre approval before demonstrating in the CBDA Coos Bay Farmers Market. If Vendor does a demonstration without approval, the Vendor will be suspended from the Market. Any prepaid booth fees will be forfeited.

“On The Spot” Vendor Checks

The CBFM Market staff including but not limited to the CBFM Market Manager, CBFM Market Staff, CBDA Staff or CBDA Board Member may conduct “On The Spot” vendor checks to ensure each vendor is in compliance with all CBFM Guidelines including health & safety issues.

Vendor Trash

All trash generated by vendors must be removed by that vendor at the end of the day for off-site disposal. This includes all gray water produced by the Vendor. Please do not use local business trash receptacles or the trash receptacles at the market provided by the city. Vendors are not responsible for disposal of purchaser’s trash. Water from weights can be used to water the plants after market.

Absolutely nothing is to be put down the street drains. Vendors may be subject to a suspension from the CBDA Farmers Market for improper garbage disposal. Any prepaid booth fees will be forfeited.

The Plastic Bag Ban at the Farmers Market

New Law: Vendors can NOT...

- Provide a single-use checkout bag at the time of checkout (i.e., when you are taking money for a customer’s purchases). (This applies to paper AND plastic.) (Exceptions below.)

Exceptions: Vendors CAN

- Continue to provide self-serve, handle-less paper or plastic produce bags for customers while shopping, at a time other than checkout, in order to package bulk items such as fruit, vegetables, nuts, grains, etc.
- Continue to provide paper or plastic bags at a time other than checkout to contain or wrap frozen food, meat, fish, flowers, a potted plant or another item for the purpose of addressing dampness or sanitation.
- Continue to provide paper or plastic bags at a time other than checkout to contain unwrapped prepared foods or bakery goods.
- Provide any of the following reusable bags, at the time of checkout, for a minimum \$.05 per bag charge*:
 - (a) a 4 mil thick plastic bag (technically considered a reusable bag),
 - (b) a recycled paper bag (at least 40% post-consumer recycled fiber) or
 - (c) a reusable fabric checkout bag, made out of cloth or other machine-washable fabric.

Read more about the [Oregon Farmers Market Association Ban Bag Guide](#).

Market Opening

The Market will open at 9:00 am. Road closures for the Public will commence at 5:00am Market day. By 8am all Vendor vehicles must be removed and parked in designated Vendor parking areas. Any Cones, Road dividers, or barricades of any kind can ONLY be moved or removed by Market Staff.

- The Market Manager will begin check in by 7:00am
- Vendors should not arrive before 7:00 am. Arrival before this time must be submitted in writing and approved by the Market Manager the Monday before Market.
- All Vendors will check-in with the Market Management at the Informational Booth upon arrival to the market **PRIOR** to setting up. This will include but not limited to all season pass holders, sponsors, non-profits, and food court Vendors. Vendors will receive current information for the day, booth signage, parking permits, and pay their Market fees unless already prepaid.

Market Day Logistics, Market Day Opening continued

- If Vendor does not see their booth space on the Market Map via Manage My Market, it will be provided at Vendor check-in on Market Day.
- If a vendor has not checked in, or contacted the Market Manager, by **8am on the Market Day**, the Vendor could forfeit the booth spot, the booth fee for the day and the booth location space may be re-assigned.
- Vendors cannot drive or park illegally..the wrong direction, in front of hydrants, on sidewalks, etc nor be on any property that can cause damages to the City of Coos Bay.
- CBFM is a drop and go market. Unload your product, equipment, etc, then move your vehicle out of the Market. Do not set up out of your vehicle. Unloading assistance is available if needed.
- Unload in your space only. Do not block or take another Vendor's space while you are unloading.
- Unless your Vendor booth space is located in the parking lot or you have permission from Market Management you cannot have your vehicle in the parking lot to unload.
- All Vendors will be fully set up, ready and open at 9:00am for the Market Day.

Market Day Closing

The Market will close at 2:00 pm. To ensure safety, Vendor vehicle traffic will not be allowed in the Market any earlier than 2:30pm or until the customers have cleared out of the Market Area. Market Staff will move the barricades for Vendor loading when it is safe to do so. Any Cones, Road dividers, or barricades of any kind can **ONLY** be moved or removed by Market Staff. Vendors moving safety equipment may be suspended from the CBFM Market. All Vendors and Vendor products must be completely removed from Market by 4:00pm as barricades will be removed for public and businesses use.

