Forest Grove and Cornelius Farmers Markets
2023 Vendor Handbook

Adelante Mujeres

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## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission, Vision, &amp; Values</td>
<td>4</td>
</tr>
<tr>
<td>Other Considerations</td>
<td>4</td>
</tr>
<tr>
<td>Our Team</td>
<td>4</td>
</tr>
<tr>
<td>Market Management</td>
<td>4</td>
</tr>
<tr>
<td>Staff</td>
<td>5</td>
</tr>
<tr>
<td>Volunteers</td>
<td>5</td>
</tr>
<tr>
<td>Hours &amp; Locations</td>
<td>5</td>
</tr>
<tr>
<td>Product Guidelines and Categories</td>
<td>5</td>
</tr>
<tr>
<td>Market Operations</td>
<td>9</td>
</tr>
<tr>
<td>Set-up and Take-Down</td>
<td>9</td>
</tr>
<tr>
<td>Parking</td>
<td>9</td>
</tr>
<tr>
<td>Selling before and after market hours</td>
<td>10</td>
</tr>
<tr>
<td>Clean-up</td>
<td>11</td>
</tr>
<tr>
<td>Restrooms</td>
<td>11</td>
</tr>
<tr>
<td>Mandatory Gross Sales Reporting</td>
<td>11</td>
</tr>
<tr>
<td>Licensing and Insurance</td>
<td>11</td>
</tr>
<tr>
<td>Extreme Weather and Market Closures</td>
<td>11</td>
</tr>
<tr>
<td>Vendor Rules</td>
<td>13</td>
</tr>
<tr>
<td>Vendor Orientation</td>
<td>13</td>
</tr>
<tr>
<td>Vendor Attendance</td>
<td>13</td>
</tr>
<tr>
<td>Booth Presence</td>
<td>13</td>
</tr>
<tr>
<td>When staff runs your booth</td>
<td>13</td>
</tr>
<tr>
<td>Equipment and Tent Weights</td>
<td>14</td>
</tr>
<tr>
<td>Product Display</td>
<td>14</td>
</tr>
<tr>
<td>Samples</td>
<td>14</td>
</tr>
<tr>
<td>Plastic Bags</td>
<td>14</td>
</tr>
<tr>
<td>Waste Center- Durable Dishware Program</td>
<td>14</td>
</tr>
<tr>
<td>Pets</td>
<td>14</td>
</tr>
<tr>
<td>No smoking</td>
<td>15</td>
</tr>
<tr>
<td>Conduct</td>
<td>15</td>
</tr>
<tr>
<td>Market Rule Enforcement</td>
<td>15</td>
</tr>
<tr>
<td>Farm Product Enforcement</td>
<td>15</td>
</tr>
</tbody>
</table>
Vendor Concerns .................................................................................................................. 16
Disputes ............................................................................................................................... 16
Booth Spaces and Fees ......................................................................................................... 16
Booth Assignments .............................................................................................................. 16
Booth Fee Structure ............................................................................................................ 17
Booth Payments ................................................................................................................... 17
Waste Center ....................................................................................................................... 18
Durable Dishware Program ................................................................................................. 18
Recycling + Waste Reduction Education ............................................................................. 18
Market Currencies ................................................................................................................ 18
Market Currency Sales ....................................................................................................... 18
Market Currency Descriptions ........................................................................................... 19
Market Currency Guide ..................................................................................................... 20
Vendor Reimbursement Form Example .............................................................................. 20
Licensing Resources ........................................................................................................... 21
Mission, Vision, & Values

Adelante Mujeres Mission

Adelante Mujeres provides holistic education and empowerment opportunities to marginalized Latina women and families to ensure full participation and active leadership in the community.

Farmers Market Mission

The mission of the Forest Grove and Cornelius Farmers Markets is to strengthen our local food system, economic vitality, and community identity. We do this by providing access to fresh, local and artisan food products sold directly from the farmers and producers themselves. As a program of Adelante Mujeres, The Farmers Market also serves as a small business incubator and cultivates a space for sharing and celebrating cultural and community traditions.

Farmers Market Goals

- Support local farmers, gardeners, artisans, and food related entrepreneurs by providing an avenue for selling their products.
- Provide a direct marketing outlet for low-income Latines who are establishing their own businesses.
- Provide a space for multicultural exchange and community gathering.
- Promote a healthy diet and work toward the alleviation of hunger by offering access to fresh, local produce and quality foods for all.
- Cultivate a safe place for community gathering during the COVID-19 pandemic.

Other Considerations

1. The Forest Grove and Cornelius Farmers Markets are not a forum for political, general commercial, or religious activities. We limit such activities within booth spaces and on the church property as to not disturb market operations. No hate speech will be tolerated in any situation.
2. We are a direct program of Adelante Mujeres and therefore operate at the discretion of Adelante Mujeres and their Board of Directors.
3. The Adelante Mujeres’ Board of Directors reserves the right to make exceptions to these rules at its discretion.
4. The Forest Grove and Cornelius Farmers Markets do not discriminate according to race, color, religion, sex, sexual orientation, marital status, national origin, age, mental or physical disability, pregnancy, or any related medical condition, or special disabled veteran in accordance with applicable federal and state laws.

