

2024

Salem Community Markets



APPLICATION GUIDE

Seasonal Markets

www.salemcommunitymarkets.com

503-585-8264

GENERAL INFORMATION

This application guide outlines the procedures to apply to one or more Salem Saturday Markets, DBA Salem Community Markets (SCM). The term “SCM” is used interchangeably to refer to all markets managed by the Salem Community Markets.

SCM may allow all quality products that are legal at the local, state and federal level. SCM has the right to refuse any product that does not align with SCM values, which are local agriculture and business, excellence, innovation and community that promote a wholesome family friendly environment. SCM reserves the right to refuse membership to any applicant.

The SCM reserves the right to adopt additional rules relating to vendor participation in the market or modify these rules. The additional or modified rules shall be effective 1 week following the delivery of a copy of the revised or additional rules to the vendor. Continued participation in the market by the vendor shall be deemed assent to the revised rules. The Market does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age or disability.

THE MARKETS

The purpose of all the SCM managed markets is to provide a venue for vendors to share farm fresh produce, meats and cheeses, baked goods, nursery plants, flowers, local food and wines, and artisan crafts. Some market locations limit vendor product participation. All market vendors are juried to assure that only top quality handmade or homegrown products are sold at the market. All markets operate rain or shine, except under extreme circumstances. Please refer to the Inclement Weather policy below. See individual market dates, times and locations below:

Salem Saturday Market

- Season: March 2nd through October 26th
- Hours: 9:00 am to 2:00 pm (open to the public)
- Location: State of Oregon’s “Green Lot” at Marion and Summer Streets NE

Monday Hospital Market

- Season: May 6th through September 30th
** CLOSED Memorial Day (May -27th) & Labor Day (Sept 2nd-) **
- Hours: 9:30 am to 1:30 pm (open to the public)
- Location: Salem Hospital – Breezeway between Building A & C

Wednesday Chemeketa Market

- Season: May 1st through September 25th
- Hours: 3:00 pm am to 7:00 pm (open to the public)
- Location: Chemeketa Community College Agricultural Building

Thursday West Salem Farmers Market

- Season: May 2nd through September 12th
- Hours: 11:30 am to 2:30 pm (open to the public)
- Location: West Salem on Edgewater between Gerth & Kingwood

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SCM MEMBERSHIP

A member may be a sole proprietor, partnership, LLC or corporation. Membership may include family members within the same household, domestic partners, parent(s) and minor child(ren) and people who share a common business name. Non-profit organizations are not eligible for membership, except as approved by the board. The board will consider non-profit membership on a case-by-case basis for programs that realize a tangible educational opportunity through market membership not attainable through a standard non-profit booth space.

Each vendor membership receives one vote in elections. One individual shall vote for the business and must be an owner, member or officer of the business. It is the intent that all recognized members of the business entity are considered members of the Market, are able to participate in Market activities and must obey the Market rules and guidelines.

The Board of Directors reserves the right to reject membership. If the Board chooses denial of membership, a written explanation shall be provided to the applicant. The decision of the Board shall be final and binding.

MEMBERSHIP CRITERIA

All product sold by SCM operated markets must be handmade, handcrafted or homegrown and all products are reviewed and approved through a jury process. No commercial or wholesale products are allowed.

New Vendor

A new vendor is defined as anyone who has never participated in an SCM operated market or a previous vendor who is returning after one (or more years) of absence from an individual market. Applications open on February 1st, continuing through the season.

Return Vendor

Return vendor is defined as a member who vends at a particular SSM market on at least six occasions during the membership year. Applications open on January 1st, continuing through the season.

