



Adelante Farmers Market: Forest Grove and Cornelius Farmers Markets 2024 Vendor Handbook

Adelante Mujeres

Office: 2030 Main St, Suite A, Forest Grove, OR 97116

Office phone: 503-992-0078

Onsite cell: 503-992-0078 ext. 110

Email: farmersmarket@adelantemujeres.org

Website: www.adelantemujeres.org/farmers-markets



Contents

Mission, Vision, & Values	4
Our Team.....	4
Market Communications	4
Market Management.....	4
Staff.....	5
Volunteers.....	5
Hours & Locations.....	5
Product Guidelines and Categories	5
Market Operations.....	9
Set-up and Take-Down	9
Parking	10
Selling before and after market hours.....	12
Clean-up.....	12
Restrooms	12
Mandatory Gross Sales Reporting	12
Licensing and Insurance.....	12
Extreme Weather and Market Closures	13
Market Rule Enforcement	14
Vendor Rule Enforcement	14
Second Farm Product Enforcement.....	14
Vendor Concerns	15
Disputes	15
Vendor Orientation.....	15
Vendor Attendance.....	15
Booth Presence.....	16
When staff runs your booth	16
Equipment and Tent Weights	17
Product Display.....	17
Samples.....	17
Plastic Bags.....	17
Waste Center- Durable Dishware Program	18
Pets	18

No smoking	18
Conduct.....	18
Booth Spaces and Fees	18
Booth Assignments	18
Booth Fee Structure.....	19
Booth Payments.....	20
Waste Center	20
Durable Dishware Program.....	20
Recycling + Waste Reduction Education	21
Market Currencies	21
Market Currency Sales.....	21
Market Currency Descriptions	21
Market Currency Guide EXAMPLE	22
Vendor Reimbursement Form EXAMPLE.....	22
Licensing Resources	23

Mission, Vision, & Values

Adelante Mujeres Mission

Adelante Mujeres provides holistic education and empowerment opportunities to marginalized Latine women and families to ensure full participation and active leadership in the community.

Adelante Farmers Market Mission

The Adelante Farmers Markets nurture community and celebrate culture by strengthening direct access to fresh, culturally relevant foods. Our inclusive gathering space serves as an incubator market for beginning Latine farmers, food businesses, and artisan makers.

Adelante Farmers Market Goals

- Foster the growth of local farmers, gardeners, artisans, and food entrepreneurs by offering a platform for them to showcase and sell their products.
- Facilitate a direct marketing avenue for emerging low-income Latine entrepreneurs establishing their ventures.
- Cultivate a space for diverse cultural exchange and community gatherings, nurturing connections through cultural celebrations.
- Advocate for a nutritious diet and build a healthier community by stewarding access to fresh, local produce and quality foods for all, sold directly from the farmers and producers themselves.

Other Considerations

1. The Adelante Market is not a forum for political, general commercial, or religious activities. We limit such activities within booth spaces and on non-farmers market property (church, library, city hall) so as to not disturb market operations. No hate speech will be tolerated in any situation.
2. We are a direct program of Adelante Mujeres and therefore operate at the discretion of Adelante Mujeres and their Board of Directors.
3. The Adelante Mujeres' Board of Directors reserves the right to make exceptions to these rules at its discretion.
4. The Forest Grove and Cornelius Farmers Markets do not discriminate according to race, color, religion, sex, sexual orientation, marital status, national origin, age, mental or physical disability, pregnancy, or any related medical condition, or special disabled veteran in accordance with applicable federal and state laws.

Our Team

Market Communications

farmersmarket@adelantemujeres.org

Market Management

Farmers Market Coordinator

Sasha Jacobo, she/her

sjacob@adelantemujeres.org

503-992-0078 ext. 110

Market Access Program Manager

Sage Fairman, she/her

sfairman@adelantemujeres.org

503-858-7549

Director of Microenterprise Programs

Lourdes Herencia-Carrasco, she/her

lherencia@adelantemujeres.org

971-280-7083

Staff

Farmers Market Operations Assistant

Delicia Arellano, she/her

darellano@adelantemujeres.org

Volunteers

Community volunteers play a key role in market operations and program success. Please see current volunteer opportunities and how to volunteer [here](#).

Hours & Locations

Forest Grove Farmers Market

Dates: Wednesdays, May 1 – October 30, 2024

Hours: 4:00 – 8:00 pm

Location: Main St between 21st and Pacific Ave. First Wednesdays of the month expand the market to 21st Ave between Main St and College Way.

Cornelius Farmers Market

Dates: Fridays, June 7- September 27, 2024

Hours: 4:00 – 8:00 pm

Location: Parking lot between 13th and 14th Ave behind the Cornelius Public Library at 1370 N. Adair St, Cornelius, OR 97113.

Product Guidelines and Categories

Vendor Selection

- We reserve the right to accept or refuse any business or products.
- No vendor has exclusive rights to sell any one product.
- The market looks for vendors with products that lend balance and diversity to existing mix.

- All products must fall within product guidelines.
- All vendors must comply with city, county, and state regulations that apply to their business.
- All products are grown, produced, processed, handmade, and/or collected locally, on a small scale, and in Oregon or Washington. See product guidelines for a few product exceptions and additional information.
- Returning vendors who are in good standing are considered first.
- Vendors are encouraged to use environmentally friendly and sustainable methods in their production, agricultural practices, and/or packaging.
- Prepared food vendors who source from local farms are given preference.
- Artisan/craft vendors are permitted but will not make up a majority of the vendors. We are primarily an agricultural market and are working to promote access to local foods.
 - We partner with the City Club of Forest Grove to host the First Wednesdays Artisan Market alongside the Forest Grove Farmers Market. To be a vendor at the First Wednesday market, visit their [website](#) or send an email to artisansfg@gmail.com.

