

2019

Salem Community Markets



APPLICATION GUIDE

www.salemcommunitymarkets.com

503-585-8264

GENERAL INFORMATION

This vendor handbook outlines the rules and guidelines that apply to all markets operated by the Salem Saturday Market (SSM). The terms “vendor” and “member” are used interchangeably throughout and should be determined to mean one and the same. The term “SSM” is used interchangeable to refer to all markets managed by the Salem Saturday Market as listed below.

The Market shall allow all quality products that are legal at the local, state and federal level. The Market has the right to refuse any product that does not align with SSM values, which are local agriculture and business, excellence, innovation and community that promote a wholesome family friendly environment. The Market reserves the right to refuse membership to any applicant.

The Market also reserves the right to modify this vendor handbook to clarify issues or circumstances that may not be addressed directly. The Market does not discriminate on the basis of race, color, religion, sex, national origin, age or disability.

THE MARKETS

The purpose of all the SSM managed markets is to provide a venue for vendors to share farm fresh produce, meats and cheeses, baked goods, nursery plants, flowers, local food and wines, and artisan crafts. Some market locations limit vendor product participation. All market vendors are juried to assure that only top quality handmade or homegrown products are sold at the market. All markets operate rain or shine, except under extreme circumstances. Please refer to the website for market cancellation procedure. See individual market dates, times and locations below:

Salem Saturday Market

- Season: April 6 through October 26
- Hours: 9:00 am to 3:00 pm (open to the public)
- Location: Downtown Salem - State of Oregon’s “Green Lot” at Marion and Summer Streets NE

Monday Hospital Market

- Season: May 6 through September 30 ** closed Memorial Day (May 27) & Labor Day (Sept 2) **
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: Salem Hospital - Oak Street

Wednesday Farmers Market

- Season: May 1 through September 11
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: Downtown Salem – Courthouse Square Plaza

Thursday West Salem Farmers Market

- Season: May 2 through September 12 ** closed Independence Day (July 4) **
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: West Salem on Edgewater between Gerth & Kingwood

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SSM MEMBERSHIP

A member may be a sole proprietor, partnership, LLC or corporation. Membership may include family members within the same household, domestic partners, parent(s) and minor child(ren) and people who share a common business name. Non-profit organizations are not eligible for membership, except as approved by the board. The board will consider non-profit membership on a case-by-case basis for programs that realize a tangible educational opportunity through market membership not attainable through a standard non-profit booth space.

Each vendor membership receives one vote in elections. One individual shall vote for the business and must be an owner, member or officer of the business. It is the intent that all recognized members of the business entity are considered members of the Market, are able to participate in Market activities and must obey the Market rules and guidelines.

The Board of Directors reserves the right to reject membership to any applicant based on the following criteria:

- A. If the applicant has been previously accepted as a vendor and has three or more documented violations of Market policy in a calendar year.
- B. If the applicant has demonstrated actions that could be construed as detrimental to the reputation, operation or overall well-being of the Market.
- C. If the applicant misrepresents themselves or their product to the Market's customers, staff or Board of Directors.

The Board may request information from Market staff and/or membership in applying the above criteria. If the Board chooses denial of membership for any of the above criteria, a written explanation shall be provided to the applicant. The decision of the Board shall be final and binding.

TYPES OF VENDORS

Reserve Vendor

Vendors who are interested in attending on a regular basis and want to “reserve” a space, can pay an additional reserve fee and lock into a booth space for the dates they want to attend. The vendor will be guaranteed a booth space, but may not be the same each week, as it is based on availability and the time at which the vendor signs up and completes the process.

Drop In Vendor

Vendors who are unsure of their plans, unable to commit to regular attendance, and willing to be flexible in a booth location, then participation as a drop-in vendor is perfect! Drop-in vendors call the office the working day before the market to see what spaces are available and are assigned one at that time.

SSM FEES

Application Fees

Non-refundable Application Fee (per market) \$ 15.00

Membership Fees

Membership Fee – Annual (all markets except HM) \$ 120.00
AFTER July 31st \$ 90.00

Exception: Does not apply to the SSM Holiday Market, as it is a special event and does not require membership.