Our Team

Market Management

Market Coordinator
Sage Fairman, she/her
sfairman@adelantemujeres.org or farmersmarket@adelantemujeres.org
Agriculture and Food Sovereignty Program Manager
Suraya Arslan, she/her
sarslan@adelantemujeres.org
971-708-8618

Director of Microenterprise Programs
Interim Director- Bridget Cooke
info@adelantemujeres.org

Staff
Market Assistant and Crew Members
TBD

Volunteers
Community volunteers play a key role in market operations and program success. Please see current volunteer opportunities and how to volunteer here.

Hours & Locations

Forest Grove Farmers Market
Dates: Wednesdays, May 3 – October 25, 2023
Hours: 4:00 – 8:00 pm
Location: Main St between 21st and Pacific Ave. First Wednesdays of the month expand the market to 21st Ave between Main St and College Way.

Cornelius Farmers Market
Dates: Fridays, June 2 – September 29, 2023
Hours: 4:00 – 8:00 pm
Location: Parking lot between 13th and 14th Ave behind the Cornelius Public Library at 1370 N. Adair St, Cornelius, OR 97113.

Product Guidelines and Categories

Vendor Selection

- We reserve the right to accept or refuse any business or products.
- No vendor has exclusive rights to sell any one product.
- The market looks for vendors with products that lend balance and diversity to existing mix.
- All products must fall within product guidelines.
- All vendors must comply with city, county, and state regulations that apply to their business.
• All products are grown, produced, processed, handmade, and/or collected locally, on a small scale, and in Oregon or Washington.
• Returning vendors who are in good standing are considered first.
• Vendors are encouraged to use environmentally friendly and sustainable methods in their production, agricultural practices, and/or packaging.
• Prepared food vendors who source from local farms are given preference.
• Artisan/craft vendors are permitted but will not make up a majority of vendors. We are primarily an agricultural market and are working to promote access to local foods.
  o We partner with the City Club of Forest Grove to host the First Wednesdays Artisan Market alongside the Forest Grove Farmers Market. To be a vendor at the First Wednesday market, visit their [website](#) or send an email to artisansfg@gmail.com.

Growers

A grower is defined as someone who actively manages the production (planting, growing, and harvesting) of crops, bees, or livestock on owned or leased land in Oregon or Washington, or is an independent forager or fisher. Products include fresh fruit, vegetables, herbs, nuts, mushrooms, meat, honey, fish, dairy, eggs, and flowers. Vendors selling mushrooms must list the type of mushrooms by common and scientific name on their application and display both names at their booth. Meat must be processed and labeled according to USDA and state guidelines.

All growers agree to participate in a farm inspection conducted by Market Management. The purpose of the farm inspections is to maintain the integrity of the farmers market’s mission to offer access to local fresh food directly from the farmers and producers themselves by ensuring that the produce on the farm matches what is represented at the vendor’s booths and application.

Second Farm Products (SFPs)

We prioritize produce that is grown by the vendor themselves but allow some Second Farm Products at the Market Coordinator’s discretion. If a grower wants to sell a product that they did not produce themselves, they must get approval from the Market Coordinator before selling. Not all SFPs are accepted. Rules for SFPs are:

• Only growers can sell SFPs.
• Produce must be grown in Oregon or Washington and obtained directly from the second farm.
• Wild foraged products may be purchased directly from the forager by the vendor.
• Produce must have signage that clearly states the product name, variety, and the second farm name and location at all times.
• SFPs must be unique and not commonly found at the market. For example, SFP tomatoes would be denied as most vendors sell tomatoes.
• No more than 25% of a vendor’s total display can be SFPs.
• No more than 3 SFPs may be available per market day per vendor.
• Returning vendors will need to get all SFPs approved for the current season, even if they had previously been approved.

Growers can submit a Second Farm Product Form with their application or at any time during the season.
Value-Added Farm Direct Products

Value-added farm direct products are defined by the USDA as having a change in the physical state or form of the product, such as making berries into jam or peppers into pickled peppers.

- **Growers** wishing to sell value-added products must have grown or produced the main ingredient(s) in each item.
- All value-added products must be produced and labeled in compliance with existing regulations. Read [this document](#) to see if your product qualifies and what your label must include.

Non-Edible Agricultural Products

**Growers** wishing to sell non-edible agricultural products are required to have grown and processed the product. Non-edible agricultural products may include cut flowers, ornamental plants, organic compost, etc. and must be connected to a farm’s existing operations.

Plant and Nursery Growers

Nursery products and plants must be propagated by the vendor from plugs, seed, cutting, bulbs, or plant division and sold in standard, non-decorative nursery containers. Nursery vendors may not sell hardware, fertilizers, or nutritional supplements.

Hemp Products

Vendors with hemp and CBD-based products including tinctures, lotions/creams, and edibles must be grown in Oregon by registered growers. ODA requires registration of all industrial hemp growers and handlers, and copies of this registration must be submitted to and approved by the Market. Ingredients and hemp testing results must be available at the booth, whether on the product label or displayed elsewhere.

