



2022 Vendor Handbook

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Table of Contents

[About Rocky Butte Farmers Market and the 2022 Season](#)

[Vendor Selection](#)

[Product Guidelines](#)

[Permits and Licenses](#)

[Fees and Payments](#)

[Attendance & Absences](#)

[Site and Market Day Logistics](#)

[Vendor Conduct](#)

[Applying to Sell at the Market](#)

[COVID-19 Policy](#)

[Miscellaneous](#)

[Signature Page](#)



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ABOUT ROCKY BUTTE FARMERS MARKET

Mission

Rocky Butte Farmers Market provides area residents with access to affordable, seasonal, and locally grown foods and artisan products. We strive to lower barriers to market participation for emerging and under-represented vendors, and strengthen connections within our diverse community.

About Our Community

Rocky Butte is an extinct volcanic cinder cone in Portland's NE quadrant connecting the Roseway, Madison South, and Sumner neighborhoods. As a nonprofit, Rocky Butte Farmers Market (RBFM) exists to bring good food, art, and a sense of community to the place we call home.

2022 Market Season: Days/Hours/Location

This year will be our second season operating a full farmers market. We will operate on a weekly basis.

The 2022 market season will run weekly each Saturday June 4– September 24.

[Back to top](#)

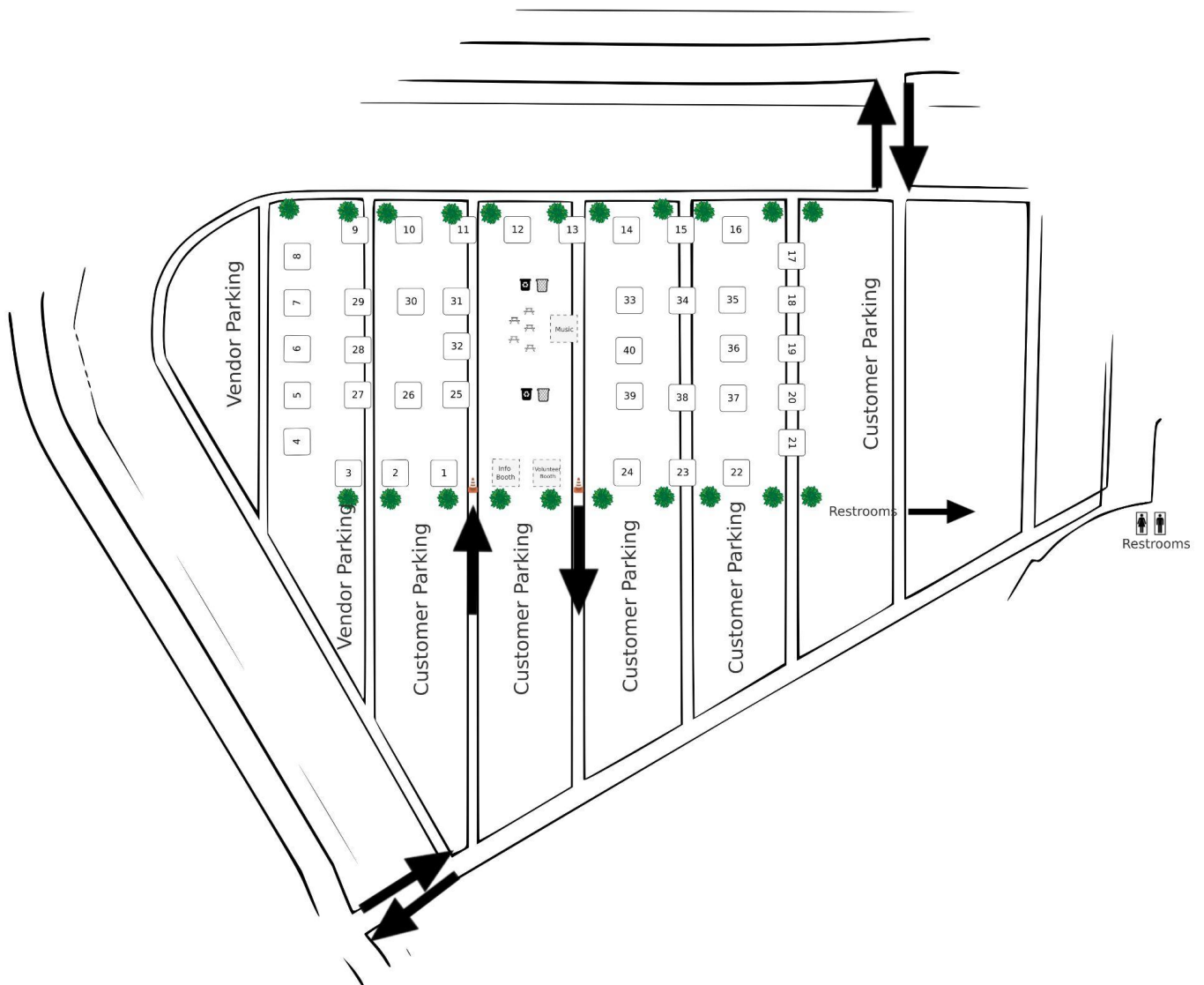


Hours: 9 am–1 pm.

Location: Mannahouse Church main parking lot (9200 NE Fremont).

Additional markets may be added to the schedule in October. We plan to announce any additional market date by September 1.

Market Map:





VENDOR SELECTION

We are seeking vendors in a variety of categories. The majority of vendors at our market must sell food and/or farm raised goods. A small number of non-food/craft vendors will also be accepted. The following criteria are examples of what we are seeking in vendors. Vendors need not fit all criteria to be accepted.

- Vendor's products are grown and harvested locally by the vendor.
- Vendor is a beginning farmer and/or a start-up business.
- Vendor is a returning vendor and in good standing.
- Vendor demonstrates good attendance for the days they have committed to.
- Vendor's processed products are made by the vendor using locally sourced ingredients bought directly from a farmer.
- Vendor represents and/or supports populations traditionally marginalized by the food system.
- Vendor uses environmentally responsible and humane production methods.
- Vendor's offerings are based on availability within the natural season of growth.
- Vendor's products are unique, with small-scale, locally based production and distribution.