Reserved Vendor Fee – (Annually per market)

Monday (**required**) – 1st booth \$ 60.00
Monday (*optional*) - each add'l booth \$ 45.00

Wednesday (*optional*) – 1st booth \$ 60.00
Wednesday (*optional*) - each add'l booth \$ 45.00
Wednesday (*required*) - curb side (trailers) \$ 85.00

Thursday (*optional*) – 1st booth \$ 20.00
Thursday (*optional*) - each add'l booth \$ 10.00

Saturday (*optional*) – 1st booth \$ 60.00
Saturday (*optional*) - each add'l booth \$ 45.00

Exceptions: Saturday or Wednesday Market vendors selling only produce can reserve up to six spaces, if available. Monday and Thursday vendors selling only produce can reserve up to 2 spaces.

Market Weekly Booth Fees

Monday Market (10' x 10' booth) \$ 35.00

Wednesday Market (10' x 10' booth) \$ 30.00
Wednesday Curb Side (trailers up to 20') \$ 30.00
Wednesday Curb Side (trailers 20' and over) \$ 60.00
Wednesday - Parking Pass (recommend if weekly) \$ 5.00 ea week

Thursday Market (10' x 10' booth) \$ 20.00 **
**Discounted booth fees extended to 2019 thank you to the generosity of sponsorship donations

Saturday Market (10' x 14' booth) \$ 35.00

BOOTH FEE COLLECTION AT ALL MARKETS

- SSM Staff will distribute and collect envelopes for payment collection for the “day of” market booth fee. Vendors can provide payment by cash, check or credit card.
- Vendor must have envelope with payment ready for collection starting at noon.
- Drop-in vendors that show up on the day of Market can pay booth fee at the Information Booth.
- Discount Option: Vendors can receive a 15% discount by paying booth fee in advance for ALL market dates scheduled to attend. A minimum of 6 market dates must be reserved. No refund will be given for unused prepaid booth fees with exceptions considered on a case by case basis. Discount is **NOT** available for Thursday West Salem Farmers Market due to reduced booth fee (offset from sponsorships).
- A \$25.00 returned check charge, in addition to the amount of the check, is levied on all checks returned unpaid. If more than two returned checks have been received from any member/vendor, only cash will be accepted from that party for the remainder of the year. Vendor's selling rights will be suspended until the NSF check and the returned check fee charges are paid.

APPLYING FOR THE MARKETS

Application Procedure

Applications must be submitted through www.managemymarket.com. Applicants will receive an invoice within 5-7 business days via email for a \$15.00 processing fee for each market that is applied for. Exception: Does not apply to Holiday Market.

In order to best serve the membership, SSM requests that the application information be as detailed as possible – specifically the product detail. Applications will remain PENDING if ManageMyMarket.com vendor profile is not complete. If you do not have access to the internet, you may contact the SSM Office to arrange a time to use a market computer. Help will be provided for those unfamiliar with the Internet and managemymarket.com.

Schedule a Jury Appointment (if needed)

Jurying must be completed before the scheduled start date.

- Products only need to be juried one time to qualify for sales in all SSM managed Markets.
- Following submission of application and payment of application fee, vendors must review page 13 to determine which committee process is required for your products and what the next step is in the process. If a vendor needs assistance, they may call the SSM Office.
- Returning Market vendors who are selling the same product as the previous year do not need to be juried again unless the product does not conform to new guidelines. If a vendor is returning after one year (or more) absence then they must submit their products to the jury. Although produce and cut flowers are not required to be juried, all products vendor desires to sell at the market must be approved and listed on the application.
- A returning vendor is defined as a member who vends at a particular market on at least six occasions during the membership year. Exception: Does not apply to Holiday Market.
- Products that are different in “materials, means of construction, form or function” from that was previously approved are considered new product lines and must be approved for sale. The Market will contact you if they need additional information or an in-person meeting to jury your products.