TYPES OF VENDORS

- **Reserve Vendor** - Vendors who are interested in attending on a regular basis and want to “reserve” a space, can pay an additional reserve fee and lock into a booth space for the dates they want to attend. Placement is based on availability at the time the vendor completes the process. Reserve vendors are not guaranteed a specific placement at the market, this only allows for the vendor to schedule their dates in advance. NO ONE PARTICULAR BOOTH SPACE IS GUARANTEED. ONCE PLACEMENTS ARE MADE, THEY ARE FINAL. YOU MAY CHECK THE INTERACTIVE MAP TO SEE WHAT BOOTH SPACES ARE AVAILABLE ON YOUR PREFERRED DATES AND REQUEST OPEN SPACES ONLY. IF THE BOOTH SPACE YOU ARE LOOKING FOR IS TAKEN, THEN IT IS NO LONGER AVAILABLE FOR YOUR USE. YOU MAY SUBMIT AN EMAIL REQUEST TO SALEMCOMMUNITYMARKETS@GMAIL.COM TO BE PUT ON A CANCELLATION WAITLIST FOR A SPECIFIC SPACE SHOULD IT BECOME AVAILABLE, OTHERWISE YOU HAVE THE OPTION TO CHOOSE ANOTHER OPEN SPACE IN THE MARKET . PLEASE NOTE THAT PLACEMENTS ARE MADE BASED ON PRODUCT, IF THERE IS AN OPEN SPACE REQUESTED BUT IT IS NEAR ANOTHER LIKE PRODUCT, THAT SPACE IS ALSO NOT AVAILABLE.
- **Waitlist:** If you apply as a reserve vendor and there are waitlisted dates, you will be notified by email. When added to the waitlist you are given priority placement over drop in vendors for full market dates. You be notified when there is a cancellation and you have been placed for the requested date.
- **Drop In Vendor** - Vendors who are unsure of their plans, unable to commit to regular attendance, and willing to be flexible in a booth location, then participation as a drop-in vendor is perfect! Drop-in vendors will email the office on the working day before the market to see if there is availability to attend the requested market. Drop in vendors for the Saturday and Monday Markets will email on Fridays between the hours of 10 am and 3 pm.

SCM FEES

Application Fees

Non-refundable Application Fee \$ 15.00 – covers ALL seasonal markets

Membership Fees

Membership Fee – Annual (not applicable to HM) \$ 40.00

Reserved Vendor Fee – (Annually per market)

Monday (optional) – 1 st booth	\$ 50.00
Monday (optional) - each add'l booth	\$ 25.00 – reserve recommended if double
Wednesday (optional)- 1 st booth	\$ 10.00
Wednesday (optional)- each add'l booth	\$ 5.00 - reserve recommended if double
Thursday (optional) – 1 st booth	\$ 10.00
Thursday (optional) - each add'l booth	\$ 5.00 - reserve recommended if double
Saturday (optional) – 1 st booth	\$ 60.00 – food court reserve recommended
Saturday (optional) - each add'l booth	\$ 45.00 – food court reserve recommended if double

Note: Saturday Market vendors selling produce can reserve up to six spaces and any other vendor can reserve up to 2, if available. Monday, Wednesday and Thursday vendors selling only produce can reserve up to 2 spaces.

Market Weekly Booth Fees

***Fees are based on a 10x10 location, you will be charged per 10'x10' canopy used.*

Monday Market (10' x 10' booth)	\$ 25.00
Wednesday Market (10' x 10' booth)	\$ 20.00
Thursday Market (10' x 10' booth)	\$ 20.00 **
<i>**Discounted booth fees extended to 2023 thanks to the generosity of sponsorship donations</i>	
Saturday Market (10' x 10' booth)	\$ 40.00

Discount Option for Pre-Pay Reserved Vendors

Vendors can receive discount by paying booth fee in advance for ALL market dates scheduled to attend. A minimum of 6 market dates must be reserved. No refund will be given for unused prepaid booth fees with exceptions considered on a case by case basis. Discount is NOT available for Monday Hospital Market, Wednesday Chemeketa Market, and Thursday West Salem Farmers Market due to lower weekly booth fees.

PREPAY DISCOUNT

- 10% OFF when reserving 6-10 market dates
- 15% OFF when reserving 11-20 market dates
- 20% OFF when reserving 20+ market dates

PREPAY allowed in 2 blocks

- Early season (March – June)
- Late season (July – October)

OTHER FEES

A \$25.00 returned check charge, in addition to the amount of the check, is levied on all checks returned unpaid. If more than two returned checks have been received from any member/vendor, only cash will be accepted from that party for the remainder of the year. Vendor's selling rights will be suspended until the NSF check and the returned check fee charges are paid.

APPLYING FOR THE MARKETS

Application Procedure

Applications must be submitted through www.managemymarket.com. Applicants will receive an invoice within 5-7 business days via email for a \$15.00 processing fee that covers all seasonal market that are applied for (including non-profits).

