



6030 William R. Carr Ave  
Adair Village, OR 97330  
541-745-5507

## 2017 City of Adair Village Farmers Market Vendor Application

Business Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Contact Numbers: Cell: \_\_\_\_\_ Day: \_\_\_\_\_ Eve: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Booth Size:  
 10x10     10x20

Dates of Market: Check all you would like to participate in.

Saturday, May 13     Monday, June 12

Monday, July 10     Monday, August 14

What will you be selling: Please check all that apply. Please also list items that you intend to sell that you do not produce/grow.

Fruits/Veggies     Meat/Dairy     Plants/Flowers     Prepared Food

Artisan     Non-food Items such as crafts.     Other

**Required:** All vendors who sell consumable products MUST carry and provide proof of insurance.

**Required:** All vendors must sign a Hold Harmless Agreement

**Required:** All vendors MUST submit application, and any required license one week in advanced before begin date.

I have read, understand, and will abide the City of Adair Village Farmers Market Guidelines and Rules. I will be held liable for any damage that occurs under these guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Hold Harmless Agreement and Release  
2017 City of Adair Village Farmers Market**

In consideration of the privilege of participating in the 2017 City of Adair Village, the undersigned, as an authorized representative for \_\_\_\_\_ (“business name/Participant”) and his, her, or its members, predecessors, assigns, heirs, executors, administrators, and legal representatives, does hereby agree to indemnify, waive, release, defend, and hold harmless the City of Adair Village, its employees, officials, and volunteers from and against any and all liability, claims, lawsuits, losses, judgements, fines, penalties, damages, and causes of action, including all costs, disbursements, attorneys’ fees, and expenses of litigation, arbitration, mediation or settlement, for death, injury to, or debt of any person, or for loss of, damage to, or loss of use of any property arising out of or in connection with participation in the City of Adair Village Farmers Market or any preparation leading up to the City of Adair Village Farmers Market.

Participant acknowledges and agrees that his, her, or its obligation, release, defend, and hold the City of Adair Village Farmers Market and its employees, officials, and volunteers from liability for any personal injury, property damage or wrongful death shall apply whether or not the claims, lawsuits, losses, or damages arise in whole or in part from negligence of the City of Adair Village Farmers Market, and its employees, officials, and volunteers. Participant assumes all risk of bodily injury or property damage that his, her, or its members may incur in participating in the City of Adair Village Farmers Market.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS DOCUMENT BY READING IT BEFORE I SIGNED IT, AND AM AUTHORIZED TO SIGN IT ON BEHALD OF \_\_\_\_\_ (“business name/Participant”).

I understand and agree that the terms herein are contractual and not a mere recital and that I have signed this document as my own free act.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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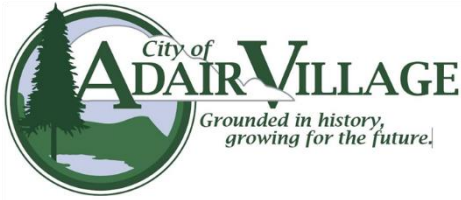
Authorized Signature of Participant

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Contact Address

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Contact Phone Number & Email



## 2017 City of Adair Village Farmers Market Rules and Guidelines

### **Market Statement:**

The City of Adair Village Farmers Market intention is to feature growers/producers and artisans from Benton County and surrounding areas. All offerings must be grown, produced, or assembled in Oregon by the Vendor. Our purpose is to connect the residents of Adair Village and surrounding areas with a source of fresh, high quality farm & artisan products that come directly from the local vendors.

Days:	Mondays (except for May)
Dates:	May 13 (11 am – 3 pm), June 12, July 10, August 14
Hours:	4:00-6:00 PM
Vendor Set Up:	3:00-4:00 PM
Vendor Take Down:	6:00 – 7:00 PM
Vendor Parking:	City Hall Parking Lot

**Booth Sizes:** 10x10 or 10x20

**Administration:** City of Adair Village, 6030 NE William R Carr Ave., Adair Village, OR.

**Market Coordinator:** Brittany Kennedy 541-745-5507 or [Brittany.kennedy@adairvillage.org](mailto:Brittany.kennedy@adairvillage.org)

