

2025

Salem Community Markets



APPLICATION GUIDE

Seasonal Markets

Mission Statement:

The mission of Salem Saturday Market is to provide growers of agricultural products, producers of locally prepared foods, artisans and crafters with the opportunity, services and sites to market their products; to provide all members of our community with a vibrant gathering place; and to strengthen and encourage community support of local, sustainable agriculture in order to help preserve the Willamette Valley's unique agricultural heritage.

www.salemcommunitymarkets.com

503-585-8264

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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.

The SCM reserves the right to adopt additional rules relating to vendor participation in the market or modify these rules. The additional or modified rules shall be effective 1 week following the delivery of a copy of the revised or additional rules to the vendor. Continued participation in the market by the vendor shall be deemed assent to the revised rules. The Market does not discriminate on the basis of race, color, religion, gender, 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 Inclement Weather policy below. See individual market dates, times and locations below:

Salem Saturday Market

- Season: March 1st through October 25th
- Hours: 9:00 am to 2:00 pm (open to the public)
- Location: State of Oregon’s “Green Lot” at Marion and Summer Streets NE

Monday Hospital Market

- Season: May 5th through September 29th
** CLOSED Memorial Day (May -26th) & Labor Day (Sept 1st) **
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: Salem Hospital – Breezeway between Building A & C

Wednesday Chemeketa Market

- Season: May 7th through September 24th
- Hours: 11:30 am to 3:30 pm (open to the public)
- Location: Chemeketa Community College Agricultural Building

Thursday West Salem Farmers Market

- Season: May 1st through September 11th
- Hours: 10:30 am to 2:30 pm (open to the public)
- Location: West Salem on Edgewater between Gerth & Kingwood

SCM 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. If the Board chooses denial of membership, 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. Vendor status is per SCM market, not cumulative over all

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 1 or more years of absence or did not attend 6 market dates the previous year. Applications open on February 1st, continuing through the season.

Return Vendor

Return vendor is defined as a member who vends at a particular SCM market on at least 6 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. Placement is based on availability at the time the vendor completes the process. Reserve vendors are not guaranteed a specific placement at the market, this only allows for the vendor to schedule their dates in advance.
- **Prepay Vendor** – *Vendors who are reserved and choose to pay the Saturday season ahead for a discount.*
- **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 are Drop-in vendors. Drop-in vendors will email the office on the working day before the market to see if there is availability to attend the requested market.

SCM FEES

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

Membership Fees - Membership Fee – Annual \$ 40.00 – covers ALL seasonal markets

Reserved Vendor Fee – Annual per market

Monday – 1st booth \$ 50.00

Monday – each add'l booth \$ 25.00

Wednesday – 1st booth \$ 10.00

Wednesday – each add'l booth \$ 5.00

Thursday – 1st booth \$10.00

Thursday – each add'l booth \$ 5.00

Saturday – 1st booth \$ 60.00

Saturday – each add'l booth \$ 45.00

Note: Saturday Market vendors selling produce can reserve up to six spaces and any other vendor can reserve up to 2, if available. Monday, Wednesday and Thursday vendors selling produce can reserve up to 2 spaces.

Market Weekly Booth Fees - Fees are based on a 10x10 location

Monday Market \$ 30.00

Wednesday Market \$ 20.00

Thursday Market \$ 20.00

Saturday Market \$ 40.00

Discount Option for Pre-Pay 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 only available for Saturday Market.

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 markets that are applied for (including non-profits).

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 14 to determine which jury process is required for your products and what the next step is.
- 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 1+ years of absence, products may be required to 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.

Licensing (Additional Resources are listed in Appendix)

ALL VENDORS MUST PROVIDE required documents and licenses. They must be uploaded to the Licensing Tab of your ManageMyMarket profile or emailed to our office BEFORE your application will be approved. Licenses and permits 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.

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”

**** 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)

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.

The Market does not guarantee any vendor the exclusive right to sell any one product. The market Board of Directors will determine when a quota for product categories as they deem necessary. The Executive Director will make the decision when a product is adequately represented and deny applications from vendors with similar products, who may then be placed on a waiting list. The product mix in the Market as a whole, as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items

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.

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 SCM 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 about the **Farm Direct Bill** can be found at:
<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf>
<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/FarmDirectFAQ.pdf>
- Most questions about the **Cottage Law** can be found at:
<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/CottageFoodExemptionENG.pdf>
<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/CottageFoodExemptionFAQENG.pdf>

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-
<https://www.oregon.gov/oha/ph/healthyenvironments/foodsafety/pages/cert.aspx> . 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:**

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf>

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/FarmDirectFAQ.pdf>

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 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: https://www.oregon.gov/osfm/Docs/MFU_Checklist_English.pdf

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.
- 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: <https://www.usda.gov/media/blog/2021/10/29/farmers-market-food-safety-tips>

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:**
<https://www.fs.usda.gov/forestmanagement/products/sfp/index.shtml>

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
[https://oregon.public.law/rules/oar_333-150-0000#:~:text=\(E\)%20Food%20Preparation%20and%20Service,from%20unapproved%20water%20systems%3BP](https://oregon.public.law/rules/oar_333-150-0000#:~:text=(E)%20Food%20Preparation%20and%20Service,from%20unapproved%20water%20systems%3BP)
- SCM requires vendors to give purchaser of wild mushrooms a complete ODS Wild Mushroom Buyer Verification form_
<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/mushcertif.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.
- SCM 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 SCM 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, hover over "APPLY" and click on Jury Your Products 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). 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 counties 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, over “APPLY” and click on Jury Your Products for specific steps to have your products juried. 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, hover over “APPLY” and click on Jury Your Products for specific steps to have your processed/packaged products juried.

Appendix

Farm Direct Bill

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf>

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/FarmDirectFAQ.pdf>

Cottage Law

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/CottageFoodExemptionENG.pdf>

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/CottageFoodExemptionFAQENG.pdf>

Food Safety for Farmers Markets

<https://www.usda.gov/media/blog/2021/10/29/farmers-market-food-safety-tips>

Marion County Environmental Health

<https://www.co.marion.or.us/HLT/PH/EHS/Pages/conts.aspx>

Polk County Environmental Health

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

Mobile Units (carts & trailers)

<https://www.oregon.gov/oha/ph/healthyenvironments/foodsafety/documents/muguide.pdf>

Oregon Tilth

<https://tilth.org/>

Eggs

<https://www.oregon.gov/oda/shared/Documents/Publications/FoodSafety/ShellEggRetailerRulesRegs.pdf>

Oregon Department of Ag Resources

<https://www.oregon.gov/oda/programs/foodsafety/pages/fsresources.aspx>

SCM Application

<https://www.managemymarket.com/>

Oregon Department of Fish and Wildlife

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

Confederated Tribes of Warm Springs

<http://www.tribalpermit.com>

Columbia River Inter-Tribal Fish Commission

<http://www.critfc.org>