In order to best serve the membership, SCM requests that the application information be as detailed as possible – specifically the product detail. Applications will remain PENDING if ManageMyMarket.com vendor profile is not complete. If you do not have access to the internet, you may contact the SCM Office to arrange a time to use a market computer. Help will be provided for those unfamiliar with the Internet and managemymarket.com.

Jury Process (New vendors & Return vendors with new product)

Jurying must be completed before becoming an approved vendor.

- After submitting the application and paying for the application fee, a jury process is required. Please review page 13 to determine which committee process is required for your products and what the next step is in the process. After carefully reviewing the Jury Process and Guidelines (page 13), you may call the SCM office for additional assistance.
- Products only need to be juried one time to qualify for sales in all SCM managed markets and continue to be approved for subsequent years, unless products do not conform to any new guidelines that may be established.
- If a vendor is returning after one (or more year) of absence, products must be re-juried.
- If a current or returning vendor wants to sell products that are different in "materials, means of construction, form or function" than was previously approved, those products must be juried and approved to sell. The Market will contact you if they need additional information to jury your products.

Reserved Booth Space

Ensured Commitment of Reserved Booth Space

Ensured commitment of reserved dates must be 80%. When applying to a market, you are committing to specific dates. Of those dates, you are ensuring that you will attend 80% of total dates reserved. You may attend on a date you didn't originally reserve and it will count toward your 80%. However, your reserved spot will not be guaranteed nor is there a guarantee that space will be available for added dates you did not reserve when applying.

- If you fail to meet your 80% commitment, the privilege of reserving a spot will be suspended the following season.
- You may change the dates you are able to attend throughout the season. This must be done by email or written notice to the Executive Director at least 14 days in advance to guarantee market placement (depending on market space availability). However, your reserved spot will not be guaranteed, as another vendor may have already reserved.
- **Vendors are allowed 2 excused absences per market each season without penalty. Excused absences are ones that we receive a call prior to 8am the morning before the market. Any unexcused absences or more than 2 excused absences per market in the season you will be required to pay for your booth.** You must pay this at or before your next attended market. If you give more

than 14 days notice you are removed from the market schedule and it will not count towards your 80% commitment and there will be no charge for the booth.

- **1st NO-Call - NO-Show, or 3 Unexcused Absences, the vendor may forfeit reserved space for remainder of the season.** You may still vend at the market, but your space is no longer a reserved location for you and you must call in weekly to obtain a booth space for the remainder of the season. You will be considered a drop in vendor and the wait list will be placed each week before you.
- Executive Director has discretion in booth placement in case of inclement weather or low attendance markets (less than 50%) to consolidate market footprint.

Criteria for Reserved Booth Space

- For returning vendors who sign up before Feb 1st, spots are assigned based on 1) space request/product 2) points 3) number of weeks requested for the year.
- For returning vendors and those who sign up after Feb 1st, spots are assigned first come first serve based on 1) date paid 2) product 3) market needs (ie moving vendors around so all the baked goods aren't all in 1 spot, multi space booths).
- A member must reserve a minimum of 6 days to secure a reserved booth space. The member must also attend a minimum of 6 days to retain the ability to reserve the following season.
- Certain seasonal products, such as berries, and longer reserved times may be given preference of assigned space.
- Berry product vendors are expected to provide estimated start and finish dates, however, the Market is aware weather and growing periods may alter actual start and finish dates. Reserved dates for berry vendors will be adjusted accordingly and 80% commitment days will not be required for the start and finish of estimated dates, but will be enforced during the berry season.
- If a vendor wishes to change reserved spaces, they must make a written request to the Executive Director stating the reason(s) for the change. As of the date written request is received, options are limited to unreserved spaces. Written requests may be sent to Salemcommunitymarkets@gmail.com.
- Onsite prepared food vendors will be limited to reserving space as designated by the Market at the beginning of each season and as it pertains to Salem Fire Department fire codes.
- The Executive Director reserves the right to assign vendors to spaces based on federal, state and county codes, safety requirements or precautions regardless of points acquired.

Member Points

Point totals are used to determine standing with regard to obtaining a reserved space. Vendor points will be a factor used to determine priority, breaking a tie regarding other vendor requests. Specific information regarding member points is in the vendor handbook on page 15.

