

spencercreekmarkets.org

Organizer – genie@spencercreekmarkets.org

Webmaster- glenn@spencercreekmarkets.org

RULES AND REGULATIONS, 2017

DAYS AND TIMES OF OPERATION:

Spencer Creek Grange

86013 Lorane Highway, Eugene, OR

Saturdays, 10:00 a.m. – 2:00 p.m.

May 27th - October 7th, 2017

Market managers:

zoe@spencercreekmarkets.org and

bridget@spencercreekmarkets.org

Bailey Hill Market

3190 Bailey Hill Road

Wednesdays, 3 p.m. - 7 p.m.

May 31st – October 4th, 2017

Market manager:

mani@spencercreekmarkets.org

MISSION STATEMENT

The Spencer Creek Community Growers' Market is committed to providing a venue for neighbors to sell their locally produced agricultural items with an emphasis on sustainable and healthy growing practices, while encouraging and supporting local food production efforts through the fellowship of community.

BUSINESS STRUCTURE

The Spencer Creek Community Growers' Market is a 501(C)(4) tax exempt Non-Profit Organization. It is organized to mutually benefit its members. Not all members are vendors; *anyone* can enjoy membership, be they a shopper, a farmer, a craftsperson, or just a visitor. To become a member you pay a yearly fee of \$15, and when you've attended at least 6 markets in the current season, either as a vendor or a shopper, you may elect or run for the Board of Directors at the Annual Membership Meeting in October, among other perks listed below.

MEMBERSHIP DUES

Vendors shall pay an annual \$15 Membership Dues collected on the first market day they sell. Family members or *other market members* may represent your business at the market without paying any additional membership dues. Your membership gives you, your family members, or another market member the right to sell your product at the market. It also automatically includes you in the Hummingbird Wholesale Buying Club, provides invitations for you and a guest to the end-of-year party, and after attending the market 6 times either as a vendor or a visitor, you receive one free lunch at Cafe La Grange plus the ability to vote for or join the board of directors. Note: not all members are vendors, but each vendor needs to pay for at least one membership.

STALL FEE

A stall space is defined as 6 feet wide by 12 ft. deep and costs \$5. A double stall space will accommodate a 10' X 10' pop-up canopy will therefore cost \$10. The stall space fee is collected from each vendor each market day.

WHO MAY SELL

Farmers include ANYONE who raises agricultural products in Lane County *including backyard gardeners* (after all, YOU're the reason we started this operation!) Products permitted without any specific licenses or extra insurance include all fresh vegetables, fruits, nuts, eggs, honey, herbs and cut flowers, plant starts, all raised by the vendor. Farmers may now sell certain *processed* items without licenses or inspections, under the Oregon Farm Direct Marketing Law (visit the [Farm Direct FAQ](#) link or refer to the Appendix in

the printed version of these Rules and Regs.) Any meats, dairy, or processed foods NOT COVERED by the Oregon Farm Direct Marketing Law must be licensed by the Oregon Department of Agriculture and be covered by product liability insurance. To determine if you need a license for your product, visit the [ODA's Food Safety](http://oregon.gov/oda/programs/foodsafety/pages/aboutfoodsafety.aspx) page at oregon.gov/oda/programs/foodsafety/pages/aboutfoodsafety.aspx. This page also includes a tool enabling you to search for a [Food Safety Specialist](#) in your area.

Food artisans do NOT grow the majority of ingredients in their product, and are licensed by the Oregon Department of Agriculture. They make value-added foods such as candies, baked goods, pickles, condiments, jams, etc. All prepared food needs to be covered or packaged and labeled with name of the product, net weight, ingredients in descending order by weight, and name and address of producer. At least 25% of the ingredients by weight must be locally grown (Lane County). Items are not intended to be for immediate consumption (although customers may opt to eat them at the market.) Food artisans may accept SNAP tokens, but not FDNP vouchers or Double Up Food Bucks. Food artisans' products must carry product liability insurance. Licensing requirements for home bakers were changed during Oregon's 2016 legislative session. To determine if you qualify for the Home Bakery Exemption, please refer to the [2016 Domestic Bakery Exemption Law](#) or view this information in the Appendix.