- Vendor utilizes minimal packaging with lowest environmental-impact materials.
- Vendor's products are free from added growth hormones, antibiotics, or genetically modified ingredients.
- Vendor makes a demonstrated effort to provide adequate wages, working conditions, health benefits, and chances for economic stability to workers.

VENDOR DEFINITIONS

FARMERS: Persons who sell products they are directly involved in the planting, growing, foraging or harvesting on owned, rented, leased, foraged or shared land. This could include such items as fruits, vegetables, plants, cut flowers, honey, milk, meats, fish, mushrooms or eggs. It may also include such items as jams, cider, salsa and vinegar (providing the essential ingredients of these items were grown and harvested directly by the vendor). In the case of seafood, the vendor must own, lease, or operate the fishing vessel or own, lease or rent the parcel of land where the seafood is caught or harvested for sale at the market.

NON-FARMERS: Persons who sell food products they have personally prepared but did not grow or raise the ingredients themselves. This could include such items as baked goods, jams, sauces, wines, and beer. Non-farmers also include artisan craft. A majority of the tools



and equipment used by the crafter to produce their products must require skills, personal handling and/or guidance by the crafter. Reselling a previously manufactured craft item will not be allowed.

HOT FOOD/READY TO EAT VENDORS: Persons who sell foods that are freshly made and available for sale and immediate consumption. Vendors must have a Multnomah County temporary Restaurant permit.

PRODUCT GUIDELINES

Vendors must provide a complete list of all products they intend to sell at the market when they apply. All products must be grown, raised, caught, gathered, or made by the vendor in Oregon or Washington. Products listed within the application will be individually approved at time of acceptance. The categories listed below have more detailed product guidelines.

IMPORTANT: RBFM will support a vendor mix that minimizes product redundancy. However, vendors should expect that there will be duplication of some products (e.g. eggs, baked goods, flowers). This ensures product availability for customers in the event of vendor absences.

Agricultural Products

All agricultural products must be grown and sourced from Oregon and Washington. Products grown using sustainable and regenerative farming practices will be prioritized (this includes products grown without pesticides and other chemical applications).