Licensing (Additional Resources are listed in Appendix)

ALL VENDORS MUST PROVIDE required documents and licenses. They can be uploaded to the Licensing Tab of your ManageMyMarket profile or emailed to our office BEFORE your application will be approved. Licenses, permits and insurance documents are required for certified kitchens, nursery sales, pre-packaged/processed food, preparing food on site, weight scales, CBD testing and foraging/wildcrafting.

Exception: Temporary Restaurant licenses. These can be uploaded upon approval.

Insurance (Additional Resources are listed in Appendix)

ALL VENDORS ARE REQUIRED TO MAINTAIN and upload liability insurance certificate showing effective and expiration dates, have at least a 1 million dollar liability limit and naming the Salem Saturday Market as additional insured to the Licensing Tab of the ManageMyMarket vendor profile.

Exception: Insurance coverage is not required for the indoor Holiday Market.

Products

The intent of the selling policy is to enable the customer to buy something from the person who made it (or a person employed by the member), who is trained and knowledgeable about the product sold by the member. The main requirement is as follows:

“Members may sell only their own handcrafted or home-grown products. They may not sell products belonging to anyone else, except in situations of a shared booth”

**** EXAMPLE - Produce ****

If you are selling 4 varieties of apples, you must list the 4 different varieties in the product description, along with the season they are available.

**** EXAMPLE – Arts & Crafts ****

If you are selling textiles, you must list them in the appropriate product category (i.e. clothing, children’s clothing, kitchen accessories, etc)

All products the vendor is requesting to sell at the Market **MUST** be listed in the Products Tab of your ManageMyMarket profile and **MUST** be approved prior to selling at the Market.

Local Qualification

Product preference will be given to local vendors. Local is defined as the following counties: Marion, Polk, Yamhill, Clackamas, Wasco, Jefferson, Linn and Benton. Exception: Local qualifications do not apply to Holiday Market.

Products Pre-Packaged or Processed

Products are not allowed if the member is **not** involved with the production, design or finishing of the product. All items **MUST** be handmade, grown, cooked or crafted by the member. Exception: *The product developed by the vendor who provides the ingredients and has content control over packaging/bottling. Examples would be BBQ sauces, rubs, pickles, jams, jellies, dressing, etc.*

All vendors who have products co-packed must provide one or more of the following to SSM from the Co-Packer:

- Production Invoices
- Certificate of Insurance identifying vendor as additional insured
- Letter of Agreement/Contract
- Pictures of Participation

Product Requirements (Additional Resources are listed in Appendix)

- If applicable, upload Organic Certificate to the Licensing Tab of the ManageMyMarket vendor profile – all products sold as “organic” must be in compliance with all federal certification requirements.
- Most questions can be directed to the **Farm Direct Bill** “Pickle Bill” and **Farmers’ Market Guidelines** available from the Oregon Department of Agriculture. **More information is available at:**

<https://forrager.com/law/oregon-farm-direct/>

Appropriate County Environmental Health License - Food Handlers Cards

Salem Community Markets is not licensed by the Marion or any other County Environmental Health Department for any coverage on food service providers. Individual vendors who serve/sell food must be licensed according to the County Environmental Health Department regulations they will be serving in. Specific licensing information can be obtained from **Marion and/or Polk County Environmental**

Health Department at (503) 588-5346 or Polk County Environmental Health Department at (503) 623-9237.

Temporary Restaurant licenses must be uploaded following approval at the first Market the member vends.

Any vendor handling food, either preparing it onsite or offering samples of food products, including produce, must have a hand washing station in their booth and a Food Handlers Card. These cards may be obtained online by going to- <https://www.oregon.gov/oha/ph/healthyenvironments/foodsafety/pages/cert.aspx> . You must have a copy of your card available for inspection in your booth during Market hours.

Department of Agriculture Food License

Any vendor selling prepared food, packaged food, meats, eggs, fish, cheese and any other food except raw produce must upload a copy of their Oregon Department of Agriculture food license(s) to the Licensing Tab of your ManageMyMarket profile. All applicable vendors must also have a copy of their Department of Agriculture license conspicuously displayed in the booth at all times during the Market hours.

