

LINCOLN COUNTY SMALL FARMERS ASSOCIATION

Winter Market General Rules

The Lincoln County Fairgrounds Farmers' Market was established in order to provide an ongoing source of fresh, locally grown produce, other food products and handcrafted items to residents and visitors of Lincoln County. In accordance with the LCSFA By-Laws and Articles of Incorporation, first consideration for market applications will be given to agricultural vendors within Lincoln County. Agriculture and food vendor applications from outside Lincoln County will be considered depending on market need. All crafts must be produced within Lincoln County in order to be considered.

Applications

- Vendors must apply annually.
 - All applications will first be reviewed by the LCSFA Board of directors for final approval.
 - Vendors will be notified in a timely manner as to acceptance or rejection of their application.
 - Submitting an application does not guarantee selling rights or a market space.
2. The LCSFA reserves the right to prohibit anyone from selling any product.
 3. The Lincoln County Small Farmers Association also currently hosts the Newport Farmers' Market. Applications submitted for the Lincoln County Fairgrounds Farmers Market are specific to that market. **Vendors approved to attend the Winter Market will not automatically be approved to attend any other market hosted by the LCSFA.**
 4. All new vendor applications must be accompanied by photographs or samples of products intended for sale. Returning vendors must include photos of any new products they intend to sell.
 5. 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, insurance and certifications must be included with the vendor application. **Applications submitted without required copies will be considered incomplete and may not be considered for membership.**
Licensing requirements change from year to year. It is the vendor's responsibility to check with the appropriate licensing authorities.
 6. Vendors are solely responsible for product liability. Food and agricultural vendors must carry general and product liability insurance and liability insurance is recommended for vendors who make cosmetic products. LCSFA is not responsible for any loss or damage incurred by vendors.

Membership and Market Fees

1. The annual fee for membership in the LCSFA is \$25.00. New members must submit membership fee at first market attended. LCSFA membership guarantees voting rights and representation on or with the Board of Directors. LCSFA membership is valid for 1 year from the date your membership was paid.
2. In addition to the annual membership fee, each member must pay a daily fee for each day of the market. The fee structure is:
 - \$25.00 for a 10'x10' Space or Farmer Space
 - Space fees will be collected by the Market Manager during market hours each day of the Market.

Space Assignment and Market Logistics

1. Spaces will be assigned by the Market Manager.
 - LCSFA retains the right to reassign vendor space at any time (if deemed necessary for the overall good of the Market).
 - All booths are approximately 10' x 10'. If your display requires a larger space, please make that note on your application. There may be a limited number of slightly larger spaces available.
 - We will do our best to accommodate display needs. However, there can be nothing within a booth to impede visibility across the middle of the market space.
 - If you require tent walls or some other structure within your booth that is higher than 5 feet, you must supply that information on your application, consideration for wall spaces will be given to those applicants.
 - No canopy frames may be used.
2. Market hours are 9:00 am to 1:00 pm
 - Vendors may arrive and unload between the hours of 7:00 and 8:30am
 - Please unload your vehicle first; be aware that the loading area becomes congested. Be courteous. Do not block the loading area door(s).
 - Move your vehicle to the vendor parking area; then
 - Set up your booth
 - Vendors must be ready to sell by 9:00 am.
3. **All vendors must stay until the close of the Market at 1:00pm. A “Sold Out” sign may be placed in your booth space if you do sell out, but your display items must remain in place. Vehicles can be pulled into loading areas after 1:15pm.**
 - a. Pack your booth first; then
 - b. Get your vehicle to load. Again, be courteous. Do not block doors. Do not pull vehicle into the loading area until you are ready to load.
 - c. Vendors must be packed and ready by 2:45
 - d. All vendors must be off Fairgrounds property by 3:00pm.
4. Vendors are required to park in designated parking areas only, leaving those parking spaces closest to the Market for our customers.

General Rules

1. All vendors must leave their area clean (all garbage removed, floor space swept and all debris removed) at the end of Market day. Please dispose of all trash in trash cans provided.
2. Vendors must notify the Market Manager by 12:00pm on the Thursday prior to the Market opening if they will not be attending the Market.
 - Failure to notify the Market Manager may 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.
 - 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.
3. Vendors are expected to behave courteously to customers, other vendors, market staff and volunteers and to 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.
4. With the exception of service animals, there are no pets allowed within the Fairground buildings—this is Lincoln County Fairgrounds rule and we have to follow.
5. Use of tobacco products is prohibited within the Fairgrounds buildings and there is no smoking within 20 feet of any door.
6. No personal heaters will be allowed in the building.
7. Internal combustion engine generators cannot be used at the Lincoln County Fairgrounds Farmers Market. Non-noise producing battery or solar battery generators will be allowed.
8. There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age or nationality.
9. No proselytizing, military recruitment or political campaigning is allowed at the Market.
10. There is no product “hawking” allowed.

Management

1. 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.
2. The Market Manager may, at any time, request to conduct a farm, kitchen, studio, or business inspection. Failure to comply can be cause for termination from the Market.
3. Anyone wishing to appeal an action of the Market Manager may document the problem on the Concern Form 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 or losses. Decisions of the Board of Directors are final.
4. 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. Submit this form and fee to the Market Manager 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 (or designate the Market Manager to conduct) such investigation as conditions permit to make a determination on the product challenge. If the challenged vendor is found to be in violation of Market rules that vendor may be warned, suspended or removed from the Market at the discretion of the Board of Directors. The \$100.00 fee will be returned to the challenger(s) if the claim is found to be valid.