Producer

A producer is defined as someone who actively manages the production (planting, growing, and harvesting) of **crops, bees, or livestock** on owned or leased land in Oregon or Washington, or is an independent **forager or fisher**. Products include fresh fruit, vegetables, herbs, nuts, mushrooms, meat, honey, fish, dairy, eggs, and flowers. Vendors selling mushrooms must list the type of mushrooms by common and scientific name on their application and display both names at their booth. Meat must be processed and labeled according to USDA and state guidelines.

All producers agree to participate in a mandatory farm inspection conducted by Market Management.

The main purpose of the farm inspections is to maintain the integrity of the farmers market's mission and goals to offer access to local fresh food directly from the farmers and producers themselves by *ensuring that the produce on the farm matches what is represented at the vendor's booths and application*. It also serves as an opportunity for vendors and the Market Management to get to know each other better, for the vendor to ask questions, and promote the vendor's business via social media. Vendors also agree to allow Market Management to take photos on the premises.

After the farm inspection, if there are product concerns, the Market Management will send a formal letter and include questions, concerns, and next steps. Vendors will not be allowed to bring products of concern until the source is verified.

Second Farm Products (SFPs)

We prioritize produce that is grown by the vendor themselves but allow some Second Farm Products at the Market Coordinator's discretion. If a producer wants to sell a product that they did not produce themselves, they must get approval from the Market Coordinator **before** selling. Not all SFPs are accepted. Rules for SFPs are:

- Only producers can sell SFPs.
- Produce must be grown in Oregon or Washington and obtained **directly** from the second farm.

- Wild foraged products must be purchased directly from the forager by the vendor.
- Produce must always have signage up that clearly states the **product name, variety, and the second farm name and location**.
- SFPs must be **unique** and not commonly found in the market. For example, SFP (Second Farm Products) tomatoes would be denied as most growers sell tomatoes.
- No more than **25%** of a vendor's total display can be SFPs.
- No more than **3 SFPs** may be available per market day per vendor.
- Returning vendors will need to get all SFPs **approved** for the current season, even if they had previously been approved.

Producers can submit a Second Farm Product Form with their application or at any time during the season. The form can be found [here](#).

Value-Added Farm Direct Products

Value-added farm direct products are defined by the USDA as having a change in the physical state or form of the product, such as making berries into jam or peppers into pickled peppers.

- **Producers** wishing to sell value-added products must have grown or produced the main ingredient(s) in each item.
- All value-added products must be produced and labeled in compliance with existing regulations.

Read [this document](#) to see if your product qualifies and what your label must include.

Non-Edible Agricultural Products

Producers wishing to sell non-edible agricultural products are required to have grown and processed the product. Non-edible agricultural products may include cut flowers, ornamental plants, organic compost, etc. and must be connected to a farm's existing operations.

Plant and Nursery Growers

Nursery products and plants must be propagated by the vendor from plugs, seed, cutting, bulbs, or plant division and sold in standard, non-decorative nursery containers. Nursery vendors may not sell hardware, fertilizers, or nutritional supplements.

Hemp Products

Vendors with hemp and CBD-based products including tinctures, lotions/creams, and edibles must be grown in Oregon by registered growers. ODA requires registration of all industrial hemp growers and handlers, and copies of this registration must be submitted to and approved by the Market. Ingredients and hemp testing results must be available at the booth, whether on the product label or displayed elsewhere.

Served/Prepared Food

The market defines prepared food vendors as those who offer food for *on-site consumption*. **Preference is given to vendors who source as many ingredients as possible from local farmers.** Vendors requiring electricity must indicate this in their application. Vendors must also bring their own outdoor extension

cord and cord covers of adequate length to be connected to the central power box. Prepared food vendors must follow these rules:

- Prepared food vendors must contact the Washington County Environmental Health Department to obtain a [Temporary Restaurant License](#) and anyone working must have a Food Handler's License.
- **All raw ingredients must be prepared in a certified and/or commercial kitchen.** If you are interested in using the Adelante Mujeres Commercial Kitchen, contact the Empresas team at empresas@adelantemujeres.org.
- **Vendors must inform the Market Coordinator of any menu changes and get approval.**
- Only beverages and snacks **made by the vendor** are allowed. The sale of soda, bottled water, powder-based drinks, bagged chips, or other pre-packaged food not made by the vendor is prohibited. This rule aligns with our market's values of providing healthy food for all and reducing waste.
- **All prepared food vendors are required to participate in the Waste Center Durable Dishware Program.** You will receive reusable plates, bowls, cups, utensils, and cloth napkins from the market staff at the start of the market day. **Vendors should always use durable dishware** to serve a customer's order unless they have specifically asked for a to-go container. To read more about the Waste Center, please go to the Waste Center section of this handbook.
- Disposable to-go ware is permitted, and is preferred in this order:
 - **Preferred:** Paper or cardboard-based products

Reading this message?

Reach out to Sasha and mention this note to get \$5 to spend at the market! Ask any questions you have about this section.