Reserved Booth Space

Ensured Commitment of Reserved Booth Space

Ensured commitment of reserved dates must be 80%. When applying to a market, you are committing to specific dates. Of those dates, you are ensuring that you will attend 80% of total dates reserved. You may attend on a date you didn't reserve and it will count toward your 80%. However, your reserved spot will not be guaranteed for dates you did not reserve when applying.

- If you fail to meet your 80% commitment, the privilege of reserving a spot will be suspended the following season.
- You may change the dates you are able to attend throughout the season. This must be done by email or written notice to the Executive Director at least 14 days in advance to guarantee market placement. However, your reserved spot will not be guaranteed, as another vendor may have already reserved.
- **1st NO-Call and/or NO-Show, vendor forfeits reserved space for remainder of the season.** You may still vend at the market, but your space is no longer a reserved location for you and you must call in weekly to obtain a booth space for the remainder of the season.
- Market Manager or Director has discretion in booth placement in case of inclement weather or low attendance markets (less than 50%) to consolidate market footprint.

Criteria for Reserved Booth Space

- Preference will be given to assigned booth space based on 1) number of weeks requested for the year, and 2) accumulated points.
- A member must reserve a minimum of 6 dates to secure a reserved booth space. The member must also attend a minimum of 6 dates to retain the ability to reserve the following season.
- Booth assignments for returning vendors will be based on (1) space request, (2) points and (3) date of payment. When submitting application, returning vendors request and have priority (based on points) for reserved spaces up until February 15. Thereafter, spaces will be assigned on a first come/first serve basis.
- For new vendors who are requesting reserved booth space, they will receive an assigned space based on (1) date of application, (2) product and (3) space availability.
- Certain seasonal products, such as berries, and longer reserved times may be given preference of assigned space.
- Berry product vendors are expected to provide estimated start and finish dates, however, the Market is aware weather and growing periods may alter actual start and finish dates. Reserved dates for berry vendors will be adjusted accordingly and 80% commitment days will not be required for the start and finish of estimated dates, but will be enforced during the berry season.
- If a vendor wishes to change reserved spaces, they must make a written request to the Executive Director stating the reason(s). Only spaces unreserved as of the date of the written request is received will be available.
- Onsite prepared food vendors will be limited to reserving space as designated by the Market at the beginning of each season and as it pertains to Salem Fire Department fire codes.

The SSM and Board of Directors reserves the right to assign vendors to spaces based on federal, state and county codes, safety requirements or precautions regardless of points acquired.

Member Points

Point totals are used to determine standing with regard to obtaining a reserved space. Vendor points will be a factor used to determine priority, breaking a tie regarding other vendor requests. Exception: Thursday West Salem Farmers Market participation will not accumulate points.

- One point is awarded for each market day a member vends.
- One point will be awarded for each general and annual meeting attended.
- One point will be awarded for work group or GAT and PFAT committee member per meeting attendance.
- One point will be awarded for Arts & Crafts committee member per every 5 online jury evaluations.
- Points accumulated from meetings, committees, etc. will be applied to each of the Markets the vendor attends.
- Attendance of less than six weeks will result in forfeiture of any accumulated points, regardless of payment of membership fees, for the following year.

Licensing (Additional Resources are listed in Appendix)

All required documents and licenses must be uploaded to the Licensing Tab of your ManageMyMarket profile before your application will be approved. Licenses, permits and insurance documents are required for certified kitchens, nursery sales, pre-packaged/processed food, preparing food on site, weight scales and foraging/wildcrafting.

Exception: Temporary Restaurant licenses. These can be uploaded upon approval.

Insurance (Additional Resources are listed in Appendix)

ALL VENDORS ARE REQUIRED TO MAINTAIN and upload liability insurance certificate showing effective and expiration dates, have at least a 1 million dollar liability limit and naming the Salem Saturday Market as additional insured to the Licensing Tab of the ManageMyMarket vendor profile.

Exception: Holiday Market vendors are not required to have insurance policy since special 3-day event.