Prepared Food

The market defines prepared food vendors as those who offer food for *on-site consumption*. Preference is given to vendors who source as many ingredients as possible from local farmers. Vendors requiring electricity must indicate this in their application. Vendors must also bring their own outdoor extension cord and cord covers of adequate length to be connected to the central power box. Prepared food vendors must follow these rules:

- Prepared food vendors must contact the Washington County Environmental Health Department to obtain a [Temporary Restaurant License](#) and anyone working must have a Food Handler’s License.
- **All raw ingredients must be prepared in a certified and/or commercial kitchen.** If you are interested in using the Adelante Mujeres Commercial Kitchen, contact Odalis Aguilera at [oaguilera@adelantemujeres.org](mailto:oaguilera@adelantemujeres.org).
- **Vendors must inform the Market Coordinator of any menu changes and get approval.**
- Only beverages and snacks **made by the vendor** are allowed. The sale of soda, bottled water, bagged chips, or other pre-packaged food not made by the vendor is prohibited.
All prepared food vendors are required to participate in the Waste Center Durable Dishware Program. You will receive reusable plates, bowls, cups, forks, and cloth napkins from the market staff at the start of the market day. Vendors should always use durable dishware to serve a customer’s order unless they have specifically asked for a to-go container. To read more about the Waste Center, please go to the Waste Center section of this handbook.

Disposable to-go ware is permitted, and is preferred in this order:
- **Preferred**: Paper or cardboard-based products
- **Not preferred but allowed**: Plastic, aluminum foil
- **Prohibited**: Styrofoam products

**Processed Foods and Baked Goods**

Processed foods and baked goods are products that the vendor creates, makes, or produces but does not grow the ingredients. Preference is given to vendors who source as many ingredients as possible from local farmers. Example products include fresh baked goods, candy, sauces, spices, pasta, grain-based products, wine, beer, juices, and preserved food. The products under this category are not prepared at the market like hot food, rather they are intended to be taken home to be consumed and/or cooked.

**Artisans and Crafts**

Artisans and craft vendors are those who offer items that are created, sewn, constructed, or otherwise fashioned by the vendor. They must be original, unique, and of quality workmanship to be approved by the Market. Craft items must be created by the vendor unless they specifically support the market’s mission and vision. There are limited booth spaces available for artisans and craft vendors.

**Alcohol**

Vendors that sell liquor, cocktails, beer, or wine may sample and sell products according to OLCC rules. The vendor must be involved in the processing and/or production of the alcohol products. See the licensing section of the handbook for licensing requirements.

**Service Vendors**

There are limited booth spaces for service vendors, which include in-person services like face painting, massages, etc.

**Community Booth or Non-profits**

A limited number of stalls that offer services and information relating to local non-profit organizations, food, nutrition, gardening, arts, and education will be allowed. These stalls will be available for $25 a week. Products cannot be sold at these stalls without Market Coordinator approval, but free product samples will be allowed. Pre-packaged products are acceptable, but the market encourages offering healthy and sustainable options. Plastic water bottles are not permitted.
Other Vendors

We welcome vendors with other products including pet food, tea, coffee, and more. Please reach out to the Market Coordinator for any questions on vendor categories.

Market Operations

Set-up and Take-Down

Vendors should review the weekly market map email from farmersmarket@adelantemujeres.org for weekly updates on guidelines, events, market maps, and other important information.

**REMEMBER!** Set-up is from 2:00 – 3:45 pm and take-down is from 8:15 – 9:00 pm. **ALL VEHICLES** must be out of the market area **15 minutes BEFORE and AFTER** the market operating hours of 4:00 – 8:00 pm.

- **Set up is from 2:00 – 3:45 pm.** All vendors must drive in **ONE DIRECTION** for both set-up and take-down.
  - *Forest Grove Farmers Market:* **North** (21st Ave) to **South** (Pacific Ave)
  - *Cornelius Farmers Market:* **East** (N 13th Ave near the Veterinary) to **West** (N 14th Ave near the elementary school)
- Vendors are required to unload vehicles and immediately move their vehicles out of the Market area before completing set up. Vendors must pull to one side close to their booth space to unload their equipment to allow space for other vehicles to pass.
- Vendors must remove their vehicles from the market area by **3:45 pm, NO EXCEPTIONS.** Vendors must be ready for operation by 4:00 pm.
- The market bell will ring at 8:00 pm and mark the closing of the market. Vendors can begin to tear down their booth and pack up. Vendors are required to completely pack their booth before retrieving their vehicle to load.
- **Take down is from 8:15 – 9:00 pm.** Vendors are not allowed to bring vehicles into the market space until **8:15 pm** and until all customers are safely out of the market space. They must form an orderly line and follow the same one direction of traffic flow from set-up. **Please be kind to the volunteers and staff who are directing traffic.**
- Drive under 5 MPH or less at all times.

Parking

*Forest Grove Farmers Market:* **No street parking within a 1-block radius** of the farmers market **to allow spaces for customers.** Vendor parking is available in the Pacific University P Lot only when communicated by the Market Coordinator.

*Cornelius Farmers Market:* **No street parking within a 1-block radius** of the farmers market **to allow spaces for customers.** Vendor parking is available in the Cornelius Elementary school parking lot located on the corner of N 14th Ave. and N Adair St only when communicated by the Market Coordinator. Vendors can typically plan to park there when school is out of session.
Parking lot availability is subject to change- review the weekly email from Market Coordinator to see changes.