- **Not preferred but allowed:** Plastic, aluminum foil
- **Prohibited:** Styrofoam products

Specialty Food Artisan and Baked Goods

Specialty Food Artisan and baked goods are products that the vendor creates, makes, or produces but does not grow the ingredients. **Preference is given to vendors who source as many ingredients as possible from local farmers.** Example products include fresh baked goods, candy, sauces, spices, pasta, grain-based products, bottled juices, tea, coffee, and preserved food. The products under this category are not prepared at the market like hot food, rather they are intended to be taken home to be consumed and/or cooked. Proper labeling and preparation are required for all products.

Artisans and Crafts

Artisans and craft vendors offer items created, sewn, constructed, or otherwise fashioned by the vendor. They must be original, unique, and of quality workmanship to be approved by the Market. Craft items must be created by the vendor **unless** they specifically support Adelante Mujeres' and the market's mission. There are limited booth spaces available for artisans and craft vendors.

Alcohol

Vendors that sell liquor, cocktails, beer, or wine may sample and sell products according to [OLCC](#) rules. The vendor must be involved in the processing and/or production of the alcohol products. If selling bottled/canned alcohol, vendors must submit a Temporary Event License through the OLCC. See the licensing section of the handbook for more licensing requirements.

Service Vendors

There are limited booth spaces for service vendors, which include in-person services like face painting, massages, etc.

Community Booth or Non-profits

A limited number of stalls that offer services and information relating to local non-profit organizations, food, nutrition, gardening, arts, and education will be allowed. These stalls will be available for \$25 a week unless otherwise specified. Products cannot be sold at these stalls without Market Coordinator approval, but free product samples will be allowed. When submitting your application to utilize the Community Booth, please list items you plan to sell for consideration in the product section. Items listed will be reviewed and the Market Coordinator will respond with the approved list of items you will be allowed to sell. Some items may not be allowed to avoid repetition in items sold at the markets. **Pre-packaged products are acceptable, but the market encourages offering healthy and sustainable options. Plastic water bottles are not permitted.**

Other Vendors

We welcome vendors with other products including pet food and more. Please reach out to the Market Coordinator for any questions on vendor categories.

Market Operations

Set-up and Take-Down

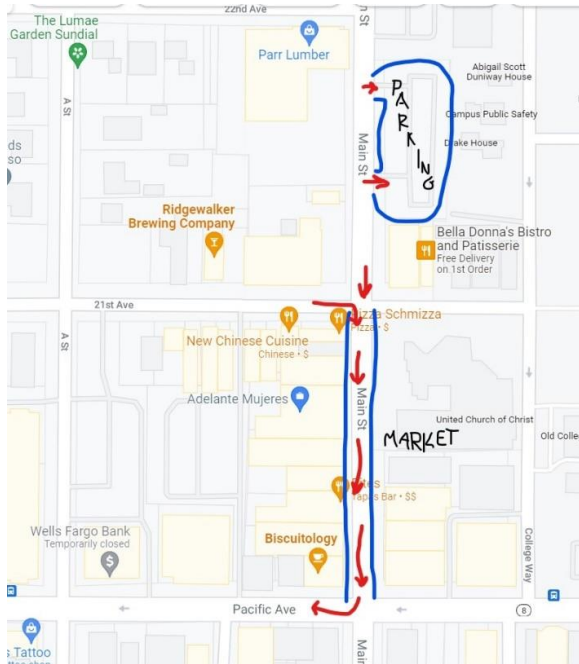
Vendors should review the weekly market map email from farmersmarket@adelantemujeres.org for weekly updates on guidelines, events, market maps, and other important information.

REMEMBER! Set-up is from 2:00 – 3:30 pm and take-down is from 8:15 – 9:30 pm. ALL VEHICLES must be out of the market area 15 minutes BEFORE and AFTER the market operating hours of 4:00 – 8:00 pm.

- **Set up is from 2:00 – 3:30 pm.** All vendors must drive in **ONE DIRECTION** for both set-up and take-down.
 - Forest Grove Farmers Market: **North** (21st Ave) to **South** (Pacific Ave)
 - Cornelius Farmers Market: **East** (N 13th Ave near the Veterinary) to **West** (N 14th Ave near the elementary school)
- Vendors are required to unload vehicles and immediately move their vehicles out of the Market area before completing set up. Vendors must pull to one side close to their booth space to unload their equipment to allow space for other vehicles to pass.
- **Vendors must remove their vehicles from the market area by 3:45 pm, NO EXCEPTIONS.** Vendors must be ready for operation by 4:00 pm.
- The market bell will ring at 8:00 pm and mark the closing of the market. Vendors can begin to tear down their booth and pack up. ***Please do not pack up before this time.*** Vendors are required to completely pack their booth before retrieving their vehicle to load.
- **Take down is from 8:15 – 9:30 pm.** Vendors are not allowed to bring vehicles into the market space until **8:15 pm** and until all customers are safely out of the market space. They must form an orderly line and follow the same one direction of traffic flow from set-up. **Please be kind to the volunteers and staff who are directing traffic.**
- **Drive under 5 MPH or less at all times.**

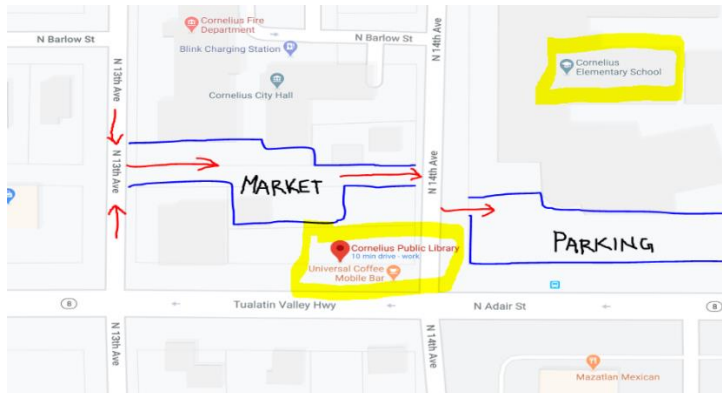
Parking

Forest Grove Farmers Market: **No street parking within a 1-block radius of the farmers market to allow spaces for customers.** Vendor parking is available in the Pacific University P Lot **only when communicated by the Market Coordinator.**



Cornelius Farmers Market: No street parking within a 1-block radius of the farmers market to allow spaces for customers. Vendor parking is available in the Cornelius Elementary school parking lot located on the corner of N 14th Ave. and N Adair St only when communicated by the Market Coordinator. Vendors can typically plan to park there when school is out of session.