Products

The intent of the selling policy is to enable the customer to buy something from the person who made it or a person employed by the member, who is trained and knowledgeable about the product sold by the member. The main requirement is as follows:

“Members may sell only their own handcrafted or home-grown products. They may not sell products belonging to anyone else, except in situations of a shared booth”

All products the vendor is requesting to sell at the Market MUST be listed in the Products Tab of your ManageMyMarket profile and approved prior to selling at the Market. Although produce, nursery, cut flowers, meat/poultry/eggs/seafood and services are not required to be juried, the above statement still applies.

**** EXAMPLE - Produce ****

If you are selling 4 varieties of apples, you must list the 4 different varieties in the product description, along with the season they are available.

**** EXAMPLE – Arts & Crafts ****

If you are selling textiles, you must list them in the appropriate product category (i.e. clothing, children’s clothing, kitchen accessories, etc).

Local Qualification

Product preference will be given to local vendors. Local is defined as the following counties: Marion, Polk, Yamhill, Clackamas, Wasco, Jefferson, Linn and Benton. Exception: Local qualifications do not apply to Holiday Market.

Products Pre-Packaged or Processed

Restrictions exist during the jurying process to exclude the participation of members who are **not** involved with the production, design or finishing of the product. All items MUST be handmade, grown, cooked or crafted by the member.

Exception: The product developed by the vendor who provides the ingredients and has content control over packaging/bottling. Examples would be BBQ sauces, rubs, pickles, jams, jellies, dressing, etc. **All vendors who have products co-packed must provide one or more of the following to SSM from the Co-Packer:**

- Production Invoices
- Certificate of Insurance identifying vendor as additional insured
- Letter of Agreement/Contract
- Pictures of Participation

Product Discounting

All Salem Saturday Markets are retail Markets. Therefore, predatory pricing of products is not allowed. Any products priced at less than 60% of the average SSM retail price of similar products will be considered to be wholesaled.

Perishable products may be discounted to less than 60% of prevailing Market retail price based on the following:

- Four Hour Market - Products can be discounted the last half hour of the market.
- Six Hour Market – Products can be discounted the last hour of the market

Product Requirements (Additional Resources are listed in Appendix)

- If applicable, upload Organic Certificate to the Licensing Tab of the ManageMyMarket vendor profile – all products sold as “organic” must be in compliance with all federal certification requirements.
- Most questions can be directed to the **Farm Direct Bill** “Pickle Bill” and **Farmers’ Market Guidelines** available from the Oregon Department of Agriculture. **More information is available at:** <http://www.oregon.gov/oda/programs/FoodSafety.com>

Appropriate County Environmental Health License - Food Handlers Cards

Salem Saturday Market is not licensed by the Marion or any other County Environmental Health Department for any coverage on food service providers. Individual vendors who serve/sell food must be licensed according to the County Environmental Health Department regulations they will be serving in. Specific licensing information can be obtained from **Marion County Environmental Health Department at (503) 588-5346** or **Polk County Environmental Health Department at (503) 623-9237**.

Temporary Restaurant licenses must be uploaded following approval at the first Market the member vends.

Any vendor handling food, either preparing it onsite or offering samples of food products, including produce, must have a hand washing station in their booth and a Food Handlers Card. These cards may be obtained online by going to <http://www.oregon.gov/oda/programs/FoodSafety.com>. You must have a copy of your card available for inspection in your booth during Market hours.

Department of Agriculture Food License

Any vendor selling prepared food, packaged food, meats, eggs, fish, cheese and any other food except raw produce must upload a copy of their Oregon Department of Agriculture food license(s) to the Licensing Tab of your ManageMyMarket profile. All applicable vendors must also have a copy of their Department of Agriculture license conspicuously displayed in the booth at all times during the Market hours. *Exception:* Any product that falls under the Farm Direct Bill. **More information is available at:** <http://www.oregonfarmersmarkets.org/market-operations/food-safety/>

Processed products are subject to regulations and licensing by the Food Safety Division of the Oregon Department of Agriculture. Jams, jellies, preserves, honey, bottles sauces, vinegars, etc. must be processed in a licensed facility and meet the same labeling and processing requirement as those sold in retail stores. **See “Food Processors Handbook”**, published by the Oregon Department of Agriculture. (503) 986-4720.