- *Booth disassembly is not permitted until the market closes at 2pm.* Vendors who are sold out of product can use the duration of the market as an opportunity for education about their business. Early booth disassembly without prior approval may be subjected to a vendor suspension or removal from the CBDA Coos Bay Farmers Market. If a Vendor has an emergency and needs to leave early, please notify Market Management immediately.
- All Vendors are required to break down and pack up their booth **before** bringing the vehicle into market to load.
- Vendors cannot drive or park illegally..the wrong direction, in front of hydrants, on sidewalks, etc nor be on any property that can cause damages to the City of Coos Bay.
- Load in your space only. Do not block or take another Vendor's space while you are loading.
- Unless your Vendor booth space is located in the parking lot or you have permission from Market Management you cannot have your vehicle in the parking lot to load.
- Before leaving the market, all vendors must clean up their booth space and ensure that all toothpicks, corn husks, produce, and other trash has been removed and taken with the Vendor for disposal. *Suspension from the Market may be given if the booth area is not clean. Any prepaid booth fees will be forfeited.*
- Ready-to-eat food vendors must take care of pre-consumer trash and not dispose of packages in the market garbage receptacles. *Suspension from the Market may be given for excessive garbage left at the market. Any prepaid booth fees will be forfeited.*
- **Vendors must properly dispose of greywater by taking it with them. Do not pour greywater into the storm sewers.** *Clean water only may be used to water plants. Improper disposal is subject to a suspension from the Market. Any prepaid booth fees will be forfeited.*
- All Vendors must be totally out of Market by 4:00pm as the streets and parking lot are fully open to the public and other local business events.

Food Safety

See the ODA Food Safety Guidelines for all detailed requirements regarding sanitation.

<http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmersMarketsFoodSafety.pdf>

Fresh fruits and vegetables may be displayed in open air, but they must be stored off the ground by using impervious plastic tubs or setting empty containers under those holding the produce. **Produce needs to be stored at least 6 inches off of the ground.** Exceptions are made for pumpkins and large squash but still require a barrier to the ground.

Potentially hazardous perishable foods stored, displayed, and offered for sale must be packaged and refrigerated at or below 41 degrees Fahrenheit. *Vendors are required to have a calibrated thermometer on-site to gauge and demonstrate temperature.*

Vendors offering samples or are ready-to-eat food service at a Farmers Market must obtain a Food Handler's permit. A copy of the Food Handler permit must be on file with the Farmers Market Manager. Information/manual on Food Handler Training and resting be found on (<http://www.co.coos.or.us/Departments/CoosHealthWellness/PublicHealth/EnvironmentalHealth/FoodSafetyAndLicensing/FoodHandlerTesting.aspx>)

Food Safety Basics

- Vendors must provide equipment and maintain practices that provide for the following:
All Ingredients come from an approved & traceable source, Portable water, Clean tools, Clean hands, Clean utensils, and Proper temperatures.

- Vendors are to sanitize all High touch Areas frequently in their booth.
- Vendors are to supply hand sanitizer to be available for customers at booth register/check out
- Vendors are encouraged to sell product by each, bundle, bunch or prepackaged
- Vendors are encouraged to round prices to nearest dollar to reduce # of bills & coin transaction
- If possible to supply a handwashing station for employees

Heating/Cooking

If using any heating or cooking device, vendors must have a working fire extinguisher and have checked with the Coos Bay Fire Department for other requirements.

If using propane tanks, vendors must take all necessary safety precautions. All tanks must be placed outside of the vendor's booth, and there must be free space surrounding the tank. All tanks must be secured in an upright position. Vendors must notify CBFM on application if using propane.

Cooking Oil

If your booth requires cooking oil you are responsible for any and all oil spills that result in or around your space. Please ensure that you are equipped with the proper oil spill cleanup items. **The CBFM and the City of Coos Bay requires a spill containment kit including a 5lb bucket with lid, kitty litter, a broom and dustpan.**

If a spill occurs, contact Market Management immediately. Vendors will cover the oil spill with the kitty litter, grind it into the ground and sweep it up and place it in the vendor's bucket for removal.