1. Forest Grove Farmers Market, 2. Cornelius Farmers Market

Selling before and after market hours

- The market bell marks the official opening at 4:00pm. Vendors are permitted to sell discreetly between 3:45pm – 4:00pm and can operate normally at 4:00pm. **Selling before 3:45 pm is prohibited as it puts your customers at risk during set up.**
- The closing market bell at 8:00pm marks the end of the market. **No sales are allowed after 8:00pm as we want the market cleared of shoppers quickly before take-down.**
Clean-up

- Vendors are expected to leave their booth space cleaner than it was found, including taking their own trash home and street sweeping if necessary.
- Both the farmers market and city trash cans are strictly for use by the Market and market customers. **Vendors must take their trash with them at the end of the market day.**

Restrooms

*Forest Grove Farmers Market*: Restrooms are located inside the Adelante Mujeres building on the first floor. Please notify a Market Staff member or volunteer if the restrooms need attention.

*Cornelius Farmers Market*: Restrooms are located inside the Cornelius Public Library and close at 8:00pm SHARP. Please plan to use the restroom ahead of time before the market closes. If the restroom needs attention, notify a member of the library staff.

Mandatory Gross Sales Reporting

**All vendors are required to report their gross sales for the 2023 season.** You can write your weekly sales on the Gross Sales Reporting form in the vendor bag or by inputting your sales on Marketspread.

This information helps us show the impact of the market to the city, sponsors, and the community. Your individual information is protected and will not be shared publicly, rather we collect information about the market as a whole. Sharing your gross sales will also allow the Market Coordinator to track your business’s growth and understand how the market’s efforts support your sales.

Licensing and Insurance

- Vendors are **required to have general liability insurance** for their business to sell at the Farmers Market. The policy must be for a minimum of $1,000,000 coverage and must list “Forest Grove Farmers Market” or “Cornelius Farmers Market” as an additional insured and include our office address: 2030 Main St, Suite A, Forest Grove, OR 97116.
- Vendors shall provide the Market Coordinator with copies of any insurance, permits, and licenses applicable to the sale of their products on or by the first day of their market participation. Vendors who fail to comply with applicable state and local regulations may be subject to removal from the market and forfeiture of booth fees. All licenses must be current.

Extreme Weather and Market Closures

Our markets operate rain or shine. However, since our markets are held outdoors, in the hottest hours of the day in the summer, **we reserve the right to close the market if it is determined that severe or inclement weather conditions could compromise the safety of vendors, staff, and customers.**
**vendors, staff, and customers.** These decisions will be made on a case-by-case basis, using guidance from various expert sources including NOAA-National Weather Service.

If a market is to be canceled or changed, this will be communicated to all affected vendors as soon as possible. No booth fees will be charged for full-day cancelations, and vendors who pre-paid for the season will be refunded for the day. If vendors or their staff have health conditions that would make their attendance unhealthy, they may cancel with at least 48-hour notice and their booth fee will be waived for that market.

**Extreme Heat Warning**

When an extreme temperature is expected for a market day, the market may shorten, rearrange, or cancel the market day for the safety of vendors, staff, and customers.

In extreme heat, vendors are recommended to wear loose, light colored clothing; drink 8 oz. of water every 15 minutes; and utilize shade. The market will provide ice cold compresses, available at the information booth. Immediately notify Market Staff if a vendor is experiencing symptoms of heat illness, including dizziness, nausea, fatigue, fainting, high temperature, slurred speech, and more. The market highly recommends vendors take a shaded or cool, indoor 10-minute rest period for every two hours of the market.

**Unsafe Air Quality**

The market may be canceled if the Department of Environmental Quality issues an Air Quality Index (AQI) rating of “Unhealthy” (150 to 200) or worse.

Between an AQI of 101 and 150, it is “Unhealthy for sensitive groups” including children under 18, people who are pregnant, adults over 65, and people with lung problems, heart disease, or respiratory problems. When the AQI exceeds 101, it is highly recommended for vendors to wear filtering face masks like N95 or KN95s. The market will have a limited supply of these masks available for vendors.

**High winds**

All vendors are required to weigh down their canopies with adequate weight to keep it on the ground. Canopies must be weighted on all four corners. The market may require canopies to be taken down that are at risk for taking flight either due to inadequate weights or high winds. The Market Coordinator may close the market early if conditions worsen.

**Lightning**

In the case of lightning, an immediate response is recommended. At the count of 30 seconds from seeing a lightning flash to hearing thunder, the storm is about 6 miles away. Move inside a building or safe vehicle as soon as possible. All vendors with electrical equipment should unplug it at the first sign of lightning and step away from all appliances. Customers and vendors without vehicles will be directed to get a safe distance from light posts or trees and should find shelter inside Adelante Mujeres building or other public space. The Market Coordinator will close the market early if lightning occurs.
Vendor Rules

Vendor Orientation

Once a vendor’s application has been approved by the Market Coordinator, accepted vendors are **REQUIRED** to attend the vendor orientation in order to sell at the Forest Grove or Cornelius Farmers Markets. The 2023 orientation will be held in person. Once you complete the vendor orientation, you are officially a vendor at our markets for 2023.