### **General Rules:**

- 1) All vendors must comply with federal, state, county, and local rules and regulations related to the production and sale of their products. This includes, but is not limited to, compliance with (1) federal, state and local health licensing requirements, (2) the Farmers Market Guidelines prepared by the Oregon Department of Agriculture, and (3) standards governing labeling, packaging, display and weight, including scale certification with the Oregon Department of Agriculture Measurement Standards. Failure to conform to such rules and regulations may be grounds for removal from the Market and forfeiture of fees. Copies of all licenses, permits, and certifications must be included with the Vendor Application.
- 2) Vendors are solely responsible for product liability. Food and Agricultural vendors must carry general and product liability insurance. It is recommended that makers of cosmetic products carry liability insurance. City of Adair Village Farmers Market is not responsible for any loss or damage incurred by vendors.
- 3) Vendors are expected to behave courteously to customers, other vendors, market staff, and volunteers and conduct themselves professionally at all times. Vendors may not publicly disparage other vendors, employees, volunteers, products, or the market.
- 4) Smoking is prohibited.
- 5) All items for sale must be clearly labeled with price. The label must also include quantity (per pound, each item, etc)
- 6) All vendors must leave their area clean at the end of Market day. Please take any trash out with you.
- 7) Dogs are allowed at the City of Adair Village Farmers Market. Dogs are not allowed in any food booth and vendors may not have personal pets in their booth (per Oregon State Farmers Market Guidelines).
- 8) No proselytizing, military recruitment, or political campaigning is allowed at the Market.
- 9) There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age, or nationality.

10) May's Farmers Market is being held on Saturday May 13<sup>th</sup> as part of our annual Founders Day Celebration. Founders Day is from 11:00 am – 3:00 PM. Set up on that day will begin at 10:00 am.

**Product Guidelines:**

- 1) All products must be grown, raised, produced or gathered by the vendor in Oregon. Vendors may supplement their offerings with other locally grown produce with at least 75% of the value of the offerings be grown by the vendor. Products not grown by the vendor should be accepted on consignment basis, so the risk is borne by the producer. Vendors cosigning for others are required to display a sign identifying the producers and address of such items.
- 2) The term vendor shall include any family member or employee of the farm if they are materially involved in the farm process.
- 3) Products which can be sold may include but are not limited to:
  - A) Vegetables, fruits, berries, herbs, nuts, seafood, meat, dairy, fresh cut or planted flowers
  - B) Farm-based food items which are made by the vendor, such as cheese, sausage, honey, jams, and baked goods.
  - C) Craft items made by the vendor.

**Fresh Fruits and Vegetables:**

- 1) All agricultural vendors must have the proper licenses, insurance and certifications necessary for the products they sell. Copies of appropriate documentation must be submitted with initial application and reissued documentation must be submitted when renewed.
  - A) Meat and poultry product vendors must have an ODA license and USDA Certificate for cut meat.
  - B) Any dairy products sold must be processed in a USDA certified facility.
  - C) Eggs may be sold without an egg handler license and without labeling, but only by the farm that produces the eggs. Cartons must be labeled with your farm name and contact information.
  - D) A license is required to extract honey produced at an operation with 20 or more hives.
  - E) All scales used must be certified by ODA Measurement Standards. Scales must be licensed annually and display current certification tags.
- 2) Produce that is harvested or collected in the wild (as in mushrooms) is considered as if grown by the vendor. If the item is not grown on the actual property of the vendor a Proof of Collection permit is required.

**Nursery Products:**

- 1) All nursery products must be grown in Benton, Linn, or Polk Counties.
- 2) All vendors of live nursery stock with annual sales of \$250 or more must have a current license issued by ODA.
- 3) All nursery vendors must comply with current ODA regulations regarding noxious or invasive species.

**Baked goods/Confections Small Home Baking Business:**

SB 320 - Oregon Legislative Information System As of January 1, 2016 vendors that produce low-risk baked goods and/or confectionary no longer need a food processing license through Oregon Department of Ag to sell at Farmers' Markets. This will allow aspiring small business/food entrepreneurs the opportunity to meet the unmet demand for baked goods and confections in our communities. Low-risk means no temperature control needed (hot or cold). Examples: bread, fruit pies, cookies, brownies, muffins, chocolate etc.

Vendors must follow all food safety regulations. Marijuana infused products are not allowed. Gross sales may not exceed \$20,000 per year and Food handler's card is required by the vendors and vendors must have a current Food Handlers Card.

**All products must be labeled with the following**

- 1) Name, phone number & address of your business
- 2) Name of the product
- 3) Ingredients of the product in descending order by weight
- 4) Net weight or net volume of the product
- 5) Any applicable allergen warnings as specified under federal labeling requirements. See vendor obligation & resources for a link, and,
- 6) This product is homemade and was not prepared in an inspected food establishment

**VENDOR OBLIGATIONS & RESOURCES:**

There are many resources on [www.oregon.gov](http://www.oregon.gov), just search farmers market. One resource that you might find helpful is the [Food Safety at Farmers Markets](#). This document has information on licensure, qualifications, and what is allowed to be sold. Please read it and be aware, as vendors are required to comply with State regulations.