

Vendor Handbook – REVISED

Villebois Sunday Market

The Villebois Sunday Market is the only farmers' market in Wilsonville, Oregon. The 2010 season will run on Sundays from 10:00 am – 2:00 pm. May 23rd to October 3rd.

About the Villebois Sunday Market

The Villebois Sunday Market is created to establish operations of a seasonal, open-air market at the Villebois Village Center in Wilsonville.

The objectives of the market are:

- (a) To provide an informal, social gathering place in an open-air setting for the Villebois Sunday Farmers Market community and our neighbors;
- (b) To enhance the downtown business community;
- (c) To give the community access to a wide variety of fresh, local, in-season farm products direct from the producer and to provide a centralized location for local producers to market directly to the buying public.

Additionally, the *Villebois Sunday Market* is committed to hosting a green market and ensuring that all environmental aspects are considered in the planning and execution of the Market. We are approaching our events with a pollution prevention perspective in mind in order to reduce its overall environmental impact. Please keep this in mind as you plan for the market season. Thank you.

We are averaging a total of 750 people coming through the market each week. Our goal is to grow to 3,500 total weekly visitors by the end of the season. Within five to 10 years, market management expects traffic to be around 10,000 people.

The *Villebois Sunday Market* is located at the corner of SW Barber Street and Villebois Drive., in the neighborhood development of Villebois on Wilsonville's west side. Once complete, the Villebois neighborhood is projected to have 2,500 homes and up to 7,000 residents. According to the US Census Bureau's 2006 Estimate, Wilsonville is home to 16,885 Oregonians (in terms of population, Wilsonville is 20 percent the size of Beaverton). In 2000, the median (annual) income for a household was \$52,515, and the median income for a family was \$65,172. These income levels were higher than the county, state and national median income levels. As one vendor put it, our shoppers are "educated, discerning

Costa Pacific Homes, Arbor Homes and Riverstone Property Management underwrite the costs of the market's first season.

You can reach Annie Chandler-Loaiza, the market manager, by email at VilleboisSundayMarket@gmail.com or by phone 541.206.2471. Office hours are from 5:00pm to 7:00pm on Wednesdays. If you are unable to reach her during the week, you can find her at the market on market day. Please keep in mind that due to limited resources, if the answer to your inquiry is available on the market Web site, www.VilleboisSundayMarket.com (look under the "vendor" menu), you might not receive a return call. The vendor page on the market Web site is updated regularly to provide answers to prospective vendors' frequently asked questions.

Villebois Sunday Market Participation

All vendors must complete the 2010 Villebois Sunday Market application to participate in this year's market. If you are a farm or nursery vendor, you will be required to complete the supplemental application on page six of the main application.

To reserve a specific stall location at the market, all vendors must complete a dated and signed application. Locations are assigned on a first-come, first-serve basis and may vary depending on vendor needs (water, electricity, etc.) The Market Manager will make the final decision as to vendor location but will make every effort to accommodate vendor location requests. Payment is required before your first market date.

Application Submission Instructions

Applications are reviewed weekly on Fridays of each month. Please be sure to utilize the attached application checklist. Incomplete applications will delay market management's ability to review your application. The application fee is \$25.00, for returning vendors from 2009 a fee of \$10.00.

Applications may be delivered in one of the following ways:

In Person

Villebois Sales Office
11422 SW Barber Street
Wilsonville, OR 97070
*At the corner of SW Barber St. & Villebois Dr.

By Mail

Villebois Village Center
11422 SW Barber Street
Wilsonville, Oregon 97070

Email

VilleboisSundayMarket@gmail.com

Fax

1-866-495-1208

Market management will notify you via email to acknowledge receipt of your application. You will be notified by mail or email of the status of your application.

Vendor Categories

The Villebois Sunday Market only accepts vendors whose products are produced and/or manufactured and/or whose services are provided in the states of Oregon and Washington. Prospective vendors may find that their product and/or service mix includes more than one vendor category. If so, please be sure to list products and/or services by category, then sale date.

Farms and Nurseries

Seventy-five percent of Villebois Sunday Market vendors fall within this category. Vendors in this category sell produce, flowers, nuts, plants, herbs, etc. Preference will be given to vendors who sell organic products (proof of organic registration required). Vendors in this category may be required to have a scale license and/or a nursery license.

Processed Foods

Vendors in this category sell packaged goods, such as nuts, honey, cheese, jellies, baked goods, juices, etc. Preference will be given to vendors who sell organic products (proof of organic registration required). Vendors in this category may be required to have a food processing and/or certified kitchen license, food handler's permit, dairy and/or meat license and/or a scale license.

Prepared Foods

Vendors in this category will sell food and beverage products that are prepared onsite for immediate consumption. Preference will be given to vendors who sell organic products (proof of organic registration required). Most vendors in this category will be required to have a temporary restaurant license and/or a food handler's permit.

