Florence Farmers Market Community Booth Guidelines

2026 Season
May 19th - October 13th
This document is subject to change
Last Updated May 7th, 2026

Purpose

Community Booths at Florence Farmers Market offers a space for nonprofit organizations, government agencies, educational institutions, and other approved community-serving groups to share information and resources with the community during market hours.

Participation as a Community Booth does not imply partnership with, endorsement by, or representation of the Florence Farmers Market.

Market Details

Florence Farmers Market is located at the Port of Siuslaw boardwalk in Old Town Florence, on the corner of Bay and Nopal Streets.

The market season runs from May 19th to October 13th 2026.

The Market is open to the public from 3:00 to 6:00 pm on Tuesdays during market season.

Reserving Booth Space

1. Organizations must apply annually, by submitting an application form on the Market's website
2. Booth space is reservable on a first come first served basis as capacity allows, up to 10 weeks per season per organization.
3. Community Booth space is 10'x10' unless otherwise agreed with Market Management
4. Booth space will be allocated by the Market Management

Eligibility

1. Must be a Non-profit profit organization, government agency, educational institution, or other approved community serving group (Henceforth called Organization).
2. Must provide information, knowledge, or resources that are relevant to the market community

3. Booth content must not create controversy or risk to the Florence Farmers Markets 501(c)(3) status
4. Organizations must clearly represent their own views and not present themselves as speaking on behalf of the Market
5. No approaching or actively soliciting market visitors outside of the assigned booth space.
6. Preference is given to organizations with a connection to food, health, environment, or community wellbeing
7. Florence Farmers Market reserves the right to prohibit anyone from participating in Community Booths at the Market or may prohibit certain activities
8. Organizations must comply with federal, state, county, and local rules and regulations

Conduct & Booth

1. Organizations are expected to behave courteously to customers, vendors, other organizations, Market staff and volunteers and to conduct themselves professionally at all times. Organizations may not publicly disparage vendors, other Community Booth Participants, employees, volunteers, products or the Market.
2. Organizations will be responsible to maintain personnel for their booth space at all times during public market hours.
3. With the exception of service animals, organizations are not allowed to have animals in their booths.
4. Organizations are responsible for ensuring that their booth area - including the canopy and the immediate surrounding space - is safe for market visitors and clear of tripping hazards.
5. Internal combustion generators are not allowed. Non-noise producing batteries or solar battery generators will be allowed.
6. No proselytizing, military recruitment or political campaigning is allowed at the Market.
7. Activities must remain within the assigned booth space. No roaming activities, or active solicitation of visitors outside the booth space.
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.
10. Organizations must display clear signage indicating the name and contact information of their organization.
11. Organizations are responsible for ensuring that their line of visitors does not impact the visibility of other booths or safety of the Market.
12. No sales of merchandise may be conducted at Community Booths.
13. Raffles may only be held with prior approval by Market Management and may not overlap with Raffles and other fundraising activities conducted by Florence Farmers Market. Organizations are responsible for following all local, state, and federal law.

Setup

1. Set up starts at 1pm.
2. Organizations may unload their vehicle from the curb or parking lot.

3. After unloading, organizations must promptly move their vehicle to the west of consumer parking so that others can access the loading area.
4. There is absolutely no driving or parking of vehicles allowed on the sidewalk or grassy area of the Boardwalk.
5. Vehicles must be off the curb by 2:30 pm
6. Organizations should be aware of the safety of visitors, volunteers, vendors, and other organizations when driving in the loading zones.
7. Organizations must be set up and ready by 3:00 pm

Take down

1. All booths must stay set up until the close of the Market at 6:00 pm
2. Vehicles may NOT be moved into loading areas until after 6 pm.
3. Organizations, as a courtesy, should be ready to load when their vehicle is pulled up to the loading area.
4. Organizations must remove all garbage and leave their area clean at the end of the market day.
5. Organizations must ensure any materials they have provided are gathered, if thrown around or caught by wind.
6. Organizations must be off site by 7:00 pm.
7. Again, no driving or parking on sidewalks or grassy areas of Boardwalk.

Wind Safety

1. Florence frequently has strong, dangerous winds. Organizations must use heavy duty canopies that can withstand strong winds and gusts.
2. Organizations are responsible for adequately anchoring their canopy, with a **minimum of 25 pounds of weight on each canopy leg - more may be necessary.**
3. Sidewalls are considered a safety hazard at this Market. If used, they must be made of porous cloth that allows wind to pass through.
4. **Markets may be canceled or operate with changed hours due to safety concerns related to weather, natural disasters, ect.** Florence Farmers Market has a written Wind and Weather policy which outlines the conditions that may cause changes to hours of operations or cancellation, and the timeline for communication. By signing this document, you acknowledge that you have received a copy of Florence Farmers Market's Wind and Weather Policy (available here) and that you understand and agree to the terms it lays out therein.
5. No Community Booth activities are allowed on site in the event of cancellation.

Fees

The annual participation fee for Community Booths is $30 and must be paid within two weeks of application approval. The fee is valid for one season.

In-kind contributions may be considered in place of cash payment at the discretion of Market Management.

Management

The Market Management shall have the authority to enforce all rules. Should an Organization fail to abide by Florence Farmers Market rules and guidelines, the following consequences may occur:

1. **Major violation**, such as committing an unlawful or violent act, or physical or verbal abuse will result in the immediate termination of Market participation. No refund of any fees will be given.
2. **Minor violations** will result in the following series of actions:
    a. First violation: Verbal warning
    b. Second violation: Written warning
    c. Third violation: Immediate temporary or full-season suspension of Market participation with no refund of any fees.
3. Anyone wishing to appeal an action of the Market Management may document the problem on the Concern Form in writing and request a hearing by the FFM Board of Directors. Within two (2) weeks of receiving the concern, the Board of Directors shall render a decision on the merits of the grievance and any remedies. During the grievance process, the violator must adhere to the original penalty with no right to restitution for any losses. Decisions of the Board of Directors are final.

☐ I have read and agree to abide by the 2026 Community Booth Guidelines of the Florence Farmers Market.

Organization Name: _____

Printed Name of Designated Signer:_____

Date: ____/_____/_____

Signature: _____