

LINCOLN COUNTY SMALL FARMERS ASSOCIATION

NEWPORT FARMERS MARKET

2025-2026 GENERAL MARKET RULES

The primary mission of the Newport Farmers Market is to support local agriculture and local artisans by providing a venue for locally grown foods, farm products, and handcrafted items, and to provide an informal community gathering place for residents and visitors of the Newport area that reflects the values and talents of our community. In accordance with the LCSFA Articles of Incorporation and Bylaws, first consideration for new vendor applications will be given to agricultural vendors within Lincoln County.

1. Vendors must apply annually and their products must be approved before they become LCSFA Members. All applications will be reviewed by the LCSFA Board of Directors and vendors will be notified in a timely manner whether they are accepted or rejected. 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. Failure to submit photos/samples will result in non-acceptance of new products.
3. LCSFA Board of Directors reserves the right to prohibit anyone from selling any product or produce.
4. The annual membership fee is \$50 and must be paid on your first market day. Membership is valid for 1 market season. Returning vendors must submit their application by February 28, 2026 to request a booth location. Market membership guarantees voting rights and representation on or with the Board of Directors-One Membership, one vote. Only one family member may serve on the Board of Directors at one time.
5. In addition to the annual fees, each member must pay a daily fee for each day of the market. The fee structure is:
 - a. \$25 for a 10' x 10' Booth space
 - b. \$35 for a Vehicle space (These spaces are limited and require Manager approval, no discounts will be given.) Space fees will be collected by the manager during market hours.

6. Spaces are assigned by the Market Manager. The Market Manager will make every effort to accommodate vendors with disabilities and vendors with specific product needs, re: sun exposure.
7. Vendors with good attendance will have an assurance of consistent space location. On days when multiple last-minute cancellations create open spots, the Market Manager may need to rearrange vendor booth spaces in order to have a more cohesive market layout.
8. Due to space limitations, no single craft vendor will be assigned two adjacent spaces within the market. Farm vendors may be assigned more than one but not more than 5 adjacent spaces.
9. Vendors designated as “Hot Food” vendors will be assigned to the food court.
10. Vendors of baked goods, processed foods, hot foods or “value added” food items must have a valid license for processing such goods as issued by the Oregon Department of Agriculture and/or the Lincoln County Health Department as applicable. All prepared food vendors must comply with the rules of Lincoln County Health Department. Said vendors will provide proof of liability insurance and a copy of licenses for processing such goods. Vendors selling hemp or alcohol must be licensed by the OLCC. Sellers of live nursery stock whose sales exceed \$250 per year must have a nursery license from the Oregon Department of Agriculture. A good resource for vendor licensing requirements is the Oregon Farmers Market Association website
 - a. Licensing and Insurance — Conditional Approval Policy:
 - i. Vendors whose products or services require a license and/or insurance (including but not limited to food producers, processors, and prepared food vendors) may be conditionally approved if they do not submit all required documentation at the time of application. Conditional approval means:
 - ii. You may be selected to participate in the market, but your participation is not confirmed until all required documentation is received and approved.
 - iii. Required documentation must be submitted no later than two (2) weeks prior to the first market date.
 - iv. This includes all applicable licenses, permits, and certificates of insurance. Insurance must list Lincoln County Small Farmers Association as additional insured.
 - v. Vendors who do not provide the required documentation by this deadline:
 1. Will not be included on the market map or promotional materials, and
 2. May lose their space and be removed from the market roster.

- vi. It is the vendor's responsibility to ensure all required documents are current and on file by the stated deadline.

11. It is required that makers of cosmetic products carry liability insurance.
12. LCSFA is not responsible for any loss or damage incurred by vendors. 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.
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. Vehicle Space Vendors must be on site between 6:30 am and 7:30 am for safety reasons. All other vendors may arrive and unload between the hours of 6:30 am and 8:15 am.
 - a. Please unload your vehicle first
 - b. Move your vehicle to one of the vendor parking areas
 - c. Set up your booth
 - d. All moving vehicles must be out of the Market area by 8:30 am.
 - e. Vendors must be ready to sell by 9:00 am
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 lots or close East side streets. The only option for parking on the East side of Hwy 101 for vendors is the lot on 9th and Hurbert St. The Courthouse parking lot on the West side of Hwy 101 is the optimal choice. See map:



a.