Crafter and/or Artisan

Vendors in this category sell handmade yard art, furniture, crafts, jewelry, soaps, etc. Preference will be given to vendors who sell organic products (proof of organic registration required). Vendors in this category are not required to have materials sourced in Oregon and Washington – although, it is preferred – but vendors are required to have produced their products (i.e. created, made, manufactured) in the states of Oregon and/or Washington. This category is highly competitive, as limited space is available. Vendors in this category are approved on a trial basis and continued participation is approved based on a mix of vendor profitability and community feedback.

Business and/or NGO/NPO

Vendors in this category provide a product and/or service that are educational and/or beneficial to the community and match the market's mission (see home page of market Web site). License requirements vary by vendor. Businesses and/or NGO/NPOs who are not able to vend at the market are encouraged to consider sponsorship opportunities with the market to promote their product and/or service to market shoppers.

Market Fees and Stall Options

The base package is a 10x10 stall for \$25 per week. A limited number of double stalls are available at \$45 per week. Triple stalls, which are \$60 per week. A limited number of tabletop spaces (10x5) are available – by special request only – for \$12.50. Checks should be made payable to the: **Villebois Village Center**

Vendors are able to receive a 10 percent discount for prepayment of 11 (consecutive or non-consecutive) weeks.

Market Stall Cancellation Policy

Except in emergencies, the prepaid vendors will forfeit their stall payment if Market Manager is not informed of a cancellation by noon on Wednesday prior to Sunday market. In the event that the vendor has prepaid for space, they will receive a credit if notification occurs by 12:00pm on the Wednesday prior to the Sunday market. If notification is not received by 12:00pm on Wednesday prior to the Sunday market, the vendor will be charged for the space. Vendors are not permitted to sub-lease their stalls. If the vendor fails to arrive by 9 a.m. on market day, the vendor will forfeit his or her space. If you do not cancel, and you do not show to a date you have chosen, you may lose your booth location. If you do not cancel, and you do not show to two dates you have chosen, you will no longer be able to participate in the 2010 season. Please call 503.913.3114 to leave a message or for cancellations.

Promotional Opportunities for Vendors

In addition to the market Web site, where approved vendors are able to have a link to their own Web sites included, the Villebois Sunday Market hosts a market blog at www.VilleboisSundayMarket.blogspot.com and invites vendors to contribute posts to the blog about their product and/or service mix, any specials they'll be offering and when they're adding new products.

For vendors who are with us each week, we will be starting a Vendor of the Week program and that vendor will be featured on the market Web site, blog and in our communications with the community and local media.

Commitment to Sustainability

The Villebois Sunday Market is committed to hosting a green market and ensuring that all environmental aspects are considered in the planning and execution of our Market. We are approaching our events with a pollution prevention perspective, in order to reduce their overall environmental impact. Please keep this in mind as you plan for the market season. Please see the attached rules for ideas on how you can assist our market in our commitment.

Electrical Requirements

Villebois Village Center has limited amounts of electricity for vendors' use. If you will be requiring electricity at your stall space, it may affect your placement in the market. Please indicate each item you will require power for, including the volt and amp requirements, in the market application. If you do not list your electrical requirements, market management may place you in a location that will not be able to have electricity.

2010 Market Rules

All vendors shall receive a copy of these rules. The vendor agrees to indemnify and hold harmless the City of Wilsonville and the Villebois Sunday Market directors, employees, volunteers, representatives and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to the applicant's activities at the Villebois Sunday Farmers Market.

Market Hours and Dates

The 2010 Villebois Sunday Market Season will begin Sunday, May 23rd, through Sunday, October 3rd. The Market is open to the public from 10:00 a.m. to 2:00 p.m. and located at the Villebois Village Center, at the corners of Villebois Drive and Barber Street in Wilsonville.

Product Guidelines

All products must be grown, produced or collected by the vendor in Oregon or Washington. Products allowed for sale at the market include: vegetables, fruits, berries, herbs, nuts, flowers, plants, eggs, dairy products and some selected food items which are made by the vendor such as cheese, sausage, fish and baked goods. Food items and prepared foods must be produced by the vendor from raw ingredients. It is our preference to have a variety of products offered, with little or no duplication. Artwork and crafts may also be sold only in stalls.

Villebois Sunday Market is for farm fresh, locally grown products and not an outlet for resale of wholesale produce. Vendors are allowed to supplement their own products with other locally grown product as long as the vendor grows at least 75% by value of the overall product that they offer for sale at our market in the current market season. Vendors will be asked on the application form to name anticipated farms that they may sell for during the season.