Processed products are subject to regulations and licensing by the Food Safety Division of the Oregon Department of Agriculture. Jams, jellies, preserves, honey, bottles sauces, vinegars, etc. must be processed in a licensed facility and meet the same labeling and processing requirement as those sold in retail stores. **See “Food Processors Handbook”**, published by the Oregon Department of Agriculture. (503) 986-4720. *Exception:* Any product that falls under the Farm Direct Bill. **More information is available at:** <http://scarc.library.oregonstate.edu/findingaids/?p=collections/findingaid&id=3094>

Scales used in direct buying or selling commodities or services by weight must be licensed annually with the Oregon Department of Agriculture.

Sellers of nursery products (plants, bulbs or seeds) must be licensed. This includes sellers of trees and Christmas trees. The license is valid for one year, running from July 1 through June 30 of each year. For further information contact **Oregon Department of Agriculture, Plant Division, 635 Capitol St NE, Salem, OR 97301-2532. (503) 986-4644.** Additional information can be obtained from ODA-Plant Division. <http://www.oregon.gov/ODA/PLANT/Pages/index.aspx>

Food Vendors

The intent of the Salem Community Markets is to provide a varied and healthful eating experience at the markets. Food booths will be juried on the extent to which the products to be sold would be handmade, and of superior quality and presentation.

Prepackaged food products, including but not limited to meat and fish must either be made from product grown, raised or caught by the vendor or produced by the vendor in a licensed kitchen.

Current vendors who would like to add a new menu item must request in writing to Executive Director to ensure variety at each market.

Food Carts and Trailers may be eligible for acceptance on a case by case basis. Mobile carts eligible in the following categories only: Class III and Class IV. Mobile units (carts & trailers) must have all required licensing from the Marion and/or Polk County Health Department at the following address: www.co.marion.or.us/HLT/PH/EHS?insp/mobile.htm.

The SSM Board of Directors must review and approve all “mobile” units. See Trailer Policy for rules and guidelines.

Minimum Requirements for Food Vendors

- All food items must be prepared in accordance with applicable local, state and federal regulations.
- All prepackaged items must be labeled in accordance with these regulations.
- All food handlers must be appropriately trained and possess a current Oregon Food Handlers Card available to Market Management for inspection at the booth.
- All processed and baked products must be prepared under Cottage Law or in an appropriately licensed kitchen.
- Failure to comply with health department regulations may result in immediate booth closure.
- All food must be grown, baked or prepared by the vendor; commercially prepared and purchased foods such as corn dogs, pot stickers, etc. cannot be sold. Prepackaged items such as potato chips or commercially bottled beverages may accompany prepared food by the vendor in a “meal”.
- Food vendors must provide their own potable water and covered waste water disposal.
- Food vendors using heating devices must provide an appropriate fire extinguisher, must have fire retardant canopies and provide proof of use of such fire retardant.
- NOTHING, including clean water, beverages and/or ice, is to be dumped down the storm drains, in the port-a-potties or in the landscaping.
- Prepackaged food purchased by the vendor and then repackaged in their facility is not eligible (i.e. muffins, baked goods, food items purchased in bulk, etc.)

Food Sampling (Reference Appendix for Food Safety)

Food vendors and any vendor offering food samples (to include produce, sampling of jams, jellies, pickles, dips, salsa, etc.) must have the following:

- Portable hand washing facility at their booth.
- Copy of Food Handlers Card available in their booth for all employees present.

Hand Washing Minimum Requirements

- Container of water that contains an adequate supply of clean water which flows freely from a tap or spigot without being held so that both hands can be washed at once.
- Catch basin MUST be setup to catch waste water.
- Hand washing facility must contain soap and single service towels
- Waste water MUST be transported off site, cannot be dumped at the market site(s).
- Hands must be washed upon return to your booth after leaving it for any reason.
- Hand sanitizers and moist towelettes may be used but are not permitted as a substitute for these requirements.

Department of Agriculture guidelines for “Food Safety for Farmers Markets” is available at the following website: <https://www.usda.gov/media/blog/2021/10/29/farmers-market-food-safety-tips>

Beer, Wine, Cider & Spirit Vendors

Any vendor selling beer, wine, cider, spirits and seltzer will have produced the beer, wine, cider or spirits at their own facility and/or grown the fruit and overseen the production of the beer, wine or spirits being sold in their booth.