Parking lot availability is subject to change- review the weekly email from the Market Coordinator to see changes.



1. Forest Grove Farmers Market, 2. Cornelius Farmers Market

Selling before and after market hours

- The market bell marks the official opening at 4:00pm. Vendors are permitted to sell discreetly between 3:45pm – 4:00pm and can operate normally at 4:00pm. **Selling before 3:45 pm is prohibited as it puts your customers at risk during set up.**
- The closing market bell at 8:00pm marks the end of the market. **No sales are allowed after 8:00pm as we want the market cleared of shoppers quickly before take-down.**

Clean-up

- Vendors are not allowed to pack up their booth until the market bell rings at 8:00pm. This includes the tent, tent weights, tables, or any large display items that could present a danger to others. Vendors are permitted to prepare to pack up all other items, like dumping ice, boxing small products, etc.
- Vendors are expected to leave their booth space cleaner than it was found, including taking their own trash home and street sweeping if necessary. If space is left unclean after being notified two times, you may be issued a strike.
- Both the farmers market and city trash cans are strictly for use by the Market and market customers. **Vendors must take their trash with them at the end of the market day.**

Restrooms

Forest Grove Farmers Market: Restrooms are inside the Adelante Mujeres building on the first floor. Please notify a Market Staff member or volunteer if the restrooms need attention.

Cornelius Farmers Market: Restrooms are inside the Cornelius Public Library and close at 8:00pm **SHARP**. Please plan to use the restroom ahead of time before the market closes. If the restroom needs attention, notify a member of the library staff.

Mandatory Gross Sales Reporting

All vendors are required to report their gross sales for the 2024 season. You can write your weekly sales on the Gross Sales Reporting form in the vendor bag or by inputting your sales on Manage My Market.

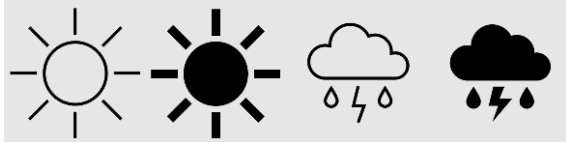
This information helps us show the impact of the market to the city, sponsors, and the community. Your individual information is protected and will not be shared publicly, rather we collect information about the market as a whole. Sharing your gross sales will also allow the Market Coordinator to track your business's growth and understand how the market's efforts support your sales.

Licensing and Insurance

- Vendors are **required to have general liability insurance** for their business to sell at the Farmers Market. The policy must be for a minimum of **\$1,000,000** coverage and must list "Forest Grove Farmers Market" or "Cornelius Farmers Market" as an additional insured and include our office address: 2030 Main St, Suite A, Forest Grove, OR 97116.

- Vendors shall provide the Market Coordinator with copies of any insurance, permits, and licenses applicable to the sale of their products on or by the first day of their market participation. Vendors who fail to comply with applicable state and local regulations may be subject to removal from the market and forfeiture of booth fees. All licenses must be current.

Extreme Weather and Market Closures



The market reserves the right to cancel the market if it is determined that severe weather conditions could compromise the safety of vendors, staff, and customers.

Our markets operate rain or shine. However, since our markets are held outdoors, in the hottest hours of the day in the summer, **we reserve the right to close the market if it is determined that severe or inclement weather conditions could compromise the safety of vendors, staff, and customers.** These decisions will be made on a case-by-case basis, using guidance from various expert sources including NOAA-National Weather Service.

If a market is to be canceled or changed, this will be communicated to all affected vendors as soon as possible. No booth fees will be charged for full-day cancellations, and vendors who pre-paid for the season will be refunded for the day. If vendors or their staff have health conditions that would make their attendance unhealthy, they may cancel with at least 48-hour notice and their booth fee will be waived for that market.

Extreme Heat Warning

When an extreme temperature is expected for a market day, the market may shorten, rearrange, or cancel the market day for the safety of vendors, staff, and customers. Temperatures above 95 degrees will especially be considered for cancellation. We rely on guidance from various sources to make the best decision for the safety of vendors and shoppers. We will operate a market as long as farmers and vendors are able to attend, and we are not acting recklessly by attracting shoppers to the space.

In extreme heat, vendors are recommended to wear loose, light colored clothing; drink 8 oz. of water every 15 minutes; and utilize shade. The market will provide ice-cold compresses handed out by Market Staff and volunteers throughout the market day. Staff will rotate often to ensure vendors receive fresh compresses. Immediately notify Market Staff if a vendor is experiencing symptoms of heat illness, including dizziness, nausea, fatigue, fainting, high temperature, slurred speech, and more. The market highly recommends vendors take a shaded or cool, indoor 10-minute rest period for every two hours of the market.

Unsafe Air Quality

The market may be canceled if the Department of Environmental Quality issues an Air Quality Index (AQI) rating of “Unhealthy” (150 to 200) or worse.