Vendor Attendance

Vendors must be present during the weeks to which they commit. **Cancellations must be made by 2:00pm two days before a market.** To do this, change the date on Marketspread and inform the Market Coordinator. Acknowledged emails are acceptable, but if not acknowledged, a phone call before 2:00pm two days before market day should be made to 503-858-7549. If cancellations are made after 2:00pm two days prior to market, you will still be responsible for your booth fee.

Family or medical emergencies, or vehicular breakdowns on the way to market are acceptable reasons for a last-minute cancellation and will not be charged.

An unexcused absence is when a vendor does not communicate their absence to the Market Coordinator before missing a market. **Each unexcused absence is a strike.** See the Market Rule Enforcement section for more guidelines.

Booth Presence

- Someone must be present at the market booth for the entire market (4pm-8pm). Market volunteers may be available for 15-minute periods to stand in if you need to leave your booth for a break.
- **Booths must remain set up during the whole market period.** If you sell out and wish to leave your booth, leave a sign.

When staff runs your booth

*Employees of your business are required to follow all the market rules. Their failure to do so could result in a strike.* Instruct your staff about:

- How to read the market map
- Traffic and parking rules
- Set-up and take-down rules
- Tent weights
- What market currency your business can accept
- Vendor booth fees
- Polite communication
Equipment and Tent Weights

Vendors should provide all their own booth materials. All vendors must always have their own canopy/tent and weights. Tents must be weighted down on all four corners. **Failure to do so will result in a break in market rules and be considered an offense.** If your tent blows away or breaks, it poses a significant danger to you, your business, customers, and the market in general.

Product Display

- Each booth space must display a **sign** identifying the farm or business by **name** and its **location**. All descriptions of the products should be accurate.
- All vendors must **clearly display prices** for products. It is highly encouraged to have a price tag on each item but **at the minimum a whiteboard with the day’s prices must be displayed**.
- Vendors selling products by weight must have their **scale certified by ODA** and provide the Market Coordinator with a copy of their certification.
- Any Second Farm Products must be clearly labeled with the name of the Second Farm and location.

**TIP:** Prepare your market equipment checklist. Make sure you have a tent, weights for all 4 corners, a table, and all your display items including your banner, prices, etc.

Samples

Vendors offering samples of their products must comply with all Oregon Department of Agriculture Food Handling Regulations. **There must be a hand washing station and a trash receptacle in the booth where sampling takes place.** Sampling outside of booth boundaries is not allowed. Review this **sampling toolkit** for more details.

Plastic Bags

There is a **state-wide plastic bag ban** that means businesses can no longer provide single-use checkout bags. Bags without handles used to protect a purchased item from other purchased items (e.g., produce, bulk food, meat) are exempt.

Waste Center- Durable Dishware Program

All prepared food vendors serving ready-to-eat food are required to participate in this program by serving food on reusable dishware, utensils, cups, and cloth napkins provided by the market. Vendors must serve food on these items before offering disposable to-go items available to customers. Go to the **Waste Center section of this handbook** for more information about the program.

Pets

In accordance with ODA’s Food Safety at Farmers Markets Guidelines, a vendor selling a food product at the market may not bring or keep live animals (livestock or pets) in or around their booth. Service animals are permitted.
No smoking

ABSOLUTELY NO SMOKING IN THE MARKET AREA.

Conduct

The Market has zero tolerance for disrespectful communications. Vendors and their staff are expected to behave in a courteous and professional manner to other vendors, shoppers, volunteers, and market staff.

Market Rule Enforcement

All vendors shall receive a copy of these rules. Vendors are responsible for making sure that all persons working at their booth are familiar with and abide by these rules. **Failure to abide by the Vendor Rules and Market Operations will be considered a strike.** All rules of the market are enforced by the Market Coordinator or designee who has ultimate on-site authority and who is responsible to the Microenterprise Director of Adelante Mujeres. Complaints or problems should be directed to the Market Coordinator in a manner that is not disruptive to the market. The Market Coordinator will follow these guidelines when enforcing the Vendor Rules and Market Operations:

1. **1st Strike** – Verbal and written warning via email, possible loss of $35 deposit
2. **2nd Strike** – Loss of $35 deposit; verbal and written warning
3. **3rd Strike** – Revoking of market space for a period of time, possible additional charges, and, depending on the gravity of the incidents, potential termination from all markets.

Farm Product Enforcement

The Market Management may visit each farm during the course of the market season. After the farm inspection, if there are product concerns, the Market Management will send a formal letter and include questions, concerns, and next steps. At this point, the vendor enters a “probation period,” where the Market Management will monitor products for the following month of markets. Vendors are encouraged to meet with Market Management to clarify concerns and answer questions about their products in order to promptly end their probation period.

The **Market Management will follow these guidelines** when enforcing Second Farm Product compliance if a vendor continues to bring products of concern or unapproved Second Farm Products to the market:

1. **1st Strike** – Written and verbal warning, vendor will be asked to immediately remove the product(s) from their booth.
2. **2nd Strike** – Loss of booth space for 1 week, vendor will be asked to immediately remove the product(s) from their booth.
3. **3rd Strike** – Termination of booth space for rest of the market season. Vendor will undergo a pre-season farm inspection and lose booth preference if applying to the following market season.

