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## **Spencer Creek Community Growers Market**

85240 Chezem Road  
Eugene, OR 97405  
spencercreekmarkets.org

# Rules and Regulations

May 20th-October 14th, 2023

### **DAY AND TIME**

Saturdays, 10:00am - 2:00pm

### **LOCATION**

Spencer Creek Grange  
86013 Lorane Highway  
Eugene, OR 97405

### **CONTACT**

President - [glenn@spencercreekmarkets.org](mailto:glenn@spencercreekmarkets.org)

Market Manager - [marketmanager@spencercreekmarkets.org](mailto:marketmanager@spencercreekmarkets.org)

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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 yearly membership dues of \$20 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 \$20 Membership, which can be paid on the first market day they sell or when completing the online [Member Registration](#) form found on [spencercreekmarkets.org](http://spencercreekmarkets.org). Your membership gives you, your family members, another market member, or anyone representing your farm the right to sell your product at the market without paying additional membership dues. It also 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: Each vendor needs to pay for at least one membership.

## STALL FEE

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

## VENDOR AGREEMENT

All vendors must sign the [Vendor Agreement](#). This agreement ensures that the vendor has read and agrees to abide by these Rules and Regulations and also agrees to indemnify the Market. A copy of the Vendor Agreement is included in the Appendix of the printed version of these Rules and Regulations.

Vendors who sell eligible SNAP and Double Up Food Bucks products are required to accept each of those currencies. Double Up Food Bucks require submitting the [DUFB form](#) to the market manager in person or by [email](#) before selling on your first day.

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## WHO MAY RENT STALL SPACE

### Farmers

This category includes ANYONE who raises agricultural products in Lane County and includes 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, cut flowers, and any products produced under the Farm Direct Law (with the exception of canned foods), all raised by the vendor. The 2012 Oregon Farm Direct Marketing Law (FDML) created an exemption which allows farmers to process their own farm-grown produce into low-risk, value-added foods and sell them directly to consumers without a food processor's license or inspection. Please see the [Farm Direct FAQ](#) or refer to the Appendix in the printed version of these Rules and Regs.

Any vendor offering meats, dairy, or processed foods not covered by the FDML must be licensed by the ODA and be covered by product liability insurance naming the Spencer Creek Growers Market as Additional Insured. In addition, canned goods covered by the FDML require liability insurance. A copy of your Certificate of Liability Insurance must be provided to the Market Manager on the first day you sell or emailed to [marketmanager@spencercreekmarkets.org](mailto:marketmanager@spencercreekmarkets.org).

To determine if you need a license for your product, visit the [ODA Food Safety page](#). This page also includes a tool enabling you to search for a [Food Safety Specialist](#) in your area.

### Food Artisans

Food Artisans do not necessarily grow the majority of ingredients in their product, and must be licensed by the Oregon Department of Agriculture (with the exemption of those who qualify for the Home Bakery Exemption or the FDML). Examples include 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. Food artisans must always have a list of ingredients handy upon request. At least 25% of the ingredients by weight must be locally grown (Lane County) and food artisans always endeavor to purchase more and more of their ingredients locally. 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.

To determine if you qualify for the Home Bakery Exemption, please refer to the [Oregon's Home Baking Bill FAQ](#). Additional information is located on the [ODA Domestic Kitchen Licensing page](#).

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Food Artisans agree to obtain any applicable licenses and liability insurance naming the Spencer Creek Growers Market as Additional Insured. Any vendor offering canned fruit, including syrups, preserves, jams and jellies, must also be covered by liability insurance. Copies of your licenses and Certificate of Liability Insurance must be provided to the Market Manager on the first day you sell or emailed to [marketmanager@spencercreekmarkets.org](mailto:marketmanager@spencercreekmarkets.org).

## Prepared Food Vendors

Vendors in the Prepared Food Vendor category sell food that is freshly made and available for immediate consumption on-site.

- At least 25% of the ingredients by weight must be locally grown (Lane County).
- Prepared Food Vendors must be licensed by Lane County Environmental Health and must be covered by product liability insurance. A copy of your Certificate of Liability Insurance must be provided to the Market Manager on the first day you sell or emailed to [marketmanager@spencercreekmarkets.org](mailto:marketmanager@spencercreekmarkets.org).
- Prepared Food Vendors may NOT accept SNAP tokens, FDNP vouchers, or Double Up Food Bucks.

## Crafters

Crafters products are the original workmanship of the vendor that demonstrates quality workmanship and is safe and durable for its intended use.

- All art and crafts will need to be juried.
- All art and crafts items that a vendor intends to sell must be listed on the vendor application.
- The vendor's work and starting materials must be predominantly altered and/or enhanced by the vendor.
- Artisans may sell, subject to approval, high quality reproductions of their own original work (i.e., prints of paintings or photographs, greeting cards, apparel).
- Soap and body care product vendors must follow federal labeling and ingredient contents requirements.
- 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. Note that the following is not defined as nursery stock and does not need a license in order to sell:

- Field and forage crops
- Seeds of grasses

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- Cereal grains
  - Vegetable crops and flowers
  - Bulbs and tubers of vegetable crops
  - Vegetable or fruit used for food or feed
  - Cut flowers (unless stems or other portions thereof are intended for propagation)

## Livestock Producers

If you have goat kids or lambs to sell, bring them to the market! For other livestock, please contact us. You need to provide fencing, shade, food and a bowl or bucket of drinking water. You should also provide ample information regarding the health history of the kids or lambs, their parentage, the herd in general, and information on proper health care.