Prepared food vendors sell food that is freshly made and available for immediate consumption on-site. Prepared Food Vendors must have a Lane County Temporary Restaurant Permit and must be covered by product liability insurance. They may NOT accept SNAP tokens, FDNP vouchers or Double Up Food Bucks.

Crafters

1. All art and crafts will need to be juried.
2. All art and crafts items that a vendor intends to sell must be listed on the vendor application.
3. The product must be the original workmanship of the vendor and must demonstrate quality workmanship and be safe and durable for its intended use.
4. The vendor's work must predominate and the starting materials must be significantly altered and/or enhanced by the vendor.
5. Artisans may sell, subject to approval, high quality reproductions of their own original work (i.e., prints of paintings or photographs, greeting cards, apparel).
6. Soap and body care product vendors must follow federal labeling and ingredient contents requirements.
7. The unauthorized use of copyright design is illegal and will not be allowed at the Market.

Nurseries

You may make sales of nursery stock of up to \$250 per year without being licensed by the Oregon Department of Agriculture.

Livestock producers

If you have goat kids or lambs to sell, bring them to the market! We provide fencing and shade, you provide food and bowl for drinking water. You also provide plenty of information regarding the health history of the kids or lambs, their parentage, and the herd in general, and ample information on proper health care. We want to find the best new homes for your kids!

Consignment

Vendors may sell unprocessed whole fruits, veggies and nut (in shell) belonging to other members of Spencer Creek Community Growers' Markets, as long as the product is clearly labeled as originating from the other member. Please note that it is prohibited by law to sell another member's eggs or honey if the vendor is exempt from licensing under the Farm Direct Law.

WHAT THE MARKET PROVIDES:

Spencer Creek Grange Site

About 15 full-sized stall spaces are situated in a horseshoe pattern behind Spencer Creek Grange. Tall fir trees and a green lawn offer a bucolic environment unlike most town markets. WiFi and Verizon cell reception is available. Coffee, breakfast and lunch items are available at Café La Grange and there is indoor/outdoor seating for the public. The Grange restrooms are available for the vendors and the public. Electricity and water is available upon request. There is one shared commercially inspected scale available beginning at 9:00 a.m. The site manager runs a Point Of Sales terminal thus allowing any/all vendors to accept tokens for SNAP, Double Up Food Bucks, and debit/credit cards.

Bailey Hill Market Site

About 7 full-sized stall spaces are situated just to the left (south) of Bailey Hill Market, facing Bailey Hill Road, yet positioned behind the new gazebo designed for picnicking. There is excellent visibility and easy parking from Bailey Hill Road. Electricity and water is available upon request and there are rest rooms available for the vendors and shoppers. The site manager runs a Point Of Sales terminal thus allowing any/all vendors to accept tokens for debit/credit cards, SNAP, and Double Up Food Bucks.

WHAT YOU'LL NEED TO PULL TOGETHER:

Tables, chairs, and clear, visible signage, with the name and location of farm or business. A commercial scale (certified by ODA) and pop-up canopy are very handy. During every market day, no matter what the weather, all canopies or other booth covers are required to have weights of at least 15 pounds on ALL legs. Prices should be clearly marked for all produce. Food must be stored/displayed off the ground (6") or in impervious plastic tubs. Potentially hazardous perishable foods (meat, eggs, dairy...) are packaged and refrigerated according to ODA guidelines and you'll need a calibrated thermometer to gauge and demonstrate temperature.

REGISTERING TO SELL AT THE MARKET

"Registering" means you have read and agree to these Rules and Regulations and the guidelines presented on the [ODA Food Safety](#) page if you are selling any food. You then submit a registration form, either online at spencercreekmarkets.org, or by sending a paper version to Spencer Creek Community Growers' Markets, 85240 Chezem Road, Eugene 97405 (or hand it to the site manager of either market). After receiving the registration, we will contact you within 48 hours. When you have been approved to sell at the market, a confirmation email will be sent to the address you provided on the form. You may then visit spencercreekmarkets.org, click on the Login link and then click on either market vendor reservation page where you can then make a reservation. Please note that you must first register before you can sell at the market. If for any reason you have questions using the online Market Registration Form or reserving a space, please email us, or call Glenn at (541) 341-1709.

