

LINCOLN COUNTY SMALL FARMERS ASSOCIATION
NEWPORT FARMERS MARKET
MARKET RULES
2012 MARKET SEASON
SATURDAY MAY 12 THROUGH OCTOBER 27

The primary mission of the Newport Farmers' Market is to support local agriculture by providing a venue for locally grown foods and farm products. In accordance with the LCSFA Articles of Incorporation and By-laws, first consideration for new vendor applications will be given to agricultural vendors within Lincoln County. Within the market, efforts will be made to give priority to those agricultural vendors when considering site assignments and number of spaces allowed while still following the seniority system in regard to returning vendors.

1. Vendors must apply annually and their products must be approved before they become LCSFA members. All applications will be reviewed by a jury committee and vendors will be notified in a timely manner as to acceptance or rejection of application. Submitting an application does not guarantee selling rights or a market space.
2. All new vendors, along with current members with new products, must submit photographs or samples of their products.
3. LCSFA reserves the right to prohibit anyone from selling any product or produce.
4. The annual membership fee is \$25.00 and must be submitted with your application by February 28, 2012 for continuing vendors to maintain seniority for the current year. For new vendors the membership fee is due at the first market attended. Market membership guarantees voting rights and representation on or with the Board of Directors. **Membership runs from May 1 through April 30.**
5. In addition to the annual fee, each member must pay a daily fee for each day of the market. The fee structure is:
 - \$10 for a 12' x 12' space on the grass
 - \$20 for a 12' x 12' no vehicle space on the pavement
 - \$25 for a 12' wide car space on the pavement
6. Spaces are assigned by seniority. However, the overall management of the market will guide decisions with regard to space assignment and may supersede the seniority of an individual vendor in particular circumstances. The Market Manager will make every effort to accommodate vendors with disabilities.

7. Seniority Points are set at the beginning of the Market year for that season. Points are accrued as follows:

- Two (2) points for each consecutive year at the Market
- One (1) point for every Market day attended the previous year

The Market Manager will make assignments, to the amount practical, by a vendors total point score. Vendors with the highest point scores will have the maximum assurance of consistent site location. Location requests are considered as much as possible. Returning vendors space requests are made on the vendor application. Fully completed, signed applications must be received by Feb 28th for vendors requesting space assignments based upon seniority. A vendors' seniority cannot be used to displace another vendor of lesser ranking once the market season has begun.

8. Should a member be expelled or suspended from the market, and membership in the corporation be terminated or suspended, seniority points may not be retained even if the member reapplies and is accepted back into the corporation and market at a future date. The member will be treated as a new vendor.

9. Due to space limitations, no single craft vendor will be assigned two adjacent spaces within the market either on the pavement or the grass (unless space is available and no other vendor is requesting the space). Farm vendors may be assigned more than one but not more than 3 adjacent spaces on the pavement or the grass (more spaces can be assigned if no other vendor is requesting the space).

10. Vendors designated as hot food and/or beverage vendors will be assigned to the food court regardless of their seniority score. Individual exceptions could be made if the vendor's operation is in compliance with fire code and with the express approval of the LCSFA Board of Directors.

11. 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.

Licensing requirements change from year to year. It is the vendor's responsibility to check with the appropriate licensing authorities.

12. Vendors are solely responsible for product liability. Food and agricultural vendors must carry general and product liability insurance. LCSFA is not responsible for any loss or damage incurred by vendors.

13. 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. There are Concern Forms and Product Challenge Policies in place for use by all members.

14. Vendors may arrive and unload between the hours of 6:30am and 8:30am.

- Please unload your vehicle first;
- Move your vehicle to the vendor parking area; then
- Setup your booth.
- Vendors must be ready to sell by 9:00am.

15. Vendors are required to park in designated parking areas only, leaving those parking spaces closest to the Market for our customers. **Vendors may not park in the adjacent parking lot.**

16. Except for designated vehicle spaces, no vehicles will be allowed in after 8:30am. No vehicles are allowed onto the Market Street until 1:15pm.

- Pack your booth first; then
- Get your vehicle to load.
- Vendors must be packed and ready to go by 2:45pm
- Angle Street reopens at 3:00pm.

17. All vendors must stay until the close of the Market at 1:00pm. A “Sold Out” sign may be placed in your booth if you do sell out, but your canopy, tables, etc. must remain in place.

18. All vendors must leave their area clean at the end of Market day. Please take any trash out with you.

19. Vendors may not block fire lanes.

20. Vendors must notify the Market Manager by **6:00pm on the Friday prior to the Market** opening if they will not be attending the Market.

- Cancellations due to emergencies will be considered an exception to this rule. *Please call **541-961-8236** and notify the Market Manager before **7:30am on Market day.***
- Failure to notify the Market Manager will result in the vendor being charged for that day the following week. *The vendor will not be allowed to set up until the fine is paid.*
- Weather is NOT an emergency.

21. Winds in Newport can be quite strong.
- All vendors with canopies are required to have a minimum of 25 pound weights on each canopy leg at all times.
 - No stakes are allowed on the grass.
22. LCSFA retains the right to reassign vendor space at any time and to suspend or terminate vendors from Market participation for failure to comply with the rules, including timely payment of fees.
23. The Market Manager shall have the authority to enforce all rules. Should a vendor fail to abide by LCSFA rules, the following consequences may occur:
- A major violation, such as committing an unlawful or violent act or physical or verbal abuse, will result in the immediate termination of Market participation.
 - Minor violations will result in the following series of actions:
 - First violation: written warning
 - Second violation: written warning
 - Third violation: immediate temporary or full-season suspension of market participation. There will be no reimbursement of vendor fees.
24. The Market Manager may at any time request to conduct a farm, kitchen, studio or business inspection visit. Failure to comply can be cause for termination from Market.
25. Anyone wishing to appeal an action of the Market Manager may document the problem on the Concern Form in writing and request a hearing by the LCSFA Board of Directors. Within two (2) weeks of receiving the concern, the Board shall render a decision on the merits of the grievance and any remedies. During the grievance process, the violator must adhere to the original penalty with no right to restitution for any losses. Decisions of the Board of Directors are final.
26. Vendors may submit a Product Challenge Form if they believe another vendor is misrepresenting their product. There is a \$100.00 filing fee which can be shared by a group of vendors. This fee is returned to the challenger(s) if the claim is verified. Submit this form to Market Management on the market day or within a week of the market day that the alleged violation occurred. The LCSFA will not reveal the challenger(s) identities to anyone. The LCSFA will conduct such investigation as conditions permit to make a determination on the product challenge. If the challenged vendor is found to be in violation with these rules, that vendor may be warned, suspended or removed from the market at the discretion of the Board of Directors.
27. Every week the LCSFA will provide space for one (1) Public Service booth, one (1) Non-Profit booth and Entertainment. The Market Manager will schedule these throughout the season.

28. Use of tobacco products within Market boundaries is PROHIBITED.

29. There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age or nationality.

30. No proselytizing, military recruitment or political campaigning is allowed at the Market.

31. Dogs are allowed at the Newport Farmers Market. Dogs are not allowed in any booth and vendors may not have personal pets in their booth.