Seafood

Preference will be given to vendors selling products caught by vessels home ported in Oregon or Washington and products in compliance with the Monterey Bay Aquarium's Seafood Watch Guide categories of Green "Best Choices" and Yellow "Good Alternatives."

Meat, Egg, and Dairy Products

Preference will be given to products from animals that are raised on pasture and without added hormones or antibiotics.

Processed Food Products

Vendors will submit a description and ingredient list of processed food products for review. All processed food products must be made from raw ingredients in a state-certified kitchen (or



non-inspected kitchen under the 2012 Oregon Farm Direct Bill or 2015 Home Baker Bill). Vendors that source ingredients locally and directly from Oregon and Washington farms/producers will be prioritized. Vendors who don't utilize local sourcing will be prioritized if their raw ingredients promote sustainable agricultural practices (e.g., organic, animal welfare, rainforest certified). Vendors should detail and document any second party processor or co-packer information in their market application.

The following specific information must be included on packaged, processed foods and Hemp/CBD products: product name, net weight, ingredients in descending order by weight, name and address of the producer or distributor. These labeling requirements do not apply to bulk dried foods.

Ready-to-Consume Food and Beverages

Vendors will submit their menu and ingredients for review. Vendors that source ingredients locally and directly from Oregon or Washington farms/producers will be prioritized. Vendors who do not utilize local sourcing will be prioritized if their raw ingredients promote sustainable agricultural practices (e.g., organic, animal welfare, rainforest certified).

Vendors using stoves must have a working fire extinguisher at their booth.

Non-Food Agriculture Products.

Non-food farm products that contain raw materials that a farmer has grown/raised/foraged and produced or crafted at the farm may be allowed. (For instance, a goat milk producer who makes goat milk soap or fresh/dried flowers.)

Craft Products

Craft products may not contain materials that are harmful to the environment, and must demonstrate care for the health of people and the environment. All craft products must be made by the vendor. Priority will be given to vendors using farm-direct raw materials.

Hemp/CBD Products

RBFM welcomes hemp and CBD/non-THC products in all forms (honey, topical cream, confections). Vendors will submit a description and ingredients list for review. Products containing THC will not be accepted by RBFM. Sale of hemp and CBD products will follow Oregon's laws. RBFM will only allow products grown and derived in Oregon. Oregon Department of Agriculture (ODA) requires registration of all industrial hemp growers & handlers. Proof of registration is required at the time of submitting an application.

The following specific information must be included on packaged, processed foods and Hemp/CBD products: product name, net weight, ingredients in descending order by weight,



name and address of the producer or distributor. These labeling requirements do not apply to bulk dried foods.

Adding Products

In order to add products to the original approved list, a vendor must submit proposed additions to rockybuttemarket@gmail.com in advance of the market in which they wish to sell the added product.

PERMITS AND LICENSES

Vendors must comply with local, state, and federal rules for sale and production of their product. This includes acquiring necessary permits, certificates, and licenses.

Scale Certification

All vendors who sell by weight are required to have their own state-licensed scales. Unit pricing is an accepted alternative to licensed scales.

Organic Certification & Certified Claims

Vendors must post proof of certification in their stalls if they state any certification in their signage, labeling, and verbal claims. Organic certificate exemption is allowed if the vendor's gross sales are \$5,000 or less.

Temporary Restaurant License

All vendors preparing food on site must obtain a [temporary restaurant license for Multnomah County](#).

FEES AND REQUIREMENTS

Fees

Vendors will be charged based upon the size of their spaces as specified below, and by how they choose to pay.

- **Vendor stall 10'x10'**: Standard selling space rented and assigned to vendors in increments of 10' x 10', unless otherwise noted.
- **Multiple stalls**: Two or three contiguous 10'x10' vendor stalls.

[Back to top](#)



Vendor Stall Fee Per Market		
10'x10'		10'x20'
Farmer	\$30	\$60
Non-Farmer	\$40	\$80

The “All-In” Attendance Rebate!