The Market reserves the right to inspect any farm or business.
Vendor Concerns
The Forest Grove and Cornelius Farmers Markets have created procedures that allow vendors to lodge complaints against other vendors whom they think are out of compliance with market rules and policies. This helps the markets regulate food safety, products sold and operational security.

Vendors may submit a Product Challenge Form when they believe another vendor is misrepresenting their product. Vendors may submit a Vendor Concern Form when they have concerns about market operations, vendor policies, market rules, or other vendor’s compliance with market rules. Forms are submitted directly to Market Coordinator within one week of the market during which the alleged violation occurred.

Disputes
A vendor may appeal any decision of the Market Coordinator concerning violation of these rules within 30 days of the violation. Disputes shall be presented in writing to ME Director by the vendor. A decision will be made by the ME director and shall be issued within 30 days of receipt, constituting a final and binding decision of any appeal.

Booth Spaces and Fees

Booth Assignments

Booth spaces are assigned according to seniority, type of product, power requirements and market layout. While it is the market’s intent to assign regular booth spaces, it is not guaranteed. The market map changes a little every week, and it is each vendor’s responsibility to check the map before every market. The map can be found on the market website and in the weekly vendor email. The Market Coordinator will make the final determination of all booth assignments.

- Booth spaces are 10’x10’. If the vendor exceeds the allotted area, they will be charged accordingly.
- Vendors may request a specific location or area in the market. Priority will be given to vendors who:
  - Participated in the previous market season
  - Pre-pay for a season pass, half or full
  - Are consistent in their market participation
- Two or more vendors may occupy a booth space together with Market Coordinator approval. However, each vendor must submit their own, individual application on Marketspread.

Our markets serve as a **small-business incubator** for businesses participating in the Regenerative Agriculture Program and the Empresas Small Business Development program. At each market, we open XX incubator spaces for these program graduates so they can launch their businesses and pilot their products in a farmers market. Adelante Mujeres Staff support in providing additional coaching and technical assistance to these incubator businesses. To find out more about how to participate in these programs, visit our [website](#).
### Booth Fee Structure

#### FOREST GROVE FARMERS MARKET

<table>
<thead>
<tr>
<th></th>
<th>INCUBATOR BOOTH, 1st YEAR</th>
<th>2nd YEAR INCUBATOR</th>
<th>ALL VENDORS, WEEKLY RATE</th>
<th>ALL VENDORS, FULL SEASON 26 DAYS</th>
<th>COMMUNITY BOOTH, 1 WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 space (10x10)</td>
<td>$0</td>
<td>$17.50</td>
<td>$35</td>
<td>$910</td>
<td>$25</td>
</tr>
<tr>
<td>2 spaces (10x20)</td>
<td>$35</td>
<td>$52.50</td>
<td>$70</td>
<td>$1,820</td>
<td>$50</td>
</tr>
<tr>
<td>3 spaces (10x30)</td>
<td>N/A</td>
<td>$87.50</td>
<td>$105</td>
<td>$2,730</td>
<td>$75</td>
</tr>
</tbody>
</table>

#### CORNELIUS FARMERS MARKET

<table>
<thead>
<tr>
<th></th>
<th>INCUBATOR BOOTH, 1st YEAR</th>
<th>2nd YEAR INCUBATOR</th>
<th>ALL VENDORS, WEEKLY RATE</th>
<th>ALL VENDORS, FULL SEASON 18 DAYS</th>
<th>COMMUNITY BOOTH, 1 WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 space (10x10)</td>
<td>$0</td>
<td>$12.50</td>
<td>$25</td>
<td>$450</td>
<td>$20</td>
</tr>
<tr>
<td>2 spaces (10x20)</td>
<td>$25</td>
<td>$37.50</td>
<td>$50</td>
<td>$900</td>
<td>$40</td>
</tr>
<tr>
<td>3 spaces (10x30)</td>
<td>N/A</td>
<td>$62.50</td>
<td>$75</td>
<td>$1,350</td>
<td>$60</td>
</tr>
</tbody>
</table>

### Booth Payments

- Vendors may purchase a **half-season or full season pass** to receive a discount on booth fees. A 1 day, 1 booth space discount is given per half-season pass. Vendors must pre-pay for a season pass before they begin selling at the market.
- Vendors may also pay on a week-to-week or monthly basis.
- Vendors must pay for each market they attend once the invoice is created. They may pay in advance or, at the latest, the day of.
- The booth fee must be paid by the end of the market day (8:00 pm) with cash, check, or online through marketspread.com. If paying with cash or check, place payment in Vendor Bag and notify the Market Staff of payment. If paying with card, go to the Information Booth to pay or
access the Marketspread Payment Portal through email. Marketspread will issue an electronic receipt for payment the same day.

- If a vendor has pending booth fees that remain after the end of the market season, their application will not be reviewed until those fees are paid.