Scales used in direct buying or selling commodities or services by weight must be licensed annually with the Oregon Department of Agriculture.

Sellers of nursery products (plants, bulbs or seeds) must be licensed. This includes sellers of trees and Christmas trees. The license is valid for one year, running from July 1 through June 30 of each year. For further information contact **Oregon Department of Agriculture, Plant Division, 635 Capitol St NE, Salem, OR 97301-2532. (503) 986-4644**. Additional information can be obtained from ODA-Plant Division. <http://www.oregon.gov/ODA/PLANT/Pages/index.aspx>

Food Vendors

The intent of the Salem Saturday Market is to provide a varied and healthful eating experience at the Market. Food booths will be juried on the extent to which the products to be sold would be handmade, and of superior quality and presentation.

Prepackaged food products, including but not limited to meat and fish must either be made from product grown, raised or caught by the vendor or produced by the vendor in a licensed kitchen.

Current vendors who would like to add a new menu item must provide a taste sampling to the Jury Committee and be approved prior to selling at the Market.

Food Carts and Trailers may be eligible for acceptance on a case by case basis. Mobile carts eligible in the following categories only: Class III and Class IV. Mobile units (carts & trailers) must have all required licensing from the Marion County Health Department at the following address: www.co.marion.or.us/HLT/PH/EHS?insp/mobile.htm. **The SSM Board of Directors must review and approve all “mobile” units.** See Trailer Policy for participation rules and guidelines.

Minimum Requirements for Food Vendors

- All food items must be prepared in accordance with applicable local, state and federal regulations.
- All prepackaged items must be labeled in accordance with these regulations.
- All food handlers must be appropriately trained and possess a current Oregon Food Handlers Card available to Market Management for inspection at the booth.
- All processed and baked products must be prepared under Cottage Law or in an appropriately licensed kitchen.
- Failure to comply with health department regulations may result in immediate booth closure.
- All food must be grown, baked or prepared by the vendor; commercially prepared and purchased foods such as corn dogs, pot stickers, etc, cannot be sold. Prepackaged items such as potato chips or commercially bottled beverages may accompany food prepared by the vendor in a “meal”.
- Wednesday Farmers Market only - Food vendors (both onsite prepared and prepackaged) must provide a large, at least 30 gallon, lined trash receptacle for Market use, plus an additional receptacle for their own use.
- Food vendors must provide their own potable water and covered waste water disposal.
- Food vendors using heating devices must provide an appropriate fire extinguisher, must have fire retardant canopies and provide proof of use of such fire retardant.
- NOTHING, including clean water, beverages and/or ice, is to be dumped down the storm drains, in the port-a-potties or in the landscaping.
- Prepackaged food purchased by the vendor and then repackaged in their facility is not eligible (i.e. muffins, baked goods, food items purchased in bulk, etc)

Food Sampling (Reference Appendix for Food Safety)

Food vendors and any vendor offering food samples (to include produce, sampling of jams, jellies, pickles, dips, salsa, etc.) must have the following:

- Portable hand washing facility at their booth.
- Copy of Food Handlers Card available in their booth for all employees present.

Hand Washing Minimum Requirements

- Container of water that contains an adequate supply of clean water which flows freely from a tap or spigot without being held so that both hands can be washed at once.
- Catch basin MUST be setup to catch waste water.
- Hand washing facility must contain soap and single service towels
- Waste water MUST be transported off site, cannot be dumped at the market site(s).
- Hands must be washed upon return to your booth after leaving it for any reason.
- Hand sanitizers and moist towelettes may be used but are not permitted as a substitute for these requirements.

Department of Agriculture guidelines for “Food Safety for Farmers Markets” is available at the following website: http://www.oregon.gov/ODS/FSD/docs/pdf/fm_info_2012.pdf

Growers

Please contact the appropriate state and local agencies, to insure that you meet all legal requirements. All Licensing requirements MUST be uploaded to the Licensing Tab of your ManageMyMarket profile. **See Product Requirements**

100% Rule

All products sold must be grown/produced on farms that are located in Oregon. All products must be grown or raised by the vendor upon land that she/he controls through ownership, lease, rental, or other legal agreement. Exception: See Product Foraging/Wildcrafting/Caught.