Good vendor attendance is so important to connecting with customers and helping a young market succeed! Vendors who commit to the full season of 17 markets and attend 16:17 or 17:17 markets will receive a 10% rebate at the conclusion of the season.

Example: farmer vendor reserves 10'x10' stall for entire season

Full Price = \$30 x 17 Markets = **\$510**
 Minus “All In” Attendance Rebate (10%) **\$51**
 Full Season Vendor Price with Rebate = **\$459**

Example: non farmer vendor reserves 10x10 stall for entire season

Full Price= \$40 x 17 Markets = **\$680**
 Minus “All In” Attendance Rebate (10%) **\$68**
 Full Season Vendor Price with Rebate = **\$612**

Vendor Fee Community Giveback

To strengthen RBFM’s mission and the fabric that makes farmers’ markets work, RBFM will donate a percentage of total vendor fees to one or more organizations supporting beginning farmer/food producers and/or BIPOC vendors at the conclusion of the season.

Payment Procedures

Contactless Payment and Pre-Payment

Vendors are encouraged to pre-pay stall fees via the Vendor portal.

Payment in Cash or Check

Vendors may pay stall fees on market day in cash or check. Payment must be brought to the



Market Information Booth by 2 pm at the end of market day or incur a late fee.

Late Fees

Payments made after 2 pm on market day will result in a \$10 late-fee charge. Repeated tardiness may result in termination at the market organizers' discretion.

Returned Check Policy

Checks returned for insufficient funds will be charged a \$35 fee. Vendors will need to pay for their market stall via contactless payment or cash until the issue is resolved or for the remainder of the season. Failure to do so may result in termination at the market organizers' discretion.

Insurance Liability Policy Requirement

Vendors are required to have a commercial general liability policy with a minimum limit of \$1 million per occurrence with a \$2 million aggregate limit.

- Insurance must either list Rocky Butte Farmers Market (9200 NE Fremont Street, Portland, Oregon) as an additional insured, or insurance must contain a blanket additional insured endorsement.
- Certificate of insurance confirming coverage will be provided to RBFM at least 2 weeks prior to the first market date.
- RBFM is not responsible for any loss or damage incurred by vendors.

SNAP REQUIREMENT FOR VENDORS

To align with our values of inclusivity and food access, we are excited to offer SNAP (Supplemental Nutrition Assistance Program) to our market customers. **Vendor participation in the SNAP program is required for all vendors selling staple food items (bread/cereal, fruits and veggies, meat/poultry/fish, dairy).**

Vendors agree to adhere to all rules below:

- Vendors shall accept tokens, or an alternative form of payment developed by the market, for the purchase of their products, and will turn such payment into the market at the end of each market day.
- The market shall reimburse vendors on or before the beginning of the next market (or by mail if the vendor is not participating in all markets).
- Vendors may not set a minimum purchase requirement.
- Cash may not be given as change for SNAP/EBT (electronic benefit card). Change may be given for credit/debit tokens.



In addition, all eligible farms must apply for the WIC/ FDNP (Farmer Direct Nutrition Program)/ SFDNP (Senior Farmer Direct Nutrition Program) program through the Oregon Department of Agriculture (ODA) prior to the start of the market season, and be authorized by June 1st. These \$4.00 checks support families and seniors and can be used to buy fresh fruits, vegetables, and cut herbs. No change is given.

For Assistance with FDNP (Farmer Direct Nutrition Program) program enrollment, please see resources below:

Click this link to enroll: [Online application for new farmers and markets](#) (not applicable until 4/1/22!)

- **If you are new to the FDNP**, complete an **online application** for first-time FDNP farmers and farmers markets. (Online application will be live **after** April 1, 2022)
- **If you were a participating farmer or farmers market last year**, the FDNP team at Oregon WIC will contact you after April 1 to update your information or reapply as needed.

Main program webpage: www.myoregonfarm.org

Phone support: 877-807-0889, option 2

Email: Oregon.FDNP@state.or.us

ATTENDANCE AND ABSENCES

Once approved, vendors are expected to attend all market days they have committed to in the application. Attendance tracking begins with the first scheduled market day.

Vendors are required to stay home when sick or exposed to COVID-19. There will be no penalty for a vendor cancellation due to illness or possible exposure to COVID-19.