Waste Center

The Waste Center is a project at the Forest Grove and Cornelius Farmers Markets that aims to improve local material and food waste management and build long-term sustainability within Washington County. At Forest Grove, the Waste Center booth is located in the seating area on the church lawn and is operated by the market. At Cornelius, we partner with Centro Cultural to provide the educational aspects of the project and the market operates the durable dishware program. Vendors should be aware of this program and promote it at the market.

Durable Dishware Program

The farmers market provides durable (reusable) plates, bowls, utensils, cups, and cloth napkins to all prepared food vendors to serve their food on. All prepared food vendors serving ready-to-eat food are required to participate in this program. Vendors must serve food on these items before offering disposable to-go items available to customers.

A Market Staff member will distribute the durable dishware to vendors at the beginning of each market and will check in periodically to restock. Customers will then place the used, dirty dishware at the Waste Center where a Market Staff member will wash the dishes. Any leftover durable dishware at the end of the market shall be collected by the Market Staff.

Recycling + Waste Reduction Education

We partner with Washington County Health and Human Services and Master Recyclers to sort market waste and offer educational materials about a range of environmental issues. The Waste Center collects trash, recycling, compost, and dirty napkins and dishes from the Durable Dishware Program.

Market Currencies

Market Currency Sales

Customers may use their cards and/or coupons to receive wooden tokens at the Information Booth. These tokens bear the Adelante Mujeres Farmers Markets logo and may be used to purchase items at the Forest Grove or Cornelius Farmers Markets ONLY.

Tokens from other markets that do not have the Adelante Mujeres Farmers Markets logo on them will not be accepted. All vendors accepted into the market are required to participate in the token program.
Market Currency Descriptions

$5 Red Credit/Debit Tokens – All vendors are required to accept the red credit/debit $5 tokens. These tokens are purchased with a credit or debit card and must be treated as cash. If change is given, it must be given in cash. Vendors are not permitted to give $1 EBT tokens as change at any time.

$1 Green SNAP Tokens – Green tokens are purchased with a SNAP/EBT card. Green tokens may only be used to purchase SNAP eligible foods. Vendors may NOT make change for green tokens. If a sale is for less than $1 or a multiple, the difference will be made up with additional products of the customer’s own choice.

$2 DUFB Cards – Customers who use a SNAP/EBT card get funds matched up to $20 per market in Double Up Food Bucks cards. These cards are in $2 increments and vendors may NOT make change for these cards. If a sale is for less than $2 or a multiple, the difference will be made up with additional products of the customer’s own choice.

$2 EBT Cash Produce Match – Customers who have EBT Cash Benefits get funds matched up to $20 per market in EBT Cash Produce Match Cards. They operate the same as the DUFB Cards above- vendors may NOT make change for these cards. If a sale is for less than $2 or a multiple, the difference will be made up with additional products of the customer’s own choice.

$1 Orange Fruit & Vegetable Tokens – WIC & Senior FDNP customers can match their WIC & Senior FDNP Checks with orange tokens to purchase fresh fruits and vegetables each week. Vendors may NOT give change for these tokens. Vendors are encouraged to tell WIC & Senior FDNP customers about the Market matching program. These tokens are awarded at the Information Booth, and up to 3 checks can be doubled each week.

WIC & Senior FDNP Vouchers – Some vendors may be eligible to accept WIC & Senior Farm Direct Nutrition Program Vouchers. These vouchers come in $4 denominations and may only be used to purchase fresh fruits and vegetables. These vouchers are eligible for matching funds at the Market Information Booth. Vendors may NOT make change. Vendors keep the checks and deposit them themselves through the Farm Direct Nutrition Program.

Fresh Connect Debit Cards for Produce Rx Program – These funds can only be used for fresh fruits, vegetables, and edible plant starts through a special debit card. Vendors must register with Fresh Connect to accept the card. Talk with the Market Coordinator if you sell these products.
## Market Currency Guide

### Market Currency Guide for Forest Grove and Cornelius Farmers Markets

<table>
<thead>
<tr>
<th></th>
<th>$5 Red Debit Tokens</th>
<th>$1 Green SNAP Tokens</th>
<th>$1 Orange Tokens</th>
<th>$2 EBT Cash Match</th>
<th>$1 Double Up Food Bucks</th>
<th>$4 Senior &amp; WIC FDNP Valid 6/1 - 10/31</th>
<th>$5 Fresh Food Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruits, vegetables, dried beans, mushrooms, herbs</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edible plant starts, seeds</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Baked goods, honey, dairy, eggs, meat, fish, poultry, jam, salsa, etc</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ready-to-eat, hot foods intended for consumption at the market</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crafts, flowers, non-edible agricultural products</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change given?</td>
<td>✓</td>
<td>No change</td>
<td>No change</td>
<td>No change</td>
<td>No change</td>
<td>No change</td>
<td>No change</td>
</tr>
</tbody>
</table>

---

### Vendor Reimbursement Form Example

**Vendor Reimbursement Form: EXAMPLE**

At the end of each market day please fill out this form with the total amount of each of the tokens you received (even if it is zero). Then turn in the form, tokens, and vendor bag to the information booth. You will receive your check at the first market of the month or by mail.