New Grower Applicants

All new grower applications will be juried by the Growers Advisory Team (GAT). New applicants are encouraged to send in photos or video of their farm. A farm visit may be required. **See Product Requirements**

Foraging/Wildcrafting/Caught

Items in this section are highly regulated. Public lands foraging or wild crafting in Oregon is allowed under permit for commercial use. Selling at the Market is commercial use.

Vendors may sell foraged items or products made from foraged items, including fish, huckleberries, Beargrass, Ferns, Salal, mushrooms and other fungi, kelp and shellfish. They must provide copy of:

- a. Current written permission from land owner, or
- b. Current commercial foraging permit from the appropriate local, state or federal agency. Other licensing requirements from the Oregon Fish and Wildlife, Oregon Department of Agriculture and Oregon Health Department requirements may also apply. Special forest products commercial use summary - **Appendix document** <http://www.fs.usd.gov/detil/giffordpinchot/passes-permits/forestproducts/?cid=stelprodb5167185>
- c. Vendors are prohibited from bringing or selling the following products until adequate information is supplied
 - Huckleberries
 - Beargrass/Ferns/Salal

Fish caught in Oregon water regulated through the Oregon Department of Fish and Wildlife. There are several license requirements: Commercial fishing license, wholesale fish dealer license, retail business license and fish buyer license. Call 503-947-6183 for detailed information on what is required to catch fish and operate a mobile fish business. **See Resources in Appendix for Oregon Department of Fish and Wildlife, Oregon Department of Agriculture, Columbia River Inter-Tribal Fish Commission and The Confederated Tribes of Warm Springs.**

Mushrooms and Fungi of all types require a separate application identifying the vendor's sources and training in mushroom collection and identification. A form will be mailed to those vendors. The completed form must be uploaded to the Documents Tab of your ManageMyMarket vendor profile prior to selling at the market.

- All mushrooms and fungi must be accurately signed with both the Latin and common name and be collected from within the designated local counties. Signage at the market must accurately identify all mushrooms and whether the products are foraged or cultivated. Include labeling: "Wild Mushrooms NOT an Inspected Product". Prominently display mushroom safety information.
- Vendors must comply with provisions of the Oregon Food Sanitation Rules on Wild Mushrooms http://www.oregon.gov/ODA/FSD/docs/pdf/pub_fc_FactSheet8WildMushrooms.pdf
- SSM required vendors to give purchaser of wild mushrooms a complete ODS Wild Mushroom Buyer Verification form. http://www.oregon.gov/ODA/FSD/docs/pdf/pub_fc_Mushroom%20buyer%20certificate.pdf

Nursery Products: Herbaceous and woody plants must be grown by the vendor from seed or vegetative material (cuttings, divisions, etc.).

- Vendors selling nursery products must include a complete list of all the plants they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.
- Any plant not started by vendor must be grown by the vendor for at least 2 months prior to sale at the market.
- Vendors who are selling plants they did not start must provide a list of the plants and date of purchase.

Cut Flowers: Vendors selling cut flowers must include a complete list of all cut flowers they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.

- Vendors are also asked to provide the location where cut flowers are grown.
- Cut flowers must be of high quality, with reasonable vase life.

Produce: Vendors selling produce must include a complete list of all produce they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.

- Vendors are also asked to provide the location where produce is grown.

Berries & Other Fruit: Vendors selling berries must include a complete list of all varieties they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.

- Vendors are also asked to provide the location where berries are grown.

Eggs may be sold at the Market without a license but by the farm that produces the eggs.

- Unlicensed eggs must be labeled with “This Product is not prepared in an Inspected Food Establishment” and “Not for Resale”, in addition to other required labeling.
- Eggs must be in clean container showing vendor name.
- Egg vendors are encouraged to include a tracking date on the container.

Honey with no additional ingredients can be sold directly to consumers without a processing license.