Should concerns arise regarding adherence to this policy the Market Manager will inform grower of concern and may schedule a visit to the farm. Challenges may be made for products not adhering to the 75/25% rule, for poor quality, or for misrepresentation of product.

The Market Manager may employ the services of qualified person(s) to determine legitimacy of 75% overall product production. After the investigation if a violation is found, a written warning will be issued for a one-week suspension. If a

second offense occurs, the farmer/grower will forfeit stall space for the remainder of the year. No refund will be made in the event of forfeiture.

Vendors are responsible for meeting health requirements and obtaining any permits and licenses applicable to their products. Organically grown products must be certified by Oregon Tilth or by the Washington Department of Agriculture. You may not use "organic" wording to describe your product unless it has been certified.

Vendors are required to display a sign identifying the farm or business by name and the location the farm or business including the name and location of the farm or business that has supplied the vendor with supplemental product, if any.

This rule accommodates three areas of concern:

- (a) The rule allows vendors and market staff to monitor the 75% grown rule.
- (b) The rule helps assure that no product is from wholesale product markets.
- (c) The rule educates the public on where their food is coming from, expanding their knowledge of local farms that they can support.

MARKET STAFF MAY VISIT VENDORS AT THEIR PRODUCTION LOCATIONS TO CONFIRM COMPLIANCE TO THE PERCENTAGE RULE. Signage must be securely attached to stall or stall as not to interfere or impede foot traffic.

Plant vendors must propagate bedding and landscape plants and flowers (live or cut), seed, cuttings, bulbs, plugs or plant divisions. All plants must sell in standard, non- decorative nursery containers, unless specific request has been made and approved.

The market will allow stalls that offer services and information for cooks or gardeners, including Master Gardener & Master Recyclers. The Market Manager will approve all such applications.

Food items and processed foods must be made by the vendor in a state certified kitchen from raw ingredients. The market may at its discretion limit the number of food/refreshment vendors. Copies of food handling and other required permits must be submitted to the Market Manager at the time of application.

Food vendors selling prepared food for immediate consumption must complete a separate application for a Food Handling Permit with Clackamas County prior to participating in the Villebois Sunday Market. Please request and complete separate application from Clackamas County Department of Environmental health. Online requests can be located at: http://www.co.clackamas.or.us/community_health/eh/ or call: (503) 655-8384. Annual fees vary from \$118 to \$283, depending on the type of food, equipment and preparation required. There is no permit required for the City of Wilsonville.

All products sold at the Villebois Sunday Farmers Market must be of superior quality.

Product Sampling Procedures

All Growers and Farmers serving or offering samples of food must abide by Oregon Department of Agriculture rules including the following:

- The Oregon Department of Agriculture requires a hand-washing unit with a faucet to rinse knives, platters and both hands simultaneously.
- All sample produce must be thoroughly washed in a mild soap solution using Dr. Bronner's soap or comparable food grade soaps, and then rinsed with clean water.
- Designate one knife (no folding knives) for cutting. Clean the knife thoroughly prior to cutting into each new piece of fruit.
- Always keep a supply of paper towels on hand (preferably recycled).
- All samples must be served with toothpicks, reducing the opportunity for multiple contacts.
- Refill produce platters only after all previous produce is gone and the platter is rinsed clean.
- Clean your hands between each step.

Villebois Village Center does not have a kitchen on its premises for commercial use. Market staff will visit your stall space occasionally during the market season to insure these health safety standards are being followed. Should you have any questions relating to health and safety issues, please contact the Market Manager or staff immediately. Copies of the Oregon Department of Agriculture Food Sanitation Guidelines are available upon request.

Set-Up and Operation of Vendor Stalls

ALL VENDORS WILL BE NOTIFIED OF SCHEDULING AND SET-UP TIMES WHEN YOU RECEIVE YOUR CONFIRMATION PACKET.

Stall set up is not permitted before 8:00 a.m. on market day and vendors must be ready for operation at 10:00 a.m. Vehicles must be removed from Villebois Village Center by 9:00 am to the parking area that adjoins the market. Stalls must be staffed between 10:00 a.m. and 2:00 p.m.

Vendors are not allowed to disassemble stalls or drive out of the market before 2:00 p.m. unless they have communicated and received permission from the Market Manager. Early departures will not be permitted if the operation of the market will be disrupted and the safety and convenience of shoppers or vendors is jeopardized. No vehicles are allowed in the market area UNTIL AT LEAST 15 MINUTES after market closes

Vendors are not allowed to drive their vehicles into the market after 9:00 a.m. Late arriving vendors must park their vehicles outside the market area and carry their supplies to their stall space. We have provided a flat and graded vendor parking in the marked area adjoining the market. Our goal is to allow your vendors as well as customers easy and efficient access to the market.