Any Vendor oil spills not reported to Market Management and not cleaned up properly by the Vendor will be subject to cost of clean up and possible suspension from the Market.

Sampling:

Vendors providing product samples must comply with Oregon Department of Agriculture Food Handling & Health Department regulations. (ODA Food Safety Guidelines) **Market vendors & staff serving samples are required to have a current food handler's card & submit a copy to CBDA Farmers Market Management prior to offering samples.**

(<http://www.co.coos.or.us/Departments/CoosHealthWellness/PublicHealth/EnvironmentalHealth/FoodSafetyAndLicensing/FoodHandlerTesting.aspx>)

Vendors are responsible for informing customers what ingredients are in samples and whether the product could have come in contact with allergens. **A posted list of ingredients is required to ensure consumers can sample with minimal fear of allergens. Each vendor is responsible for any illness caused by samples.**

Sampling means distributing small portions to individuals. A sample is no more than a two ounce portion of a food or beverage. A “sample” DOES NOT include: a meal, an individual hot dish, a whole sandwich, or a whole portion of any food product.

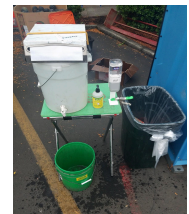
All sampling must be contained within the Vendor booth. Samples must be pre-sliced and provided in a manner that prevents a customer from touching any food other than their sample offered. Vendors will hand customers an individual sample. No trays of samples can be set out. All sample platters must be out of customer reach. **All** sample platters must have covers to protect the product and to maintain sanitation standards.

Vendors could put their dip, jelly, nut butter, etc. into a plastic squirt bottle ([link here](#)) as they come in all sizes. If your product is thick, just cut the top down to make a bigger opening. Vendors can keep the bottle in a tub of ice water. Vendors can squirt it into an empty cup or Vendors can dab on a cracker in a cup and hand it to your customers. Lids are required for pre portioned samples. Paper soufflé cups ([link here](#)) are often cheaper than plastic portion cups.

Vendors who sell or sample a product that produces trash must provide a trash receptacle accessible to customers in their booth. Vendors are responsible for disposing and removing of all trash produced by the vendor at the end of the day for offsite disposal. This includes all gray water produced by the vendor. Trash receptacles at the CBDA Farmers Market are for customers only. All Vendors must take their trash with them.

Any Vendor (licensed or unlicensed), or food/product demonstrator, who engages in the sampling of produce or any other food product at a farmers market is **required to have and use a suitable handwashing station in their booth** where sampling is taking place for the vendor to use.¹ Sampling Stations must be inspected and approved by the CBDA Coos Bay Farmers Market Management 1 week prior to Vendor giving out Samples at the CBDA Farmers Market. The CBDA Farmers Market Management will do periodic inspections during the 2024 CBDA Coos Bay Farmers Market Season. A suitable handwashing station will:

- Provide a minimum water-holding capacity of five gallons in an enclosed container;
- Utilize a spigot that can be opened to provide a constant flow of water;
- Provide soap. Gel sanitizer may be used **in addition** to hand washing, but not in place of it;
- Provide paper towels;
- Maintain a wastewater collection container with a minimum capacity equal to or greater than the freshwater container's capacity;
- Provide a receptacle for used paper towels;
- Maintain hand washing equipment in a clean and sanitary manner (rinsing with 50 ppm chlorine/water is suggested); and
- Use only potable (ie, drinkable) water for hand washing, free of fecal coliform bacteria.



Non compliance may result in the Vendor being immediately suspended for the rest of the 2024 Season. Any prepaid booth fees will be forfeited.

¹ (Photo courtesy of Hollywood Farmers Market)

Market Day Conduct and Etiquette:

CBDA Code of Conduct

All vendors must sign and follow the CBDA Zero Tolerance Code of Conduct policy. Vendors are responsible for themselves, their staff, volunteers, and helpers. This Zero tolerance policy covers aggression in any type or form including but not limited to verbal, in person, social media, or on the internet towards any Coos Bay Downtown Association Staff, CBDA Boardmembers, CBFM Market Staff, Volunteers, other Vendors or the Public by the Vendor, their staff, volunteers or helpers.