16. Except for designated vehicle spaces, no vehicles will be allowed in the market area after 8:15 am. No moving vehicles will be allowed in the market area until 1:15 pm. Customer safety is a priority.
 - a. Pack your booth first; then
 - b. Get your vehicle to load.
 - c. Vendors must be packed and ready to leave the market area by 2:45 pm
 - d. The lot reopens at 3:00 pm
17. All vendors must stay until the close of the Market at 1:00 pm. A “Sold Out” sign must be placed in your booth if you sell out of product, your canopy, tables, etc. must remain in place. Early tear down will result in a violation.
18. All vendors must leave their area clean at the end of market day. Vendors are responsible for the disposal of their own trash. Please take your trash home with you. All market trash bins and City bins are for customer trash only. Please help us keep our commitment to the city by keeping this market location clean.
 *Manager's booth will have cat litter/sand for oil spills, etc.
19. Vendors may not block fire lanes.
20. Vendors must notify the Market Manager by 5:00 pm on the Thursday prior to the market day if they WILL NOT be attending. Advance notice of any planned absence/cancellation is REQUIRED.
 - a. Cancellations due to emergencies will be considered an exception to the rule. Please call 541-961-8236 to notify the Market Manager before 7:30 am on market day. Put this number in your phone.
 - b. Failure to notify the Market Manager will result in the vendor being charged for that day the following week.

- c. The vendor will not be allowed to set up in any future market until the fee is paid.

21. Weather is NOT an emergency.

22. Winds in Newport can be quite strong and dangerous. All vendors with canopies are required to have a minimum of 25 pounds of weight on each canopy leg at all times.

23. 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 the payment of fees.

- a. The Market Manager has the authority to enforce all rules. Please respect our Market Manager
- b. Should a vendor fail to abide by LCSFA rules the following consequences will occur:
 - i. 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.
 - ii. Minor violations will result in the following series of actions: First violation: Written Warning Second violation: Stage 2 Written Warning Third violation: Immediate, temporary, or full-season suspension of market participation. There will be no reimbursement of vendor fees.

24. Anyone wishing to appeal an action of the Market Manager or has a grievance with another vendor may document the problem on the Concern Form in writing and request a hearing by the LCSFA Board of Directors. Within two weeks of receiving the Concern Form, the Board shall render a decision on the merits of the grievance and apply remedies. During the grievance process, anyone who violates the market rules must adhere to the original penalty with no right to restitution for any losses. Decisions by the board of Directors are final.

25. Vendors may submit a Product Challenge Form if they believe another vendor is misrepresenting their product. There is a \$100 filing fee which can be shared by a group of vendors. This fee is returned to the challenger if the claim is verified. Submit the Challenge Form to 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 identity 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.

26. Use of tobacco, alcohol, marijuana or vape products within the market boundaries is PROHIBITED.
27. There will be no discrimination based on race, color, creed, gender, religion, sexual orientation, age, or nationality.
28. No proselytizing, military recruitment, or political campaigning is allowed at the market.
29. There is no product 'hawking' allowed. No 'attracting' shoppers who are not at your booth. No selling or giving samples to customers outside your booth area.
30. Dog Policy
- a. Customers:
Leashed dogs are permitted within the Newport Farmers Market area. Dogs must be on a non-retractable 6-foot leash at all times and under the control of their owner. Dogs are not permitted in any food booth.
 - b. Vendors:
Vendor dogs are only permitted under the following conditions:
 - i. Dogs must remain inside a secure crate for the entire duration of the market, including setup and breakdown.
 - ii. Dogs may not be outside of the crate at any time while on market premises.
 - iii. Dogs are not permitted in food booths under any circumstances.
 - iv. Vendors must provide current proof of rabies vaccination upon request.
 - c. Enforcement:
Any violation of the vendor dog policy will result in immediate termination of the vendor's participation in the market for the remainder of the season, with no warnings issued.
31. ALL vendors booths MUST BE RUN by someone 17 years or older. Minors are welcome to help BUT an adult MUST BE PRESENT IN THE BOOTH at all times.