**Vendor Name/Make Check Payable To:** Example Farm

<table>
<thead>
<tr>
<th>Date</th>
<th>GREEN $1</th>
<th>ORANGE $1</th>
<th>RED $5</th>
<th>DUFB $2</th>
<th>EBT Cash Match $2</th>
<th>Fresh Food Coupon $5</th>
<th>Total Amount Due</th>
<th>Verified by Market</th>
<th>Amount to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2/23</td>
<td>20</td>
<td>40</td>
<td>1 x $5=$5</td>
<td>2 x $2=$4</td>
<td>0 x $2= 0</td>
<td>10 x$5= $50</td>
<td>$119</td>
<td>SF</td>
<td>$119</td>
</tr>
</tbody>
</table>

Market Use Only
Licensing Resources

In the table below, please review which license or licenses your business may need.

**Abbreviations**

ODA: Oregon Department of Agriculture  
WCEHD: Washington County Environmental Health Department  
OLCC: Oregon Liquor and Cannabis Commission  
OHA: Oregon Health Authority

<table>
<thead>
<tr>
<th>Type of Product Sold</th>
<th>License</th>
<th>Organization</th>
<th>Link</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef, Pork, Lamb, Poultry, etc.</td>
<td>Meat Seller’s License</td>
<td>ODA</td>
<td><a href="https://extension.oregonstate.edu/pub/em-9350">State of Oregon: Licensing - About Food Safety Licenses</a></td>
<td>Processed in USDA facility w/ correct labeling</td>
</tr>
<tr>
<td>Cheese, dairy</td>
<td>Dairy Processor’s License</td>
<td>ODA</td>
<td>Same as above</td>
<td></td>
</tr>
<tr>
<td>Cut flowers with sales over $250 a year</td>
<td>Retail Florist License</td>
<td>ODA Plant Division</td>
<td><a href="https://extension.oregonstate.edu/pub/em-9350">State of Oregon: Nursery - Licensing Information</a></td>
<td></td>
</tr>
<tr>
<td>Eggs (seller’s own eggs)</td>
<td>No license, but label required</td>
<td></td>
<td><a href="https://extension.oregonstate.edu/pub/em-9350">https://extension.oregonstate.edu/pub/em-9350</a></td>
<td></td>
</tr>
<tr>
<td>Eggs (from another farm)</td>
<td>Egg Handler’s License</td>
<td>ODA</td>
<td><a href="https://extension.oregonstate.edu/pub/em-9350">State of Oregon: Licensing - About Food Safety Licenses</a></td>
<td>Second Farm Application</td>
</tr>
<tr>
<td>Fish (wild caught, self-processed)</td>
<td>Food Processor’s License</td>
<td>ODA</td>
<td>Same as above</td>
<td></td>
</tr>
<tr>
<td>Fish (whole or processed by second party)</td>
<td>Retail Food Establishment License</td>
<td>ODA</td>
<td>Same as above</td>
<td></td>
</tr>
<tr>
<td>Hemp/CBD</td>
<td>Valid Hemp Grower/Handler Registration</td>
<td>ODA</td>
<td><a href="https://extension.oregonstate.edu/pub/em-9350">State of Oregon: Oregon Agriculture - Cannabis</a></td>
<td>Have ingredients and hemp testing results at booth</td>
</tr>
<tr>
<td>Native American Vendor’s Products</td>
<td>No licensing; valid Tribal ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>License Requirements</td>
<td>License Authority</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Oysters, clams, mussels</td>
<td>Shellfish Shippers License</td>
<td>ODA</td>
<td><a href="https://www.oda.state.or.us/html/aboutfoodsa.html">State of Oregon: Licensing - About Food Safety Licenses</a></td>
<td></td>
</tr>
<tr>
<td>Plants and nursery with sales over $250 a year</td>
<td>Retail Nursery License</td>
<td>ODA Plant Division</td>
<td><a href="http://www.oda.state.or.us/plants/">State of Oregon: Nursery - Licensing Information</a></td>
<td></td>
</tr>
</tbody>
</table>
| Prepared hot foods and Baked Goods           | 1. Temporary For-Profit Restaurant License (for selling)  
2. Valid Oregon Food Handler’s License  
3. Food must be prepared in certified commercial kitchen                                                                                                                                                                                                                                        | WCEHD                   | 1. [Temporary Restaurant (washington.or.us)](http://www.wcehd.wa.gov/)  
2. [OREGON Food Handlers Card (orfoodhandlers.com)](http://www.orfoodhandlers.com)  
3. Food must be prepared in certified commercial kitchen  
Temporary Restaurant License Support: Miriam Salgado, WCEHD, 503-846-8722. |
| Scale Certification                          | Scale Certification                                                                                                                                                                                                                                                                                                                                   | ODA                     | [State of Oregon: Weights and Measures - License a Scale or Meter](http://www.oda.state.or.us)   |
| Value-Added Farm Direct Products             | Labeling and ingredient requirements                                                                                                                                                                                                                                                                                                                  | OLCC                    | [FarmDirect.Revised5.22.indd (oregonstate.edu)](http://www.oregonstate.edu)                      |
| Wine, beer, and distilled spirits             | Special Event License and/or Multiple Location License                                                                                                                                                                                                                                                                                                 | OLCC                    | [OLCC: Special Event Licensing: State of Oregon](http://www.olcc.state.or.us)                   |