Vendors, their staff, volunteers, and helpers must maintain professional courtesy towards other vendors, CBDA staff, CBFM Market staff, customers, and volunteers. Staff members, Volunteers, or helpers representing the approved market vendors must follow the market guidelines and respect the CBDA Coos Bay Market Manager discretion.

The CBDA Coos Bay Farmers Market is owned and managed by the Coos Bay Downtown Association. The operational structure is left to the discretion of CBDA Farmers Market Management.

All rules of the market are enforced by the CBFM Market Manager, CBDA Mainstreet Manager, or Market Staff designee. The CBDA Coos Bay Farmers Market Manager has the ultimate on-site authority concerning the CBDA Coos Bay Farmers Market. Vendors will submit all complaints or problems concerning other vendors, market placement or any market business ***in writing*** to the Coos Bay Farmers Market Manager.

If a vendor, their staff, volunteers, or helpers does not abide by the rules of the CBDA Coos Bay Farmers Market, or comply with federal, state, and local regulations applicable to the market, the Farmers Market Manager may take action, including immediate, temporary or permanent suspension of the offending vendor from the CBDA Coos Bay Farmers Market.

Non compliance of the Code of Conduct could result in the Vendor being immediately suspended and from the Market for the remainder of the season. Any prepaid Vendor booth fees will be forfeited.

Music & Radios in Vendor Booths

Due to the City of Coos Bay Special Event Permit for CBDA Coos Bay Farmers Market, Vendors are not allowed to play radios, or use any other amplified sound-generating electronics on CBDA Coos Bay Farmers Market premises Market day 5am-4pm.

Animals/Pets

Animals/Pets are not allowed at the Coos Bay Farmers Market. Vendors are not allowed to have animals/pets in booth space. For more information on animals/pets in food establishments, please refer to: http://www.oregon.gov/ODA/FSD/docs/pdf/pub_service_animals_poster_2011.pdf

Service animals are welcome at the market. Notify Market Management in writing of the planned presence of a service animal in the vendor booth. Additional information about requirements for service animals available at: http://www.ada.gov/service_animals_2010.htm

No Smoking/No Vaping Policy

The CBDA Coos Bay Farmers Market is a non-smoking/vaping event and is not allowed from 5am-4pm in the CBFM Market on Market Day. If a smoke/vaping break is found necessary by a vendor, it is up to their discretion to leave their booth at their own risk. Vendors are required to smoke/vap outside market boundaries by at least 10 feet. Non compliance could result in the Vendor being immediately suspended from the Market for the remainder of the season. Any prepaid Vendor booth fees will be forfeited.

Sales, Promotions, and Publicity

Vendors are expected to contribute to CBDA Coos Bay Farmers Market efforts to publicize the market. We request all Vendors to advertise the CBFM via your social media, newsletters, press releases and more. Unless otherwise noted, vendors agree to allow CBDA Coos Bay Farmers Market to talk and publish photos containing their likeness.

We encourage all vendors to participate in various sales & promotions to attract more customers to their booth as well as to the market. If Vendors have a sale or promotion and would like the CBFM to assist in advertising for you on the CBFM Facebook, Instagram or radio spots, let the Market Manager know in writing as soon as possible but no later than 8am Market day.

Vehicle Parking & Guidelines

We are all a part of the market to provide a wonderful service to our community. Since we are located in the middle of downtown Coos Bay, there are many businesses that are affected by the market's presence. To keep our positive presence welcome in downtown Coos Bay, we must respect the daily happenings of our local businesses.

Vendors will complete, sign, and return the CBFM Parking Enforcement Policy at the time of registration. Vendors are responsible for not only their vehicles but all their employees, volunteers and helpers vehicles as well. Vendors will be responsible to inform the CBFM Manager in writing of any updates or changes needed to the vehicle registration form. Vendors, their employees, volunteers and helpers will display the 2024 season parking permit visible in the front window of all of the vendor vehicles on Market day.

All vehicles must be removed from Central Ave. and adjacent parking lots/streets before 8:00 am the day of the Farmers Market. Vendors, their Employees, Volunteers, and Helpers must park in the designated vendor areas during market hours. Vendors who have large special orders will need to make arrangements for pick-up either before 8am or after 2:30pm if they plan to unload them from their car in the parking lots surrounding Central Avenue.