Notification of Absence

Vendors who must cancel a market date are requested to provide 48 hours notice. Notice must be given by calling or texting Hillary Barbour, Vendor Coordinator, at 503-577-8874 or emailing rockybuttemarket@gmail.com

[Back to top](#)



SITE AND MARKET DAY LOGISTICS

Stall Assignments

Vendors will be notified of their stall assignments one week prior to each market. Changes in stall assignments may occur at RBFM's discretion. RBFM will do our best to make sure vendors have a consistent location.

Using Power at the Market

There is no access to power on-site. Vendors requiring power are responsible for supplying their own source.

Using Restrooms at the Market

Restrooms are available inside MannaHouse Church.

Using Water at the Market

There is an outside water source at the site.

Using WIFI at the Market

While there is WIFI inside MannaHouse it does not reach the parking lot very well. Vendors should plan to use phones as hotspots for WIFI until further notice.

Garbage and Recycling

Vendors are required to pack out and dispose of their garbage and recycling.

Loading/Unloading

COVID Safety Requirements including Mask and Social Distancing Policies apply during setup and takedown windows.

Morning Setup

Loading will begin at 7 am. Vehicles must clear the space of vehicles no later than 8:45 am. Late vendors may carry their equipment in from the designated vendor parking area.

Vehicles must drive in, unload equipment, and immediately exit through the designated route, leaving room for others to unload.

Morning bell will sound at 9 am, by which time vendors must have tables set and be ready to sell.

Afternoon Breakdown



Breaking down before the market is officially over at 1 pm is strongly discouraged. If vendors sell out of product, they may leave the market and return at close to break down and load out.

Selling stops at the sound of the 1 pm market bell.

Vehicles will be allowed to drive into the market for loading no earlier than 1:15 pm to allow for customers to depart.

Sampling

Vendors wishing to provide samples may do so, and must follow all applicable state and local food safety requirements for temperature control, sanitation, and hand-washing. Vendors engaged in sampling must have a handwashing station at their booth (see [guidance](#)) Vendors preparing samples in advance of the market must have an appropriate license (see [guidance](#)). If you have a question about food safety requirements please contact the [Multnomah County Health Department](#).

VENDOR CONDUCT

To maintain a farmers market that is welcoming to both customers and vendors, the following guidelines are in place. Repeated complaints and failure to comply with these rules may result in termination at the market organizers' discretion.

Professional Conduct. Vendors must conduct themselves professionally and courteously to all customers, market volunteers, and other vendors.

Gross Sales Reporting. To track our performance as a market, Vendors are required to report Total Gross Sales to RBFM via Vendor Portal. Gross sales reports are requested by 2 pm the day after each market date (Sunday).

Music. Vendors are not permitted to play any music or sound from electronic devices during market hours.

Undercutting. Vendors are discouraged from giving produce or other items away for free or at below-cost pricing, thus undercutting potential sales for other vendors.

Price Display.. All items for sale must be clearly marked with the retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board.



Hawking. Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud manner, or selling products in an aggressive way.

Currency. Vendors must accept U.S. currency and other applicable RBFM market currencies.

Market Bell. Vendors are not allowed to sell products before the opening bell nor after the closing bell.

Vendor Space. All vendor equipment and sales products must not exceed the individual vendor space permitted by RBFM.

Tobacco Use. No smoking, vaping, or any use of tobacco products is permitted within the market area.

Garbage Removal. Vendors are required to dispose of your garbage off-site.

Equipment. Vendors are required to supply their own tables, chairs, canopies, tent-weights, and scales. Four tent weights are required and should be a minimum of 10lbs per weight. Weights must be hung from the tent corners, or placed at the feet of the tent legs. If they are a hazard for customers, vendor is responsible for immediate removal and replacement.

If vendor is using power, the power cord must not be a tripping hazard for customers. Vendor is responsible for safe placement of power cords, and immediate correction if they become a hazard.

Failure to immediately correct hazardous equipment in your tent may result in termination at market organizers' discretion.

Non Discrimination. Vendors may not discriminate when selling to or serving customers. Vendors failing to adhere to this policy may result in termination at market organizers' discretion.