Each beer, wine, cider or spirits vendor MUST upload a copy of their OLCC license, Department of Agriculture license and their liability insurance policy face page showing effective and expiration dates and at least a one million dollars in coverage naming Salem Saturday Market as additional insured to the Licensing Tab of your ManageMyMarket profile. A beer, wine, cider or spirits vendor will also provide sign for their booth citing OAR 125-6-321 (No Alcoholic Beverages permitted opened on State premises). Lettering should be large and easy to read from a distance.

On-site tasting will be permitted and limited to .5 oz per taste. **NO RETAIL SALES of samples.** All tasting must be within 2 feet of the front section of the booth and cannot be taken away from booth to consume. All sampling cups must be disposed in the vendor’s trash receptacle. The Market reserves the right to terminate membership privileges of any and/or all breweries, wineries or distilleries if open containers are found away from the tasting booth on the Market site.

CBD Vendors

Any vendor selling CBD products is required to comply with the OAR rules and regulations to include proper testing, paperwork, and labeling (batch #, CBD & THC levels). CBD vendors would follow the jury process as listed under packaged/processed products.

Growers

Please contact the appropriate state and local agencies, to insure that you meet all legal requirements. All Licensing requirements MUST be uploaded to the Licensing Tab of your ManageMyMarket profile. **See**

Product Requirements

100% Rule

All products sold must be grown/produced on farms that are located in Oregon. All products must be grown or raised by the vendor upon land that she/he controls through ownership, lease, rental, or other legal agreement. **Exception:** See Product Foraging/Wildcrafting/Caught.

New Grower Applicants

All new grower applications will be juried by the Growers Advisory Team (GAT). New applicants are encouraged to send in photos or video of their farm. A farm visit may be required. **See Product**

Requirements

Foraging/Wildcrafting/Caught

Items in this section are highly regulated. Public lands foraging or wild crafting in Oregon is allowed under permit for commercial use. Selling at the Market is commercial use.

Vendors may sell foraged items or products made from foraged items, including fish, huckleberries, Beargrass, Ferns, Salal, mushrooms and other fungi, kelp and shellfish. They must provide copy of:

- a. Current written permission from land owner, or
- b. Current commercial foraging permit from the appropriate local, state or federal agency. Other licensing requirements from the Oregon Fish and Wildlife, Oregon Department of Agriculture and Oregon Health Department requirements may also apply. Special forest products commercial use summary - **Appendix document:** [//www.fs.usda.gov/forestmanagement/products/sfp/index.shtml](http://www.fs.usda.gov/forestmanagement/products/sfp/index.shtml)
- c. Vendors are prohibited from bringing or selling the following products until adequate information is supplied
 - Huckleberries, Beargrass/Ferns/Salal

Fish caught in Oregon water regulated through the Oregon Department of Fish and Wildlife. There are several license requirements: Commercial fishing license, wholesale fish dealer license, retail business license and fish buyer license. Call 503-947-6183 for detailed information on what is required to catch fish and operate a mobile fish business. **See Resources in Appendix for Oregon Department of Fish and Wildlife, Oregon Department of Agriculture, Columbia River Inter-Tribal Fish Commission and The Confederated Tribes of Warm Springs.**

Mushrooms and Fungi of all types require a separate application identifying the vendor's sources and training in mushroom collection and identification. A form will be mailed to those vendors. The completed form must be uploaded to the Documents Tab of your ManageMyMarket vendor profile prior to selling at the market.

- All mushrooms and fungi must be accurately signed with both the Latin and common name and be collected from within the designated local counties. Signage at the market must accurately identify all mushrooms and whether the products are foraged or cultivated. Include labeling: "Wild Mushrooms NOT an Inspected Product". Prominently display mushroom safety information.
- Vendors must comply with provisions of the Oregon Food Sanitation Rules on Wild Mushrooms [https://oregon.public.law/rules/oar_333-150-0000#:~:text=\(E\)%20Food%20Preparation%20and%20Service,from%20unapproved%20water%20systems%3BP](https://oregon.public.law/rules/oar_333-150-0000#:~:text=(E)%20Food%20Preparation%20and%20Service,from%20unapproved%20water%20systems%3BP)
- SCM requires vendors to give purchaser of wild mushrooms a complete ODS Wild Mushroom Buyer Verification form: <https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/mushcertif.pdf>

Nursery Products: Herbaceous and woody plants must be grown by the vendor from seed or vegetative material (cuttings, divisions, etc.).