Where Vendors, their Staff, Volunteers, and Helpers CAN park:

- The far 2nd & Curtis Parking Lot (7 Devils Brewery)
- The Visitor's Center Parking Lot across Hwy 101 South
- Black Market Gourmet Parking Lot off of 4th (*not City Subs Parking Lot*)
- Street parking on Market, Highland, Hwy 101 Northbound only

Where Vendors, their Staff, Volunteers, and Helpers CANNOT park:

- Central Avenue between 101 and 4th Street
- 2nd and 3rd cross Streets between Anderson & Commercial
- The Parking Lot behind Rife's Home Furniture
- The Parking Lot behind Jennie's Shoes
- All Parking Lots behind, beside or across the street of The Hall Building.

Penalties if Vendors, their Staff, Volunteers, and Helpers are parking in undesigned vendor zones:

- 1st: Verbal warning and a request to move the vehicle
- 2nd: 3-week suspension from the market
- 3rd: Suspension for the remainder of the 2024 season and possibly the 2025 season

*****Any prepaid booth fees will be forfeited*****

SNAP/EBT Food Stamp Program

How SNAP/EBT Works

Customers can bring their Oregon Trail card (or the corresponding SNAP/EBT benefit card from ANY STATE) to the Market Info Booth to receive tokens to use in place of their SNAP/EBT benefits. Those tokens can be received by any authorized vendor who has signed the previously mentioned SNAP/EBT Vendor Agreement.

Tokens come in \$1 & \$5 increments, cash MAY NOT be given in change of the tokens. Vendors may give \$1 tokens in change, or may make up the difference by offering additional SNAP/EBT items to the customer (this is done at each vendor's own discretion).

The vendors can come to the Market Info Booth to turn in the SNAP/EBT tokens they received that day with the completed Vendor portion of the CBFM Food Accessibility form. The count will be verified the next day in double custody. No counts will be verified on Market day. If a discrepancy is found, the vendor will be notified. A check will be handed out at the following market day or mailed to the vendor.

Vendor Eligibility

Vendors who are eligible to accept Oregon Trail tokens must agree to the 2024 SNAP/EBT Vendor Agreement. SNAP is the Supplemental Nutrition Assistance Program, commonly known as Food Stamps.

Eligible food items that can be purchased with CBFM SNAP/EBT tokens include bread, cereal, fresh produce, meat, fish, poultry, dairy, and starter plants (Seeds and plants which produce food for the household to eat). SNAP benefits cannot be used to purchase hot meals, prepared foods, soap, or other body care items. A list of eligible food items is available at:

<http://www.fns.usda.gov/snap/eligible-food-items>

Sale of ineligible items with SNAP/EBT benefits is illegal and risks our ability to accept SNAP/EBT. If you are unsure if your items are considered eligible for SNAP/EBT, please ask the market manager for product verification prior to transaction. Sale of ineligible items (i.e. food court items) is strictly prohibited and may result in Vendor being asked to leave the market and all booth fees will be forfeited.

- Vendor agrees to follow all guidelines, as set forth by federal and state authorities and CBDA Coos Bay Farmers Market.
- The CBDA Coos Bay Farmers Market reserves the right to immediately suspend or terminate the Vendor from the program if the Market Staff observes, or receives evidence of, failure to abide by any of the agreements below.
- Vendors may voluntarily quit participating in the SNAP/EBT program at any time, but must notify the Market Manager immediately in writing of such action.
- Vendor agrees to accept only CBDA Coos Bay Farmers Market tokens and will not accept other market's tokens and/or printed script at the CBDA Coos Bay Farmers Market.
- Vendor agrees to accept tokens only for the purchase of food stamp program-eligible foods.
- Vendor agrees that no U.S. currency will be returned to the customer as change, if payment for the product is solely by tokens. The value of the tokens received by Vendor will not exceed the posted value of the product purchased by the customer. (*Customers will receive full value for their tokens*)
- Vendor agrees to post a sign identifying Vendor's booth as an authorized SNAP/EBT vendor.