Between an AQI of 101 and 150, it is “Unhealthy for sensitive groups” including children under 18, people who are pregnant, adults over 65, and people with lung problems, heart disease, or respiratory problems. When the AQI exceeds 101, it is highly recommended for vendors to wear filtering face masks like N95 or KN95s. The market will have a limited supply of these masks available for vendors.

High winds

All vendors are required to weigh down their canopies with adequate weight (at least 25 lbs. per corner) to keep it on the ground. Canopies must be weighted on all four corners. The market may require canopies to be taken down that are at risk for taking flight either due to inadequate weights or high winds. The Market Coordinator may close the market early if conditions worsen.

Lightning

In the case of lightning, an immediate response is recommended. At the count of 30 seconds from seeing a lightning flash to hearing thunder, the storm is about 6 miles away. Move inside a building or safe vehicle as soon as possible. All vendors with electrical equipment should unplug it at the first sign of lightning and step away from all appliances. Customers and vendors without vehicles will be directed to get a safe distance from light posts or trees and should find shelter inside Adelante Mujeres building or other public space. The Market Coordinator will close the market early if lightning occurs.

Market Rule Enforcement

Vendor Rule Enforcement

All vendors shall receive a copy of these rules. Vendors are responsible for making sure that all persons working at their booth are familiar with and abide by these rules. **Failure to abide by the Vendor Rules and Market Operations will be considered a strike.** All market rules are enforced by the Market Coordinator or designee with ultimate on-site authority and responsible to the Market Access Manager of Adelante Mujeres. Complaints or problems should be directed to the Market Coordinator in a manner that is not disruptive to the market. The Market Coordinator will follow these guidelines when enforcing the Vendor Rules and Market Operations:

1st Strike – Verbal and written warning via email and physical copy, possible loss of \$50 deposit

2nd Strike – Loss of \$50 deposit; verbal and written warning

3rd Strike – Required meeting with Market Management. Consequences include revoking of market space for a period of time, possible additional charges, and, depending on the gravity of the incidents, potential termination from all markets.

Second Farm Product Enforcement

Farm vendors applying to sell Second Farm Products must submit the Second Farm Product (SFP) [Form](#) and receive approval by Market Management. Vendors must agree to follow all guidelines as indicated in the SFP Form. When Vendor is not following Second Farm Products (SFPs) guidelines, then they will enter the “probation period.” Vendors are encouraged to meet with Market Management to clarify

concerns and answer questions about their products to promptly end their “probation period.” Market Management will notify the vendor when their “probation period” has ended.

The Market Management will follow these guidelines when enforcing Second Farm Product compliance if a vendor brings products of concern or unapproved Second Farm Products to the market:

1st Strike – Entering probation period. Written and verbal warning, Vendor will be asked to immediately remove the product(s) from their booth. Possible loss of \$50 deposit.

2nd Strike – Loss of booth space for 1 week, vendor will be asked to immediately remove the product(s) from their booth. Loss of \$50 deposit and written and verbal warning.

3rd Strike – Termination of booth space for rest of the market season. If applying to the following market season, Vendor will undergo a pre-season farm inspection and lose booth preference.

The Market reserves the right to inspect any farm or business.

Vendor Concerns

The Forest Grove and Cornelius Farmers Markets have created procedures that allow vendors to lodge complaints against other vendors whom they think are out of compliance with market rules and policies. This helps the markets regulate food safety, products sold and operational security.

Vendors may submit a [Product Challenge Form](#) when they believe another vendor is misrepresenting their product. Vendors may submit a [Vendor Concern Form](#) when they have concerns about market operations, vendor policies, market rules, or other vendor’s compliance with market rules. Forms are submitted directly to the Market Coordinator within one week of the market during which the alleged violation occurred.

Disputes

A vendor may appeal any decision of the Market Coordinator concerning violation of these rules within 30 days of the violation. Disputes shall be presented in writing to the Market Access Manager by the vendor. A decision will be made by the Market Access Manager and shall be issued within 30 days of receipt, constituting a final and binding decision of any appeal.

Vendor Rules

Vendor Orientation

Once a vendor's application has been approved by the Market Coordinator, accepted vendors are **REQUIRED** to attend the vendor orientation to sell at the Forest Grove or Cornelius Farmers Markets. The 2024 orientation will be held in person. Once you complete the vendor orientation, you are officially a vendor at our markets for 2024.

Vendor Attendance

Vendors must be present during the weeks to which they commit and are responsible for updating their schedule as needed. ***Cancellations must be made by 10:00am two days before a market. This is***

Monday morning at 10:00am for the Forest Grove Farmers Market, and Wednesday morning at 10:00am for Cornelius Farmers Market. To do this, change the date on Manage My Market AND inform the Market Coordinator. Acknowledged emails are acceptable, but if not acknowledged, a phone call before 10:00am two days before market day should be made to 503-992-0078 ext. 110.

Late Cancellations

If cancellations are made after 10:00am two days prior to market, that is considered a late cancellation. You will still be responsible for your booth fee. Exceptions include: family/medical emergencies or vehicular breakdowns on the way to market.

Excused Absences

Excused absences are defined as cancellations made with advanced notice, before 10:00am, two days prior to the market. Vendors are allowed three excused absences per market season without penalty, after which they will be put on a waitlist. After the first excused absence, the Market Coordinator will contact the vendor to confirm future market dates. There will be no penalty for any alterations to future dates.