- Honey from producers of more than 20 hives must be labeled with “This Product is not prepared in an Inspected Food Establishment” and “Not for Resale”.
- An apiary registration is required of honey growers who manage five or more hives.

Growers Who Process Their Food Under Farm Direct Bill

Processed foods made primarily from products grown or raised by the vendor. A processed item is one that is transformed from its natural state. Examples of processed foods include jam/jellies, dried fruit, pickles, and salsa.

- Must be made in a licensed kitchen, except where otherwise permitted under the Farm Direct Bill.
- Vendors planning to use kitchens licensed under ODA by other licensees should contact ODA for legal details.

Farm Visits

SSM reserves the right to conduct farm site visits to assure the accuracy of vendor applications submitted and/or vendor product claims. Visits may be scheduled for one or more of the following reasons:

- New vendor.
- Returning vendors that are adding new products.
- Product violation found during “on the spot” booth check.
- Product challenge/complaint has been filed against a vendor.
- Predatory pricing.
- SSM staff have concern about the accuracy of a vendor’s product claims.

SSM Board of Directors (BOD), staff, or its designee, will schedule inspections within 7 days. The results of the inspection will be reviewed by the BOD. The BOD will determine appropriate action to recommend. Upon completion, the appropriate documents will be placed in the vendor’s file. Vendors who do not agree with the recommendations may file an appeal with the BOD.

Third Party Certifications – Growing Practices:

All growers that have third party certification and or licenses are required to have them posted in their booth.

- All products sold as “organic” must be in compliance with all federal certification requirements.
- All vendors must honestly represent their growing methods and products (i.e. conventional, sustainable farming practices, hormone free, no synthetic pesticides, fungicides or herbicides, only use products approved for organic production)

Service Vendors

Vendors applying and approved as a Service vendor MUST provide an onsite service (knife sharpening, massage, etc.) at the market. Simply providing information and/or setting up appointments will not be allowed. Service vendors such as massage therapists, are responsible for complying with all Oregon and Marion County licensing requirements. A copy of the appropriate license(s) and liability insurance with a minimum coverage of 1 million dollars naming the Salem Saturday Market as additional insured must be uploaded to the Licensing Tab of your ManageMyMarket profile.

Beer, Wine, Cider & Spirit Vendors

Any vendor selling beer, wine, cider or spirits will have produced the beer, wine, cider or spirits at their own facility and/or grown the fruit and overseen the production of the beer, wine or spirits being sold in their booth.

Each beer, wine, cider or spirits vendor must upload a copy of their OLCC license, Department of Agriculture license and their liability insurance policy face page showing effective and expiration dates and at least a one million dollar coverage naming Salem Saturday Market as additional insured to the Licensing Tab of your ManageMyMarket profile. A beer, wine, cider or spirits vendor will also provide sign for their booth citing OAR 125-6-321 (No Alcoholic Beverages permitted opened on State premises). Lettering should be large and easy to read from a distance.

On-site tasting will be permitted and limited to .5 oz per taste. **NO RETAIL SALES of samples.** All tasting must be done within 2 feet of the front section of the booth and cannot be taken away from booth to consume. All sampling cups must be disposed in the vendor's trash receptacle. The Market reserves the right to terminate membership privileges of any and/or all breweries, wineries or distilleries if open containers are found away from the tasting booth on the Market site.

JURY PROCESS AND GUIDELINES

If you are a new vendor or returning vendor with new product(s), review the categories below to determine which process you need to follow for jurying your products. Products only need to be juried one time to qualify for sales in all SSM managed Markets.

All Products

All products for sale must be accepted by one of the 4 Market Jury Committees prior to selling at the Market. The Board of Directors will have the final decision on appeals as to the appropriateness of any item offered for sale at the Market. New items introduced by an existing vendor outside of their normal product lines will need to be approved, in advance, by the Jury Committee, prior to being displayed and sold at the Market. Items brought to the Market for sale that have not been approved by the Jury Committee must be removed from the vendor's booth immediately.