SNAP/EBT Food Stamps, Vendor Eligibility continued

- Vendor agrees to not exchange any tokens for U.S. currency with any person except with an authorized appointed CBDA Coos Bay Farmers Market staff member.
- Vendor agrees to turn in tokens with completed vendor portion of the CBFM count sheet no later than 3:00pm to an authorized CBDA Coos Bay Market Staff member to be eligible for reimbursement.
- Vendor agrees to have the reimbursement amount verified in double custody by market staff in the CBFM office the next business day. If any discrepancy is found then Vendor will be notified by CBDA Farmers Market Manager. **No verification will be done at the Market.**
- Vendor agrees to be reimbursed by the CBDA for SNAP/EBT eligible sales weekly by check.

Market Day Documentation

Vendor and Product Identification

Each booth must prominently display a sign clearly identifying the vendor's farm, or business name and location. If a Vendor is a participant in any food accessibility programs (e.i. SNAP/EBT, DUFEB, WIC/Senior checks etc.) they must have signage for these as well. Signs must be posted for the entirety of the market. The Farmers Market Manager has the right to ask a vendor to change signage at any time to meet these requirements.

Sale items not grown, produced, made, or collected by the vendor must not amount to more than **10%** of the selling vendor's available product in dollar value or product amount and have the **product approved by the CBFM Manager** prior to selling. If a vendor is selling for someone else, not only is the vendor required to post a sign stating whom the product/products are grown or made by but are **required to follow the Shared Vendor Booth Requirements stated earlier in the CBFM guidelines.**

No Distributors or wholesale produce and products are to be sold at the market; i.e. Avon Product, DoTerra Essentials, etc.

To add additional products, the Vendor must amend the original application for approval of any and all new products in writing to the Farmers Market Management prior to selling.

Craft Artisans products are juried and required to submit photos of products. They can be uploaded via Manage My Market or emailed to coosbayfarmersmarket@gmail.com for approval.

Permits and Licenses

Upon acceptance to the market, vendors must provide the Coos Bay Farmers Market with copies of relevant permits and licenses applicable to the sale of their products (i.e. food handler's license, organic certification, approved kitchen certificates, temporary restaurant licenses, etc.) It is the responsibility of each vendor to research and procure their license(s). Documents may be submitted through the "license" tab on your Manage My Market profile, by email or by hand delivery. Additionally, all appropriate documentation must be available in the vendor booth during the market.

Periodically during the season, the County or State Inspector will visit the CBFM Market to test temperatures, check for sample protocol and hand washing stations, check scales for certification and verify credentials (permits/licenses). It is important for you, the vendor, to have all the necessary licenses and credentials on market days and available for inspections regardless if you have submitted those credentials to the CBFM. *We do not receive prior notifications for on-site inspections as performed by the Oregon Department of Agriculture and Coos County Health Department.

Market Day Documentation, Permits and license continued

For more information on Farmers Market license regulations, please refer to:

http://www.oregon.gov/ODA/ADMD/pages/farmers_markets.aspx

http://www.oregon.gov/ODA/fsd/Pages/faq_index.aspx#What_are_the_farmers_markets_vendor_license_requirements

Vendors may also call the numbers listed below to find out procedures for licenses:

Department of Agriculture.....541-756-2911

Or.....541-751-9307

Health Department.....541-756-2020 ext. 510

City of Coos Bay public works & Development.....541-269-8918

Insurance

The CBFM and the CBDA is not responsible for any loss or damage incurred by vendors. **Liability insurance naming the Coos Bay Downtown Association as an additional insured party is required for all vendors.** The CBFM and the CBDA are not responsible for any loss or damage incurred by vendors.

Upon notification of market application acceptance and prior to market vending, a copy of the certificate of insurance must be provided to the CBFM. Documents may be submitted through the “license” tab on your Manage My Market profile, by email or by hand delivery.

Vendors selling hot food, potentially hazardous foods or processed foods and bakery items, are required to purchase booth liability and additional product coverage insurance, as defined in OAR 603-25-010(20).

All processed and restaurant style food vendors are required to carry Commercial Liability with Product Coverage insurance.

Contact the Health Department for additional information.

Product Guidelines

All items must be grown, produced, made, or collected in Oregon by the vendor. Vendors must submit a list of items grown, produced, made, or collected in Oregon by the vendor with their Farmers Market application for approval prior to selling the items at the CBDA Coos Bay Farmers Market.

