

2022

Salem Community Markets



APPLICATION GUIDE *Seasonal Markets*

www.salemcommunitymarkets.com

503-585-8264

GENERAL INFORMATION

This application guide outlines the procedures to apply to one or more Salem Saturday Markets, dba Salem Community Markets (SCM). The term "SCM" is used interchangeably to refer to all markets managed by the Salem Community Markets.

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

SCM reserves the right to modify this application guide to clarify issues or circumstances that may not be addressed directly. The Market does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age or disability.

THE MARKETS

The purpose of all the SCM 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 details (dates, times and locations) below:

Salem Saturday Market

- Season: March 5 through October 29
- Hours: 9:00 am to 2:00 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 2 through September 26
** CLOSED Memorial Day (May 31), Independence Day (July 4) & Labor Day (Sept 6) **
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: Salem Hospital – Breezeway between Building A & C

Thursday West Salem Farmers Market

- Season: May 5 through September 15
- Hours: 3:00 pm to 7:00 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. Criteria for rejection may be

- 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.

MEMBERSHIP CRITERIA

All product sold by SCM operated markets must be handmade, handcrafted or homegrown and all products are reviewed and approved through a jury process. No commercial or wholesale products are allowed.

New Vendor

A new vendor is defined as anyone who has never participated in an SCM operated market or a previous vendor who is returning after one (or more years) of absence from an individual market. Applications open on February 1st, continuing through the season.

Return Vendor

Return vendor is defined as a member who vends at a particular SSM market on at least six occasions during the membership year. Applications open on January 1st, continuing through the season.

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 at 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, can then participate as a drop-in vendor! 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.

SCM FEES

Application Fees

Non-refundable Application Fee \$ 15.00 – covers ALL seasonal markets

Membership Fees

Membership Fee – Annual (not applicable to HM) \$ 40.00

Reserved Vendor Fee – (Annually per market)

Monday (<i>optional</i>) – 1 st booth	\$ 50.00
Monday (<i>required</i>) - each add'l booth	\$ 25.00 – reserve required if double
Thursday (<i>optional</i>) – 1 st booth	\$ 20.00
Thursday (<i>optional</i>) - each add'l booth	\$ 10.00
Saturday (<i>optional</i>) – 1 st booth	\$ 60.00 – food court reserve required
Saturday (<i>optional</i>) - each add'l booth	\$ 45.00 – food court reserve required if double

Note: Saturday Market vendors selling produce can reserve up to six spaces and any other vendor can reserve up to 2, 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)	\$ 25.00
Thursday Market (10' x 10' booth)	\$ 20.00 **
**Discounted booth fees extended to 2022 thanks to the generosity of sponsorship donations	
Saturday Market (10' x 14' booth)	\$ 40.00

Discount Option for Reserved Vendors

Vendors can receive 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 Monday Hospital OR Thursday West Salem Farmers Market due to lower weekly booth fees.

PREPAY DISCOUNT

10% OFF when reserving 6-10 market dates
15% OFF when reserving 11-20 market dates
20% OFF when reserving 20+ market dates

PREPAY allowed in 2 blocks

Early season (March – June)
Late season (July – October)

OTHER FEES

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 that covers all seasonal market that are applied for.

In order to best serve the membership, SCM 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 SCM Office to arrange a time to use a market computer. Help will be provided for those unfamiliar with the Internet and managemymarket.com.

Jury Process (New vendors & Return vendors with new product)

Jurying must be completed before becoming an approved vendor.

- After submitting the application and paying for the application fee, a jury process is required. Please review page 13 to determine which committee process is required for your products and what the next step is in the process. After carefully reviewing the Jury Process and Guidelines (page 13), you may call the SCM office for additional assistance.
- Products only need to be juried one time to qualify for sales in all SCM managed markets and continue to be approved for subsequent years, unless products do not conform to any new guidelines that may be established.
- If a vendor is returning after one (or more year) of absence, products must be re-juried.
- If a current or returning vendor wants to sell products that are different in “materials, means of construction, form or function” than was previously approved, those products must be juried and approved to sell. The Market will contact you if they need additional information 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 - NO-Show. or 3 Unexcused Absences, the vendor may forfeit 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 Executive 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

- 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 1st. Thereafter, spaces will be assigned on a first come/first serve basis.
- 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.
- For new vendors who are requesting reserved booth space, they will receive an assigned space based on (1) date of payment, (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 booth 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 Executive Director 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. Specific information regarding member points is in the vendor handbook on page 11. Exception: Thursday West Salem Farmers Market participation will not accumulate points.

Licensing (Additional Resources are listed in Appendix)

ALL VENDORS MUST PROVIDE required documents and licenses. They can be uploaded to the Licensing Tab of your ManageMyMarket profile or emailed to our office 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, CBD testing 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: Insurance coverage is not required for the indoor Holiday Market.

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 MUST be approved prior to selling at the Market.

**** 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

Products are not allowed if the member is **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 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 Community Markets 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 and/or Polk 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.

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. *Exception:* Any product that falls under the Farm Direct Bill. **More information is available at:** <http://www.oregonfarmersmarkets.org/market-operations/food-safety/>

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 Community Markets is to provide a varied and healthful eating experience at the markets. 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 request in writing to Executive Director to ensure variety at each 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 and/or Polk 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 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 prepared food by the vendor in a “meal”.
- 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

Beer, Wine, Cider & Spirit Vendors

Any vendor selling beer, wine, cider, spirits and seltzer 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 dollars in 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 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.

CBD Vendors

Any vendor selling CBD products is required to comply with the OAR rules and regulations to include proper testing, paperwork, and labeling (batch #, CBD & THC levels). CBD vendors would follow the jury process as listed under packaged/processed products.

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
- SCM requires 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/fruit 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

SCM 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 and Polk 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.

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 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 "APPLY: New 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 will establish a meeting schedule 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 processed/packaged 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>

Polk County Environmental Health

<https://www.co.polk.or.us/cd/eh/environmental-health>

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>