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## **RULES AND REGULATIONS, 2019**

### DAYS AND TIMES OF OPERATION:

<b>Spencer Creek Growers Market</b> Saturdays, 10:00 a.m. – 2:00 p.m.  Spencer Creek Grange 86013 Lorane Highway, Eugene, OR May 18th – October 5th, 2019	<b>Bailey Hill Farmers Market</b> Wednesdays, 3 p.m. – 7 p.m.  Bailey Hill Market 3190 Bailey Hill Road May 29th – August 28th, 2019  Churchill Marketplace 2101 Bailey Hill Road September 4th – October 9th, 2019
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### **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 you may elect or run for the Board of Directors at the Annual Membership Meeting in October.

### **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 entitles you to one free lunch at the Market Food Vendor Booth, includes you in the Hummingbird Wholesale Buying Club, provides invitations for you and a guest to the end-of-year party and grants you the right to vote for or join our 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. The fee for a single stall space is \$5. A double stall space will accommodate a 10' X 10' pop-up canopy and costs \$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 (please refer to the [Shell Eggs](#) addendum for details on labeling and handling), honey, herbs, plant starts and cut flowers, all raised by the vendor. Under the Oregon Farm Direct Marketing Law, farmers may sell certain *processed* items without licenses or inspections (visit the [Farm Direct FAQ](#) 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](#) page. This page also includes a tool enabling you to search for a [Food Safety Specialist](#) in your area.

**Food artisans** do not necessarily 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 [Oregon's Home Baking Bill FAQ](#). Additional information may be found on the [ODA Domestic Kitchen Licensing](#) page.

**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. Eggs can be sold under consignment only if the egg producer has an egg handlers license. See our [Shell Eggs](#) addendum.

## **WHAT THE MARKET PROVIDES:**

### **Spencer Creek Grange Site — May 18th through October 5th**

About 12 full-sized stall spaces are situated in a horseshoe pattern behind Spencer Creek Grange. 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: Bailey Hill Store — May 29th through August 28th**

Vendors set up in the 3 parking spaces in front of the gazebo. The graveled area on the north end of the store will be available for vendor parking. Electricity and water is available upon request. A Point Of Sales terminal will be available at the site manager's booth which will allow vendors to accept tokens for Debit/Credit cards, SNAP, and Double Up Food Bucks.

### **Bailey Hill Market Site: Churchill Shopping Center — September 4th through October 2nd**

On Wednesday, September 4, we plan to relocate the Bailey Hill Farmers Market from the Bailey Hill Store to the Churchill Shopping Center, opposite the Bailey Hill Fire Station and Churchill High School. The market will occupy an area in the parking lot, adjacent to the pedestrian sidewalk. A committee has been formed which is also looking at access to electricity and water, WiFi and potential food truck sales and live music performances.

## **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](http://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](http://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 as well as assuring yourself a space on market day. You may also reserve a space by emailing [glenn@spencercreekmarkets.org](mailto: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

If they cannot attend a Market day for which they have made a reservation, a vendor must delete their reservation from the reservation page or contact Glenn by phone or email. Vendors who have made a reservation but 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** – SNAP purchases up to \$10 each market day per customer are doubled at both of our markets. 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)** – For the 2019 season, the market will again double the dollar amount of FDNP checks presented to eligible farmers. In order for the market to properly track the use of FDNP vouchers, we require that the doubled value of each check be redeemed by one participating farmer. For example, a customer can use a \$4 FDNP check to purchase \$8 worth of produce, provided the transaction takes place with one farmer. At the close of the market, the farmer includes the check in his or her vendor envelope. The market manager will provide the vendor with the face value of the all the FDNP checks. The farmer can then, on the next trip to the bank, deposit the FDNP checks into his or her account. Banks are required to accept these checks.

If you are not currently authorized to accept FDNP vouchers, we encourage you to contact the Oregon Dept. of Agriculture and ask for your application packet today: **(503) 872-6600**. For more information, see the [FDNP Resources for Farmers and Farmers Markets](#) and the [FDNP Fact Sheet](#).

## 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.

Revised 13.May.2019