Arts & Craft Products:

Applicants with products that fall into the Arts & Crafts category will be provided an email address to submit their photos and vendor statements for review by the Arts & Crafts Jury Committee. The members of the Arts & Crafts committee conduct majority of business online and will meet as needed. Criteria for jurying include overall Quality, Skill, Vendor Statement with Photos, and Market Enhancement of handmade products. Visit www.salemcommunitymarkets.com, click on "Become a Vendor", "Jury my Products – Arts & Craft Product Steps" for specific steps to have your arts & craft products juried.

Growers & Producers (*produce, nursery, flowers, fruit, berries, etc*)

Applicants with products that fall into the Growers & Producers category will have their products reviewed by the Growers Advisory Team (GAT) Jury. The members of the Growers Advisory Team meet will establish a meeting scheduled to review new applications to our markets for nursery, product, cut flower, fruit and berries. All business conducted by this committee will be primarily online. No further steps needed by the grower/producers.

New vendors from our immediate area, Marion, Polk and Linn/ Benton will be given preference over vendors from areas which are further from our markets. The only exceptions will be products not available from our local area. Examples could include; seafood and possibly some fruits and vegetables. All products must be grown and sold by the vendor.

Freshly Prepared Foods (*hot & cold fresh prepared foods, dairy, bakery, candy/confectionary, beverages or any edible foods*)

Applicants with products that fall into the Freshly Prepared Foods category will have their products reviewed by members of the Freshly Prepared Food Advisory Team (PFAT). The committee meets to review hot and cold prepared foods, dairy, bakery, candy/confectionary and non-alcoholic beverages. All business conducted by this committee will take place primarily at the market office.

After completing application and paying the application fee, visit <http://www.meetme.so/schedulejuryapptmt> to schedule a jury appointment. Applicants should be prepared to answer specific questions about their ingredients, method of preparation, food safety considerations or provide illustrations regarding their production process posed by Jury Committee members.

All food vendors will be required to provide a sample menu and source of ingredients, with an emphasis on locally sourced ingredients and required to provide to the jury, a taste sampling of two or more of your menu items.

Processed/Packaged Products (*spices/sauces, dry dip mixes, pet treats, meat, eggs, bath & body, candles, alcohol or any food item that requires preparation to be edible*)

Applicants with products that fall into the Processed/Packaged Products category must comply with all state and federal laws and regulations that include labeling, licensing, ingredients, etc. These products are either inedible and/or require preparation or an accompaniment, therefore cannot really be juried on quality, skill, etc. as other products. Product requirements will be reviewed by market Office Management to ensure compliance. All business conducted will primarily be online. Visit www.salemcommunitymarkets.com, click on "Become a Vendor", "Jury my Products – Processed/Packaged Products" for specific steps to have your arts & craft products juried.

Appendix

Farm Direct Bill

<http://www.oregon.gov/oda/programs/FoodSafety.com>

Food Safety for Farmers Markets

http://www.oregon.gov/ODA/FSD/docs/pdf/fm_info_2012.pdf

Marion County Environmental Health

<http://www.co.marion.or.us/HLT/PH/EHS?insp/mobile.htm>

Mobile Units (carts & trailers)

<http://www.co.marion.or.us/HLT/PH/EHS?insp/mobile.htm>

Nursery Plants

Oregon Department of Agriculture, Plant Division,
635 Capitol St NE, Salem, OR 97301-2532. (503) 986-4644

Oregon Tilth

<http://tilth.org>

Processed Products

“Food Processors Handbook”, published by the Oregon Department of Agriculture. (503) 986-4720

SSM Application

www.managemymarket.com

Weights & Measures

http://www.oregon.gov/ODA/MSD/docs/pdf/farmers_market_guide.pdf

Special Forest Products (commercial use summary)

<http://www.fs.usd.gov/detil/giffordpinchot/passes-permits/forestproducts/?cid=stelprodb5167185>

Oregon Department of Fish and Wildlife

<http://www.dfw.state.or.us>

Confederated Tribes of Warm Springs

<http://www.tribalpermit.com>

Columbia River Inter-Tribal Fish Commission

<http://www.critfc.org>