The Market Manager, Traffic Coordinator or staff will direct vendors to their reserved space as they arrive. Returning vendors will receive priority space assignments in an effort to keep them in their preferred location. However, due to market expansion and contraction throughout the season, the Market Manager may request vendors to change stalls. When this situation arises, the Market Manager will consult with affected vendors and determine the best solution. The Market Manager will be the final decision-maker. Vendors without reserved spaces may not set up until the Market Manager assigns a space, and the assignment will be based on first-come, first served basis.

Reserved spaces not occupied by 9:00 a.m. may be reassigned to another vendor, unless prior notification has been given to Market Manager.

Vendor Equipment Requirements

Vendors shall provide their own stalls/tables and sun/rain covers. These structures must not be a hazard to the public or other vendors. You must use weights available for stall poll stability. No chairs, tables, umbrellas or other equipment is available from the Villebois Sunday Farmers Market. Do not remove tables or chairs from the Villebois Village Center. For insurance purposes, we are not able to store any of your equipment, and our storage space is quite limited.

Vendors are responsible for keeping their space attractive during market hours and for cleaning up their space after the market closes, including removal of garbage and sweeping up all debris. Vendors may use Villebois Village Center receptacles for debris, although it must be contained in receptacles, if extra garbage bags are utilized, the Market Manager will direct you to the correct disposal area to allow park maintenance staff access for removal. Vendors with cardboard for recycling must flatten it and also move it to the designated recycling area for same purpose. Vendors whose products generate waste must provide recycling containers for customer use.

The Villebois Village Center surface is quite porous and once it has been soiled from cooking material, including grease and batter, it is virtually impossible to clean. It is the responsibility of each vendor to be especially diligent in protecting the surface in his or her stall space. It is also the responsibility of the vendor to clean any surface that is unprotected on the same market day. Should Parks Maintenance staff be required to clean/or replace pavers, the vendor will bear the burden of payment.

We require that vendors that serve cooked foods protect the paved surface from damage by laying down a protective ground cover, such as plastic or rubber mats. Cover the entire working surface of your stall space.

Vendors will not permit any waste or damage the property of Villebois Village Center. Any such by action of the Vendor, its agents or employees may cause forfeiture of stall fees and suspension from the market. No shrubs, trees or other vegetation may be damaged, moved or otherwise disturbed as a result of this Agreement. Vendor shall repair, replace or restore the licensed area so that it is free from evidence of Vendor's use.

Vendors are not allowed to smoke in the market area. Vendors may not consume food while waiting on customers.

Compliance with Government Regulations, Food Sample Guidelines, and ORGANIC Certification

Vendors are responsible for complying with state and local health and licensing regulations governing the production and sale of their products. Vendors must have all required permits and/or licenses and provide copies of said documents to Market Manager by first market day. Examples include nursery licenses and licensed kitchens for processed foods. Vendors of certified organically grown produce must have a copy of current organic certification when selling at Villebois Village Center. Vendors who fail to comply with applicable state and local regulations may be subject to removal from the market and forfeiture of stall fees.

For additional information regarding organically grown certification, contact:

Oregon Tilth Certification
1860 Hawthorne Ave., NE, Suite 200
Salem, OR 97303
503.986.4644

Food and produce vendors are required to follow all Oregon Department of Agriculture vendor food handling sanitation regulations and Villebois Sunday Market own sanitation rules. We will provide copies of Oregon Department of Agriculture guidelines and our food sanitation rules upon request.

Should you have any questions or concerns regarding these rules and regulations, please contact:

Oregon Department of Agriculture, Food Safety Division
635 Capitol St., N.E.
Salem, Oregon 97310-0110
503.986.4720

Plant vendors selling over \$250.00 within a fiscal year are required to have an Oregon Nursery License. For more information, contact:

Oregon Department of Agriculture, Plant Division
635 Capitol St., N.E.
Salem, OR 97310-0110
503.986.4135

If a vendor intends to sell by the pound, the vendor must bring their own state certified scales. For more information please contact:

Oregon Dept. of Agriculture, Measurement Standards
635 Capitol St., N.E.
Salem, OR 97310-0110
503.986.4670

Enforcement and Disputes

1. The Market Manager has ultimate on-site authority to enforce all Market Rules.
2. If a vendor violates a Market Rule the Market Manager has discretionary authority to impose an appropriate disciplinary action which may include: a written warning or barring the vendor from participating at the market for any future market days. If barring the vendor is deemed necessary, fees will be forfeited.
3. The Market Manager also has discretionary authority to impose an appropriate disciplinary action for conduct or language that is interpreted as offensive or inappropriate to the manager and/or the general public. Disciplinary action may constitute barring the vendor or staff from participating for future market days.
4. The Villebois Sunday Farmers Market reserves the right both to prohibit anyone from selling and to prohibit any product from being sold at the market.