Unexcused Absences (No-call, no-show)

An unexcused absence is when a vendor does not communicate their absence to the Market Coordinator before missing a market. Each unexcused absence is a strike. See the Market Rule Enforcement section for more guidelines.

Vendors who no-call / no-show will be charged their full stall fee for the day. Vendors who exceed their two unexcused absences may compromise their future acceptance to market.

1st Unexcused Absence – Verbal and written warning via email and physical copy, possible loss of \$50 deposit

2nd Unexcused Absence – Loss of \$50 deposit; verbal and written warning; Loss of assigned stall.

3rd Unexcused Absence – Revoking of market space for the rest of the market season and depending on the gravity of the incidents, potential termination from all markets.

Booth Presence

- Someone must be present at the market booth for the entire market (4pm-8pm). Market volunteers may be available for 15-minute periods to stand in if you need to leave your booth for a break.
- **Booths must remain set up during the whole market period.** If you sell out and wish to leave your booth, leave a sign.

When staff runs your booth

Employees of your business are required to follow all the market rules. Their failure to do so could result in a strike. Instruct your staff about:

- How to read the market map
- Traffic and parking rules
- Set-up and take-down rules
- Tent weights
- What market currency your business can accept
- Vendor booth fees
- Polite communication

Equipment and Tent Weights

Vendors should provide all their own booth materials. All vendors must always have their own canopy/tent and weights. Tents must be weighed down on all four corners with at least 25 pounds on each corner. **Failure to do so will result in a break in market rules and be considered a strike. If your tent blows away or breaks, it poses a significant danger to you, your business, customers, and the market in general.**

Product Display

- Each booth space must display a **sign** identifying the farm or business by **name** and its **location**. All descriptions of the products should be accurate.
- All vendors must **clearly display prices** for products. It is highly encouraged to have a price tag on each item but at the minimum a whiteboard with the day's prices must be displayed.
- Vendors selling products by weight must have their **scale certified by ODA** and provide the Market Coordinator with a copy of their certification.
- Any Second Farm Products must be clearly labeled with the name of the Second Farm and location.

TIP: Prepare your market equipment checklist. Make sure you have a tent, weights for all 4 corners, a table, and all your display items including your banner, prices, etc.

Samples

Vendors offering samples of their products must comply with all Oregon Department of Agriculture Food Handling Regulations. **There must be a hand washing station and a trash receptacle in the booth where sampling takes place.** Sampling outside of booth boundaries is not allowed. Review this [sampling toolkit](#) for more details.

Plastic Bags

There is a **state-wide plastic bag ban** that means businesses can no longer provide single-use checkout bags. Bags without handles used to protect a purchased item from other purchased items (e.g., produce, bulk food, meat) are exempt.

Waste Center- Durable Dishware Program

All prepared food vendors serving ready-to-eat food are required to participate in this program by serving food on reusable dishware, utensils, cups, and cloth napkins provided by the market. Vendors must serve food on these items before offering disposable to-go items available to customers. Go to **the Waste Center section of this handbook** for more information about the program.

Pets

In accordance with ODA's Food Safety at Farmers Markets Guidelines, a vendor selling any product at the market may not bring or keep live animals (livestock or pets) in or around their booth. Service animals are permitted.

No smoking

ABSOLUTELY NO SMOKING IN THE MARKET AREA.

Conduct

The Market has zero tolerance for disrespectful communications. Vendors and their staff are expected to behave in a courteous and professional manner to other vendors, shoppers, volunteers, and market staff.

Booth Spaces and Fees

Booth Assignments

Booth spaces are assigned according to seniority, type of product, power requirements and market layout. While it is the market's intent to assign regular booth spaces, it is not guaranteed. The market map changes a little every week, and it is each vendor's responsibility to check the map before every market. The map can be found on the market website and in the weekly vendor email. The Market Coordinator will make the final determination of all booth assignments.

- Booth spaces are 10'x10'. If the vendor exceeds the allotted area, they will be charged accordingly.
- Vendors may request a specific location or area in the market. Priority will be given to vendors who:
 - Participated in the previous market season
 - Pre-pay for a season pass, half or full
 - Are consistent in their market participation
- Two or more vendors may occupy a booth space together with Market Coordinator approval. However, each vendor must submit their own, individual application on Manage My Market.

Our markets serve as a ***small-business incubator*** for businesses participating in the Regenerative Agriculture Program and the Empresas Small Business Development program. At each market, we open up to 3 incubator spaces for these program graduates so they can launch their businesses and pilot their products in a farmers market. Adelante Mujeres Staff support in providing additional coaching and

technical assistance to these incubator businesses. To find out more about how to participate in these programs, visit our [website: https://www.adelantemujeres.org/small-business-development](https://www.adelantemujeres.org/small-business-development)

Booth Fee Structure

FOREST GROVE FARMERS MARKET

	INCUBATOR BOOTH, 1 st YEAR	2 nd YEAR INCUBATOR	ALL VENDORS, WEEKLY RATE	ALL VENDORS, FULL SEASON DISCOUNT 26 DAYS	ALL VENDORS, HALF SEASON DISCOUNT 13 DAYS	COMMUNITY BOOTH, 1 WEEK
1 space (10x10)	\$0	\$20	\$40	\$910 (\$130 OFF THE ENTIRE SEASON)	\$445 (\$75 OFF)	\$25
2 spaces (10x20)	\$40	\$60	\$80	\$1,690 (\$130 OFF THE ENTIRE SEASON)	\$1,615 (\$75 OFF)	N/A
3 spaces (10x30)	N/A	\$80	\$120	\$2,600 (\$130 OFF THE ENTIRE SEASON)	\$2,525 (\$75 OFF)	N/A