Sale items not grown, produced, made, or collected by the vendor must not amount to more than **10%** of the selling vendor’s available product either by dollar value or product amount and have the **product preapproved by the CBDA Farmers Market Manager** prior to selling. If a vendor is selling for someone else's product, not only is the vendor required to post a sign stating whom the product/products are grown or made by but are **required to follow the Shared Vendor Booth Requirements stated earlier in the CBFM guidelines including the required additional application fee.**

No Distributors or wholesale produce and products are to be sold at the market; i.e. Avon Product, DoTerra Essentials, etc.

The Coos Bay Farmers Market will maintain a healthy balance of food vendors to non-food vendors. Market product categories include, but are not limited to:

- Farm products
- Processed farm products
- Value-added foods
- Hot, prepared foods

Product Guidelines continued

Market product categories include, but are not limited to:

- Fish and Seafood products
- Nursery Products
- Wildcrafted or cultivated products
- Processed non-food agricultural products
- Handmade crafts, artisan goods

Crafts/processed non-food agricultural products should be made, or sourced by the vendor, predominantly from agricultural or natural/raw products.

Live Animals for sale

No sale of live animals will be permitted at the CBDA Coos Bay Farmers Market.

Wild-crafted or foraged

Before selling mushrooms gathered from public or private land, the vendor is required to provide the following documentation before being approved to sell at the Market:

Wild-crafted or foraged

- Coos County or home county Mushroom Picker's permit
- Certificate of Liability Insurance with additional product liability coverage
- List of each type of mushroom by common and scientific name on their application.
- List of training and experience in mushroom collection.
- Provide copies of the public lands collection permits or private approval.
- Signage at market must accurately identify all mushrooms and whether the product is wildcrafted or cultivated.
- Prominently display mushroom safety information.

Cultivated mushrooms can be sold at the market, if approved by the Market Manager. CBFM abides by and agrees with all Coos County mushroom picking rules and guidelines. Information on permits is available from the Coos County Forestry Department.

Value-Added Foods and Processed Farm Products

Value-added foods and processed farm products (i.e. cheese, sauces and condiments, baked goods, hot ready-to-eat-foods and packaged meats) must follow the guidelines of the Oregon Department of Agriculture. A license from the appropriate home county office is required and priority will be given to those who process their own homegrown ingredients. All processed food vendors must provide a kitchen license.

Vendors selling artisanal foods must have a license for their kitchen, or a temporary kitchen license for on-site preparation of hot food. Food handler's card is required for all individuals handling food.

Domestic Kitchen License Information:

<http://www.oregon.gov/ODA/programs/FoodSafety/FSLicensing/Pages/DomesticKitchen.aspx>

Information about products that do not need a license can be found at:

<http://www.oregon.gov/ODA/programs/FoodSafety/FSLicensing/Pages/WithoutLicense.aspx>

Product Guidelines continued

Farm-Direct Exemption for Pickles, Preserves

Foods high in acidity may be made in unlicensed kitchens if the main ingredients were grown solely by the vendor. Under the Farm Direct Bill, main ingredients that are not grown by the producer disqualifies from the exemption. All products must be tested for acidity with a suitable meter and a complete and explicit log will be kept of all tests of batches with ingredients, date, place of manufacture and phone number clearly labeled on product. The word “HOMEMADE” must also appear on the label. For further information about Farm Direct Processed items please see:

http://smallfarms.oregonstate.edu/sites/default/files/small-farms-tech-report/farmdirect_producerprocess ed.pdf

Home Bakery Exemption

Home bakers are exempted from obtaining a domestic kitchen license if they are directly selling to consumers and meet the following qualifications : Under the exemption, vendors are allowed to sell baked goods and confectionary items that are not “potentially hazardous”. “Potentially hazardous” baked goods require temperature control (e.g., refrigeration) to prevent the rapid growth of infectious or toxic microorganisms. Examples of “potentially hazardous” baked goods include the use of dairy, meats, shellfish, and ingredients that require refrigeration after production.

