

Florence Farmers Market

Visiting Vendor Registration and Guidelines

Florence Farmers Market: Tuesday, May 23-Oct 17, 3-6pm Bay & Kingwood

The Visiting Vendor (VV) Program offers farmers and food producers the opportunity to sell their seasonal products for a limited time at the Market. This is also an opportunity for new vendors who want to explore participation at the Florence Farmers Market. This is a great way to determine if a seasonal booth is viable as well as it increases the diversity each week at the market.

**The Visiting Vendor booth fee is \$20 per market per vendor.
There is a FFM membership fee and
City of Florence vendor application and fee required.**

All the rules and guidelines for a seasonal vendor apply. The VV is managed by a Florence Farmers Market Coordinator and all vending proposals will be considered with an interview by the Market Manager and Coordinator. Potential VV vendors must contact the Coordinator ahead of time to ensure there is space available. Visiting vendors will commit to a minimum of three Market days. More days will be based on availability. Priority will be given on a first come first serve basis. Email Britte Kirsch at britte.kirsch@gmail.com or call 435-729-0554 to reserve space and get more details.

The purpose of the Visiting Vendor Program is to:

- Provide a direct Market outlet for businesses with products that available for a limited time.
- Provide an outlet to new farmers who are not yet ready or able to operate their own booth.
- Add diversity to the products at the Florence Farmers Market.

NAME	PHONE
MAILING ADDRESS	EMAIL
BEST WAY TO CONTACT ____ Text ____ Email	MARKET DATE
PRODUCTS	QUANTITY/PRICE

I have read and agree to comply with the Vendor Guidelines (see website and below).

Signature
Date

Florence Farmers Market Vendor and General Rules and Guidelines

Vendor Applications

1. Vendors must apply annually.

Selection of vendors is at the discretion of the Market Manager with concurrence of the Market Officers.

2. The Florence Farmers Market (FFM) reserves the right to prohibit anyone from selling at the Market or may prohibit the sale of any specific product.

3. All vendors must comply with federal, state, county and local rules and regulations related to the production and sale of their products. This includes, but is not limited to, compliance with (1) federal, state and local health licensing requirements, (2) the Farmers Market Guidelines prepared by the Oregon Department of Agriculture, and (3) standards governing labeling, packaging, display and weight, including scale certification with the Oregon Department of Agriculture Measurement Standards. Failure to conform to such rules and regulations may be grounds for removal from the Market and forfeiture of fees. Copies of all licenses, permits, insurance and certifications must be included with vendor application.

NOTE: Licensing requirements change from year to year.

It is the vendor's responsibility to check with the appropriate licensing authorities.

Visiting Vendors

The Visiting Vendors space is intended to accommodate two types of vendors either new vendors exploring the viability of their business with the FFM or businesses whose products are available for a limited time. *All rules and guidelines apply including FFM membership fees and City of Florence vendor application and fee, due upon acceptance to the Market. Market space fees will be due the day of the Market.*

Vending proposals will be considered with an interview by the Market Manager. Once your business and products have been accepted, approved Market dates will be confirmed. Visiting Vendors will commit to a minimum of three Market days. More Market days requested will be based on availability. Priority will be given on a first come first serve basis.

Membership, Market Fees, City Vendor Fees

1. The annual membership fee for the Florence Farmers Market is \$20.00 and must be paid at the first market attended. The membership fee is for one season.

2. In addition, each vendor must pay a daily booth fee for each day they are at the market. The daily fee is \$20 for a 10x10 space, \$40 for a 10x40 space. **Vendors will be responsible to come to the Market Manager table during the last ½ hour of the Market to pay vendor fees weekly and be reimbursed for that day's SNAP/DU and Produce Rx.**

3. The city of Florence has a vendor application and fee. Applications can be obtained from the market manager or city hall. The market manager will collect applications and fees (\$32) and submit them under the Florence Farmers Market Master Vendor License.

Space Assignment

1. Spaces will be allocated by the Market Manager with consideration to seniority, local product, product category and cooperation.
2. The Market Manager has the discretion to determine if a product category is sufficiently represented and acceptable at the Market. Some categories may be allowed more vendors than others at the Market Manger's discretion.
3. The FFM retains the right to reassign vendor space at any time if deemed necessary for the overall good of the Market.

Market Hours

1. Market hours are Tuesday, 3:00 to 6:00 pm.

Vendors may arrive and unload between 1:00 and 2:00pm.

Vendors are expected to arrive before 2:15 so that all canopies can be set up.

The first time a vendor arrives after 2:15, they may be asked to wait until 4pm to setup.

Vendors should unload their vehicle, then park in vendor parking area only.

For safety, no vehicles should be in the Market area after 2:30pm

Vendors must be set up and ready to sell by 3:00pm.

All vendors must stay until the close of the Market at 6:00 pm.

A "Sold Out" sign maybe placed in the booth space if product is sold out, but the display items, canopy, tables, etc., must remain in place.

2. **Check -in:** All Vendors will check in with the Market Management at the Informational Booth upon arrival prior to setting up. Vendors will receive current information for the day.
3. Vehicles may be moved into loading areas after 6:15 pm.
Vendors should pack their booth first; then get their vehicle to load.
Vendors must be packed and ready to leave by 7:00 pm.
4. Vendors must leave their area clean at the end of Market day.
5. Vendors must notify the Market Manager via email by 3:00 pm on the Monday prior to the Market opening if they will not be attending the Market.
Failure to notify the Market Manager may result in the vendor being charged for that day the following week. The vendor will not be allowed to set up until the fine is paid.
Cancellations due to emergencies will be considered an exception. Please call, text 630-888-4645 or email contact@florencefarmersmarket.org to notify the Market Manager before 1:00pm on Market day.

Rules

1. Vendors are solely responsible for product liability. Food and agricultural vendors must carry general and product liability insurance. Florence Farmers Market is not responsible for any loss or damage incurred by vendors.
2. Vendors are expected to behave courteously to customers, other vendors, Market staff and volunteers and to conduct themselves professionally at all times. Vendors may not publicly disparage other vendors, employees, volunteers, products or the Market.
3. With the exception of service animals, vendors and staff are not allowed to have pets in booths.
4. **Winds** – Florence frequently has strong, dangerous winds. All vendors with canopies are responsible for adequately anchoring their canopy, either with a minimum **25 pound weight on each canopy leg**, or stakes.
5. Internal combustion generators are not allowed. Non-noise producing battery or solar battery generators will be allowed.
6. No proselytizing, military recruitment or political campaigning is allowed at the Market.
7. No product “hawking” allowed. No “attracting” shoppers who are not at your booth. No selling or giving samples outside booth area.
8. Use of tobacco products within the Market boundaries is prohibited.
9. There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age or nationality.

Vendor Guidelines

1. Vendors must submit a list of goods to be sold as part of the Vendor Application process. Any changes or additions to previously agreed upon goods must be proposed/presented to the Market Manager for approval at least a week in advance of the next market.
2. Vendors may not sell baked goods unless they are an approved, dedicated baked goods vendor.
3. Vendors must display clearly visible signage indicating name of farm or business and location.
4. Items for sale should be clearly priced.
5. Use of plastic bags, plastic clamshell containers, etc. is discouraged. Use of paper bags and reusable bags is encouraged.
6. Vendors doing higher volume business are encouraged to provide appropriate signage so customers can easily find check-out area(s).

For more information, please contact:

Britte Kirsch

Florence Farmers Market Vendor / Community Table Coordinator

britte.kirsch@gmail.com

(435) 729-0554