## Consignment

Vendors may sell unprocessed whole fruits, veggies and nuts (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. Click the [Shell Eggs](#) link or see our Shell Eggs page in the appendix of the printed version of these Rules & Regs.

## Food Retailers

On rare exceptions, the board of directors may approve a food retailer on the condition that the product is locally grown, and does not compete with any producers at the market.

## Non-Profits

The Spencer Creek Growers Market is proud to offer the market as a resource to community-based non-profits. Such organizations must adhere to all of these Rules and Regulations, provide proof of their non-profit status and join the market by paying the annual membership fee.

Stall fees may be waived for non-profits at the discretion of market management. Nonprofits may sell items that promote the mission of their organization such as hats and t-shirts. Nonprofits are encouraged to mention participation in our Market in their own publicity efforts.

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## WHAT THE MARKET PROVIDES

14 full-sized stall spaces that are situated in a horseshoe pattern behind Spencer Creek Grange. WiFi and Verizon cell reception is available. Outdoor seating is available for the public. The Grange restrooms are available for the vendors and the public. Electricity and water is available upon request. The site manager runs a Point Of Sales terminal allowing vendors to accept tokens for SNAP, Double Up Food Bucks, and Debit/Credit cards.

## WHAT YOU PROVIDE

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 each leg. Vendors must have well thought-out strategies ensuring that all displays, signage, materials and products are secured against occasional strong gusts of wind. Vendors are required to have a currency guide at their booth. Prices should be clearly marked for all produce. Except for large squashes such as pumpkins, all food must be stored/displayed at least 6" off the ground or in impervious plastic tubs. Potentially hazardous perishable foods (meat, eggs, dairy, etc.) 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 agreed to these Rules and Regulations and the guidelines presented on the [ODA Food Safety](#) page if you are selling any food. You then complete the [Member Registration](#) form, either online, by sending a paper version to Spencer Creek Community Growers' Markets at 85240 Chezem Road, Eugene 97405, or by handing it to the site manager. After receiving the registration, we will contact you. After submitting the online registration form, an email with a confirmation link will be sent to the address you provided on the form. You may then visit [spencercreekmarkets.org](http://spencercreekmarkets.org), login to your account, and reserve a booth space under Next Market. Please note that you must first register before you can sell at the market. If for any reason you have questions using the online Member Registration Form or when reserving a space, please email [glenn@spencercreekmarkets.org](mailto:glenn@spencercreekmarkets.org).

## RESERVING A SPACE

We encourage you to make your reservation via our Vendor Reservation page. 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). Please include the

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number of 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, a SOLD OUT notice will appear on the reservation page and you will be unable to add your reservation for that day.

## **CANCELLATIONS**

If a vendor cannot attend a Market day for which they have made a reservation, cancellation is required 24 hours in advance. No-show vendors will be responsible for paying the stall fee.

## **MARKET DAY SETUP**

Set up is from 8:30 a.m. to 9:45 a.m. and tear down is from 2:00 to 3:00 p.m. Do not set up or tear down while the market is open.

## **STALL ASSIGNMENT AND APPEARANCE**

Stall spaces are assigned to vendors by the site manager. Vendors with their stall assignments may occupy their spaces upon arrival. Reserved spaces not occupied 15 minutes prior to opening may be reassigned to another vendor. Vendors are responsible for keeping their space clean and attractive during market hours. Vendors must clean up their stall space after the market closes, including picking up any debris and removing all trash. Product identification and prices must be clear and visible. Food Artisan products must be packaged and labeled as detailed in the Food Artisans section on page 2 of this document. While at the market, vendors are expected to conduct themselves professionally at all times, behaving courteously toward market staff, customers, other vendors and volunteers. Vendors are not permitted to play radios or use other sound-generating electronics during market hours. Customer questions regarding farming practices should be answered factually and knowledgeably.

## **MARKET CURRENCY**

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

### **Debit/Credit**

When a customer wants to use their 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 purchases. At the managers booth, they purchase GREEN, wooden tokens in \$5 dollar denominations. These tokens must be accepted by ALL vendors, and customers CAN receive change. Place these green tokens in your token envelope (which you receive



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from the on-site market manager upon setting up in the morning) then redeem them when you pay your stall fee.

### **SNAP (Food Stamps, Oregon Trail Card, or EBT)**

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 products 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 (DUFb)**

SNAP withdrawal up to \$20 each market day per customer is doubled. 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 \$20 worth. These can only be used for fresh, dried, or frozen fruits and veggies, mushrooms, beans, and edible plant starts. Like SNAP, no change can be given, so make a fair exchange. Like the tokens, Food Bucks are reimbursed when you pay your stall fees and must be accepted for qualifying purchases. You will receive a handout on DUFb with more information.

### **FDNP (Farm Direct Nutrition Program)**

For the 2023 season, the market will again double the dollar amount of FDNP checks presented to eligible farmers. 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(s) in his or her vendor envelope. Upon seeing the FDNP checks, the market manager will provide the vendor with the face value of all the checks and then return them immediately to the farmer. The farmer can then deposit them into his or her own bank 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](#).

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## **NO SMOKING**

Smoking is not permitted at the market site or in the vendor parking area.

## **PETS**

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

1. Dogs must be kept on a short, non-extendable leash. No exceptions.
2. Keep your dog under control and by your side at all times.
3. Keep dogs away from produce, plants and other food products. This means head and tail ends!
4. Dogs must be sociable to people and other dogs in order for their owners to earn the right to sell and shop at the market.

Not everyone is a dog lover: please be considerate and come prepared to clean up after your dog.

## **ADDITIONAL NOTES**

The Spencer Creek Community Growers' Market reserves the right to allow or 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.