CORNELIUS FARMERS MARKET

	INCUBATOR BOOTH, 1 st YEAR	2 nd YEAR INCUBATOR	ALL VENDORS, WEEKLY RATE	ALL VENDORS, FULL SEASON DISCOUNT 18 DAYS	COMMUNITY BOOTH, 1 WEEK
1 space (10x10)	\$0	\$12	\$25	\$360 (\$90 OFF THE ENTIRE SEASON)	\$20
2 spaces (10x20)	\$25	\$37	\$50	\$810 (\$90 OFF THE ENTIRE SEASON)	\$40
3 spaces (10x30)	N/A	\$62	\$75	\$1,260 (\$90 OFF THE ENTIRE SEASON)	\$60

				ENTIRE SEASON)	
--	--	--	--	----------------	--

Booth Payments

- Vendors may purchase a **half-season or full season pass** to receive a discount on booth fees. Vendors must pre-pay for a season pass before they begin selling at the market.
- Vendors may also pay on a week-to-week or monthly basis.
- Vendors must pay for each market they attend once the invoice is created. They may pay in advance or, at the latest, the day of.
- The booth fee must be paid by the end of the market day (8:00 pm) with cash, check, or online through Manage my Market. If paying with cash or check, place payment in Vendor Bag and notify the Market Staff of payment. If paying with card, go to the Information Booth to pay or access the Manage my Market online. Manage my Market will issue an electronic receipt for payment the same day.
- If a vendor has pending booth fees that remain after the end of the market season, their application will not be reviewed for the following season until those fees are paid.
- The Adelante Mujeres Farmers Market will reinstate an application fee in 2024. The Application fee of \$15 will be used to offset operational costs including the usage of Manage My Market along with subsidizing costs for incubator vendors. If a vendor applies and is not accepted in one of our markets, a refund will be issued.
- We require a \$50 refundable deposit from all accepted vendors. This deposit is refunded if the vendor:
 - Follows market rules and is in good standing with the market
 - Completes the mandatory vendor surveys

Waste Center

The Waste Center is a project at the Forest Grove and Cornelius Farmers Markets that aims to improve local material and food waste management and build long-term sustainability within Washington County. At Forest Grove, the Waste Center booth is in the seating area on the church lawn and operated by the market. At Cornelius, we partner with Centro Cultural to provide the educational aspects of the project and the market operates the durable dishware program. Vendors should be aware of this program and promote it at the market.

Durable Dishware Program

The farmers market provides durable (reusable) plates, bowls, utensils, cups, and cloth napkins to all prepared food vendors to serve their food on. All prepared food vendors serving ready-to-eat food are required to participate in this program. Vendors must serve food on these items before offering disposable to-go items available to customers.

A Market Staff member will distribute the durable dishware to vendors at the beginning of each market and will check in periodically to restock. Customers will then place the used, dirty dishware at the Waste

Center where a Market Staff member will wash the dishes. Any leftover durable dishware at the end of the market shall be collected by the Market Staff.

Recycling + Waste Reduction Education

We partner with Washington County Health and Human Services and Master Recyclers to sort market waste and offer educational materials about a range of environmental issues. The Waste Center collects trash, recycling, compost, and dirty napkins and dishes from the Durable Dishware Program.

Market Currencies

Market Currency Sales

Customers may use their cards and/or coupons to receive wooden tokens at the Information Booth. These tokens bear the Adelante Mujeres Farmers Markets logo and may be used to purchase items at the Forest Grove or Cornelius Farmers Markets ONLY.

Tokens from other markets that do not have the Adelante Mujeres Farmers Markets logo on them will not be accepted. All vendors accepted into the market are required to participate in the token program.

Market Currency Descriptions

\$5 Red Credit/Debit Tokens – All vendors are required to accept the red credit/debit \$5 tokens. These tokens are purchased with a credit or debit card and must be treated as cash. If change is given, it must be given in cash. Vendors are not permitted to give \$1 EBT tokens as change at any time.

\$1 Green SNAP Tokens – Green tokens are purchased with a SNAP/EBT card. Green tokens may only be used to purchase SNAP eligible foods. Vendors may NOT make change for green tokens. If a sale is for less than \$1 or a multiple, the difference will be made up with additional products of the customer's own choice.

\$2 DUFEB Cards – Customers who use a SNAP/EBT card get funds matched up to \$20 per market in Double Up Food Bucks cards. These cards are in \$2 increments and vendors may NOT make change for these cards. If a sale is for less than \$2 or a multiple, the difference will be made up with additional products of the customer's own choice.

\$2 EBT Cash Produce Match – Customers who have EBT Cash Benefits get funds matched up to \$20 per market in EBT Cash Produce Match Cards. They operate the same as the DUFEB Cards above- vendors may NOT make change for these cards. If a sale is for less than \$2 or a multiple, the difference will be made up with additional products of the customer's own choice.

\$1 Orange Fruit & Vegetable Tokens – WIC & Senior FDNP customers can match their WIC & Senior FDNP Checks with orange tokens to purchase fresh fruits and vegetables each week. Vendors may NOT give change for these tokens. Vendors are encouraged to tell WIC & Senior FDNP customers about the

This is a lot of information! Don't worry- we're here to help. Remember that EVERY VENDOR can and should accept \$5 red credit/debit tokens.






If you see a currency you don't know, refer to the Market Currency Guide in your vendor bag and ask a staff member or friend vendor!