RESERVING A SPACE

We encourage you to make your reservation via our Vendor Reservation pages. By reserving online you are providing visitors to this web site a current and convenient list of items you have for sale (free advertising! woohoo!) as well as assuring yourself a space on market day. You may also reserve a space by emailing glenn@spencercreekmarkets.org or by calling (541) 341-1709 and leaving a message with your intention to sell, how many spaces you wish to reserve and, to the degree possible, what items you intend to bring. Spaces will be assigned on a first come first served basis. If all the spaces have been reserved, you may opt to come "standby" in case there is a no-show.

NO SHOWS

Vendors need to give 7 days advance notice if they cannot attend a Market day for which they have made a reservation. They can do this by phone or email. Vendors who notify the market with the intent to come and don't show up are still charged the stall fee they would pay had they shown up.

MARKET CURRENCY

Customers can pay using cash, checks (to the vendor) credit or debit cards, Oregon Trail Card (SNAP), Double Up Food Bucks or FDNP Vouchers.

Debit/Credit – A customer decides what they would like to buy at your booth. If they have a credit or debit card, you direct them to the on-site market manager's booth, unless you have the capacity to process your own debit/credit purchase, e.g. using the Square reader. There, they purchase **GREEN, wooden tokens in \$5 dollar denominations**. They pay a \$1 service fee every time they swipe their card, so it's best they try to figure how much money they might like to spend altogether at the market. These tokens must be accepted by ALL vendors and customers CAN receive change. Place these green tokens in your token envelope (which you receive from the on-site market manager upon setting up in the morning) then redeem them when you pay your stall fee.

SNAP (food stamps) – When a customer wants to use their Oregon Trail card, direct them to the market manager's booth. There they purchase **RED wooden tokens in \$1 denominations**. They do not pay a service fee. These tokens must be accepted by anyone selling food items, including fruits, vegetables, grains, meat, fish, poultry, dairy products, seeds, baked goods intended to be taken off site, and plants and seeds intended for growing food. SNAP tokens CANNOT be used for nonfood items, hot foods, or flowers. Change CANNOT be given for SNAP tokens, but you can (and should) add product to bring the purchase up to the dollar amount. If a customer pays both with tokens and cash, change can and should be given back to the customer for the cash portion of the transaction. Place these red tokens in your token envelope, along with any green tokens, then redeem them when you pay your stall fee. **\$1 tokens cannot be given as change to a customer for any reason.** Any misuse of the \$1 tokens compromises our eligibility to accept SNAP.

Double Up Food Bucks – The new SNAP match program – doubling SNAP purchases up to \$10 each market day per customer. When the customer runs his or her SNAP card at the P.O.S. terminal, they also receive a matching amount of "Food Bucks" in denominations of \$2, up to \$10 worth. These can only be used for fresh, dried, or frozen fruits and veggies, mushrooms, nuts, beans, and edible plant starts. Like SNAP, no change can be given, so make a fair exchange. Like the other tokens, Food Bucks are reimbursed when you pay your stall fees. You will receive a handout on DUFEB with more information.

FDNP (*Farm Direct Nutritional Program*) – Don't you wish that Big Brother decided to support the little guys for a change? Well good news - sometimes he does! Are you selling fresh fruits and veggies that you grew yourself? You don't have to be a commercial farmer to participate in this federal program which provides access to fresh, locally grown produce for low income folks. Every year we get shoppers carrying these vouchers, and *only producers who have applied to participate in the program may accept them*. You are strongly urged to call the following Oregon Dept. of Agriculture phone number to ask for your application packet today: **(503) 872-6600**. You'll find the bureaucracy refreshingly accessible and friendly. For more information, see the **FDNP Fact Sheet** or refer to the Appendix for this information.

SMOKING

Not permitted.

PETS

Customers who bring dogs to the market need to follow these rules:

Dogs must be kept on a short, non-expandable leash. No exceptions.

Keep your dog under control and by your side at all times.

Keep dogs away from produce, plants and other food products. This means head and tail ends!

Your dog must be sociable to people and other dogs to earn the right to shop at the market.

Not everyone is a dog lover: Be considerate.

Come prepared to clean up after your dog!

ADDITIONAL NOTES

The Spencer Creek Community Growers' Market reserves the right to prohibit any product from being sold or any vendor from selling at the market. The Market also reserves the right to modify these rules and regulations as circumstances warrant.