Conduct, compliance and customer service. Vendors are expected to demonstrate the timely submission of application, licenses, and other market correspondence. Vendors are expected to demonstrate an ability to pay fees in a timely manner. Vendors are expected to conduct themselves in a friendly, competent, and business-like manner when working with customers.

Product quality. Vendors are expected to maintain clean, attractive displays featuring high quality products that are fresh, flavorful, and seasonal.

Food safety. Vendors are expected to adhere to the highest standards in safe food production and handling. This includes following all county, state, and federal food safety regulations.



Vendors are encouraged to display any certifications and licenses at the market visible for customers and health inspectors.

APPLYING TO SELL AT THE MARKET

The application period is February 1-March 31. Vendors applying before February 28 will be notified of their status in early March. Vendors applying after February 28 will be notified of their status in early April. All vendors will be notified of status no later than April 17.

Steps

1. Read the 2022 Vendor Handbook completely.
2. Create a vendor account online at marketspread.com.
3. Complete the RBFM application and agree to the handbook.
4. Attend virtual or distanced, in-person vendor orientation (details to come)

COVID SAFETY REQUIREMENTS

To ensure the health and safety of our customers, vendors, and volunteers, **Rocky Butte Farmers Market** will follow all applicable federal, state, and local regulations regarding COVID safety. These regulations change often, and we will stay in close communication with all stakeholders about any changes to market operations and practices as a result.

MISCELLANEOUS

Shopping bags

RBFM does not recommend the use of plastic bags and straws. Please consider the City of Portland's 2019 ban when deciding on what packaging you will supply customers. More information about the City's ban on plastic bags can be found at <https://www.portlandoregon.gov/bps/56157>.

"Other" Tents



In order to keep vendor prices low, the market has relied on grants and donations from local organizations and businesses. You may see a booth with informational material or business promotions. We appreciate our partners' support in growing RBFM so it becomes a valuable and reliable service to the community for years to come.

Marketing Services (social media, websites)

In order to build our audience, and call attention to RBFM, we ask vendors from time to time to give information about themselves for market promotion. All pictures taken by RBFM volunteers will be available to use across these online and print media. By participating in the farmers market, you are agreeing to allow yourself and/or your products photographed for RBFM promotional purposes only. Photos taken by RBFM staff and volunteers are the property of RBFM.

Rocky Butte Social Media Accounts

Facebook: [rockybuttefm](https://www.facebook.com/rockybuttefm)

Instagram: [@rockybuttefm](https://www.instagram.com/rockybuttefm)

Website: www.rockybuttemarket.com

We thank you for your participation in our first market year. We are excited about bringing good food to our community, and promoting the extraordinary products our local growers and makers produce. We look forward to seeing and celebrating you!

Rocky Butte Farmers Market

By signing below, you are confirming that you have read and agreed to the Rocky Butte Farmers Market guidelines. A signature is required of all approved vendors.



PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

Optional 2nd

Reference Links

Nursery Regulation

ODA Plant Division

Phone: 503-986-4644

<https://www.oregon.gov/ODA/PLANT/index.shtml>

Oregon Central Business Registry

Oregon Secretary of State Corporation
Division

Phone: 503-986-2200

<https://secure.sos.state.or.us/ABNWeb/>

Oregon Department of Agriculture

Organic Certification Program

<https://www.oregon.gov/ODA/programs/MarketAccess/MACertification/Pages/NationalOrganicProgram.aspx>

Scale Certification

ODA Measurement Standards

Phone: 503-986-4670

www.oregon.gov/ODA/MSD

SNAP Program

USDA Food & Nutrition Service

Phone: 503-326-5971

<https://www.fns.usda.gov/snap/>

Washington State Department of Agriculture

Organic Food Program

Phone: 360-902-1805

<https://agr.wa.gov/organic>

Washington State Department of Licensing

<http://www.dol.wa.gov/forms.html>

Oregon Farmers Market Association

Phone: 503-525-1035

<http://www.oregonfarmersmarkets.org/>

Certified Humane

Phone: 703-435-3883

<http://www.certifiedhumane.org/>