Market matching program. These tokens are awarded at the Information Booth, and up to 3 checks can be doubled each week.

WIC & Senior FDNP Vouchers – Some vendors may be eligible to accept WIC & Senior Farm Direct Nutrition Program Vouchers. These vouchers come in \$4 denominations and may only be used to purchase fresh fruits and vegetables. These vouchers are eligible for matching funds at the Market Information Booth. Vendors may NOT make change. Vendors keep the checks and deposit them themselves through the Farm Direct Nutrition Program.

Fresh Connect Debit Cards for Produce Rx Program– These funds can only be used for fresh fruits, vegetables, and edible plant starts through a special debit card. Vendors must register with Fresh Connect to accept the card. Talk with the Market Coordinator if you sell these products.

Market Currency Guide EXAMPLE

MARKET CURRENCY GUIDE	 \$5 Red debit	 \$1 Green SNAP	 \$5 Fresh Food	 \$2 DUF B	 \$2 EBT Cash Match	 \$1 Orange FDNP Match	 \$4 FDNP	 Fresh Connect
Fruits, vegetables, beans, mushrooms, fresh herbs	✓	✓	✓	✓	✓	✓	✓	✓
Edible plant starts	✓	✓	✓	✓	✓	✓	✗	✓
Baked goods, honey, dairy, eggs, meat, fish, jam, salsa, etc	✓	✓	✓	✗	✗	✗	✗	✗
Ready-to-eat hot foods	✓	✗	✗	✗	✗	✗	✗	✗
Crafts, flowers, non-edible products, alcohol	✓	✗	✗	✗	✗	✗	✗	✗
Change given?	✓	✗	✗	✗	✗	✗	✗	✗

Vendor Reimbursement Form EXAMPLE

Vendor Reimbursement Form: FGFM / CFM

At the end of **each market day** please fill out this form with the total amount of each of the tokens you received (even if it is zero). Then turn in the form, tokens, and vendor bag to the **information booth**. You will receive your check at the first market of the month or by mail.

MAKE CHECK PAYABLE TO: _____

Date	SNAP \$1	DUFB \$2	EBT Cash Match \$2	Debit \$5	Orange \$1	Fresh Food \$5	Total	Verify	Total to be paid
		x\$2=	_x\$2=_	_x\$5=_		_x\$5=_			

**Report weekly gross sales on
Sales Reporting sheet**

Total _____
Date _____

Licensing Resources

In the table below, please review which license or licenses your business may need.

Abbreviations

- ODA: Oregon Department of Agriculture
- WCEHD: Washington County Environmental Health Department
- OLCC: Oregon Liquor and Cannabis Commission
- OHA: Oregon Health Authority

Beef, Pork, Lamb, Poultry, etc.	Meat Seller's License	ODA	State of Oregon: Licensing - About Food Safety Licenses	Processed in USDA facility w/ correct labeling
Cheese, dairy	Dairy Processor's License	ODA	Same as above	
Cottage Food Business	Valid Oregon Food Handler's License		https://forrager.com/law/oregon/#selling https://cottagefoodlaws.com/oregon-cottage-food-laws/#oregon_cottage_food_laws_%e2%80%93_foods_that_are_allowed Label Requirements	sales cap \$50,000. Removes the home address labeling requirement.

			Allergens Business name Ingredients. Net amount Phone number Product name Statement	
Cut flowers with sales over \$250 a year	Retail Florist License	ODA Plant Division	State of Oregon: Nursery - Licensing Information	
Eggs (from another farm)	Egg Handler's License	ODA	State of Oregon: Licensing - About Food Safety Licenses	Second Farm Application
Eggs (seller's own eggs)	No license, but label required		https://extension.oregonstate.edu/pub/em-9350	
Fish (whole or processed by second party)	Retail Food Establishment License	ODA	Same as above	
Fish (wild caught, self-processed)	Food Processor's License	ODA	Same as above	
Hemp/CBD	Valid Hemp Grower/Handler Registration	ODA	State of Oregon: Oregon Agriculture - Cannabis	Have ingredients and hemp testing results at booth
Native American Vendor's Products	No licensing; valid Tribal ID			
Oysters, clams, mussels	Shellfish Shippers License	ODA	State of Oregon: Licensing - About Food Safety Licenses	
Plants and nursery with sales over \$250 a year	Retail Nursery License	ODA Plant Division	State of Oregon: Nursery - Licensing Information	
Prepared hot foods	1. Temporary For-Profit Restaurant License (for selling) 2. Valid Oregon Food Handler's License 3. Food must be prepared in certified commercial kitchen	WCEHD	1. Temporary Restaurant (washington.or.us) 2. OREGON Food Handlers Card (orfoodhandlers.com)	Temporary Restaurant License Support: Miriam Salgado, WCEHD, 503-846-8722.
Scale Certification	Scale Certification	ODA	State of Oregon: Weights and Measures - License a Scale or Meter	Roy Cedillo 503-881-4957

Specialty Food Artisan	2. Valid Oregon Food Handler's License 3. Food must be prepared in certified commercial kitchen			
Type of Product Sold	License	Organization	Link	Additional Comments
Value-Added Farm Direct Products	Labeling and ingredient requirements		FarmDirect.Revised5.22.indd (oregonstate.edu)	
WIC/Senior Farm Direct Nutrition Program	Farmer Authorization	OHA	OHA: Resources for Farmers and Markets: FDNP: State of Oregon	
Wine, beer, and distilled spirits	Special Event License and/or Multiple Location License	OLCC	OLCC: Special Event Licensing: State of Oregon	