Home Baking Exemption Sheet:

http://smallfarms.oregonstate.edu/sites/default/files/publications/home_baking_bill_final.pdf

Hot, Prepared Foods

Vendors who are preparing foods on-site must have a current temporary restaurant permit from the Coos County Health Department to be at the CBFM. Coos County offers different permits depending on vending dates and lengths. *A copy of the current permit must be submitted to Market Management prior to the Vendor serving customers at the CBFM Market.*

Nursery Products

Nursery/Plant vendors must personally propagate/grow bedding and landscape plants and flowers. This can be from seed, cuttings, bulbs, plugs, or plant divisions. The vendor must have grown all potted plants for at least two months and personally growing the plants from seed or by cutting is preferred. Seeds to be sold must have been grown, collected, and cleaned by the vendor.

All plant vendors must have a nursery license if they make more than \$250 during the season, per ODA rules: <http://www.oregon.gov/oda/licenses/Pages/default.aspx>. If this is the case, the Vendor is responsible to submit a copy of the license to the CBDA Market Management.

Music and Entertainment:

Our sponsored music and entertainment performers are organized by a partner organization and/or business. Musicians which have been scheduled by our CBDA Coos Bay Farmers Market Partner are subject to different rules and regulations. Buskers will not be allowed to play during scheduled entertainment and music. If you would like more information on becoming a music or entertainment performer at the CBDA Coos Bay Farmers Market, please contact the CBDA Farmers Market Manager by email coosbayfarmersmarket@gmail.com

Busking Policy and Guidelines:

The Busker Guidelines are to allow local and traveling performers to have an enjoyable experience at the CBDA Coos Bay Farmers Market while enhancing the CBDA Coos Bay Farmers Market for our coastal community. All Buskers are required to follow the Busking Guidelines.

The CBDA Coos Bay Farmers Market Manager has overall authority on buskers/musicians performing at the CBDA Coos Bay Farmers Market. Those wishing to discuss guidelines will need to request an appointment with Market Management in writing outside of market hours for further discussion.

Buskers are required to follow the CBDA Coos Bay Farmers Market Guidelines, the CBDA Coos Bay Farmers Market Busking Policy and the direction of the CBDA Coos Bay Farmers Market Manager. Buskers who do not comply will be asked to leave the Farmers Market immediately and will forfeit playing at the CBDA Coos Bay Farmers Market for the rest of the season.

To be a Busker at the CBDA Coos Bay Farmers Market, all Buskers are required to read, agree to follow, and sign the 2024 CBDA Coos Bay Farmers Market Busking Rules. If a Busker refuses, they will be denied being able to play or perform at the CBDA Coos Bay Farmers Market. They will forfeit playing at the CBDA Farmers Market for the rest of the season.

Busking Fees and procedures

- Buskers are to check-in at the CBDA Coos Bay Farmers Market Information Booth with the Market Manager no earlier than 8:30 am. Those who do not check-in with the Market Manager will be asked to leave the Farmers Market immediately and will forfeit playing at the CBDA Coos Bay Farmers Market for the rest of the season.
- Upon check-in Buskers will read, sign and agree to the 2024 Busking Guidelines.
- Buskers will purchase a \$10 CBDA Coos Bay Farmers Market Busker Badge from the market information table for that Market day. Buskers must wear the badge prominently and be easy to see. The Busker Badge is only valid for the day purchased and is **non-refundable**.
- Electronic amplification is not allowed by buskers, nor is playing/singing in a loud, disruptive manner that may impede communication between vendors and customers at the Farmers Market.
- The CBDA Coos Bay Farmers Market Manager will assign a specific location in the Farmers Market for the Busker to play their music in. If a Busker moves from their assigned location to anywhere else in the CBDA Coos Bay Farmers Market, they will be asked to leave the Farmers Market immediately. They will forfeit playing at the CBDA Coos Bay Farmers Market for the rest of the season and their daily Busker Badge fee is forfeited.
- CBDA Coos Bay Farmers Market Management, Staff and Vendors, have the right to ask Buskers to leave a Farmers Market location if it is interfering with Vendor sales. If a Busker is asked to leave by the Farmers Market Management, Staff or Vendor, they must immediately stop playing and leave the CBDA Coos Bay Farmers Market. The Daily Busker Badge fee will be forfeited. If the Busker does not leave, they will forfeit playing at the CBDA Coos Bay Farmers Market for the remainder of the season.

- Peddlers are not allowed to set up, play or perform within the CBDA Coos Bay Farmers Market or within 10' of its perimeter during the CBDA Coos Bay Farmers Market days 5am - 4pm.