- Vendors selling nursery products must include a complete list of all the plants they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.
- Any plant not started by vendor must be grown by the vendor for at least 2 months prior to sale at the market.
- Vendors who are selling plants they did not start must provide a list of the plants and date of purchase.

Cut Flowers: Vendors selling cut flowers must include a complete list of all cut flowers they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.

- Vendors are also asked to provide the location where cut flowers are grown.
- Cut flowers must be of high quality, with reasonable vase life.

Produce: Vendors selling produce must include a complete list of all produce they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.

- Vendors are also asked to provide the location where produce is grown.

Berries & Other Fruit: Vendors selling berries/fruit must include a complete list of all varieties they intend to sell at the Market on the Products Tab of their ManageMyMarket vendor profile.

- Vendors are also asked to provide the location where berries are grown.

Eggs may be sold at the Market without a license but by the farm that produces the eggs.

- Unlicensed eggs must be labeled with “This Product is not prepared in an Inspected Food Establishment” and “Not for Resale”, in addition to other required labeling.
- Eggs must be in clean container showing vendor name.
- Egg vendors are encouraged to include a tracking date on the container.

Honey with no additional ingredients can be sold directly to consumers without a processing license.

- Honey from producers of more than 20 hives must be labeled with “This Product is not prepared in an Inspected Food Establishment” and “Not for Resale”.
- An apiary registration is required of honey growers who manage five or more hives.

Growers Who Process Their Food Under Farm Direct Bill

Processed foods made primarily from products grown or raised by the vendor. A processed item is one that is transformed from its natural state. Examples of processed foods include jam/jellies, dried fruit, pickles, and salsa.

- Must be made in a licensed kitchen, except where otherwise permitted under the Farm Direct Bill.
- Vendors planning to use kitchens licensed under ODA by other licensees should contact ODA for legal details.

Farm Visits

SCM reserves the right to conduct farm site visits to assure the accuracy of vendor applications submitted and/or vendor product claims. Visits may be scheduled for one or more of the following reasons:

- New vendor.
- Returning vendors that are adding new products.
- Product violation found during “on the spot” booth check.
- Product challenge/complaint has been filed against a vendor.
- Predatory pricing.
- SSM staff have concern about the accuracy of a vendor’s product claims.

SSM Board of Directors (BOD), staff, or its designee, will schedule inspections within 7 days. The results of the inspection will be reviewed by the BOD. The BOD will determine appropriate action to recommend. Upon completion, the appropriate documents will be placed in the vendor’s file. Vendors who do not agree with the recommendations may file an appeal with the BOD.

Third Party Certifications – Growing Practices:

All growers that have third party certification and or licenses are required to have them posted in their booth.

- All products sold as “organic” must be in compliance with all federal certification requirements.
- All vendors must honestly represent their growing methods and products (i.e. conventional, sustainable farming practices, hormone free, no synthetic pesticides, fungicides or herbicides, only use products approved for organic production)

Service Vendors

Vendors applying and approved as a Service vendor MUST provide an onsite service (knife sharpening, massage, etc.) at the market. Simply providing information and/or setting up appointments will not be allowed. Service vendors such as massage therapists, are responsible for complying with all Oregon and Marion and Polk County licensing requirements. A copy of the appropriate license(s) and liability insurance with a minimum coverage of 1 million dollars naming the Salem Saturday Market as additional insured must be uploaded to the Licensing Tab of your ManageMyMarket profile.

JURY PROCESS AND GUIDELINES

If you are a new vendor or returning vendor with new product(s), review the categories below to determine which process you need to follow for jurying your products. Products only need to be juried one time to qualify for SSM managed Markets.

All Products

All products for sale must be accepted by one of the 4 Market Jury Committees prior to selling at the Market. The Board of Directors will have the final decision on appeals as to the appropriateness of any item offered for sale at the Market. New items introduced by an existing vendor outside of their normal product lines will need to be approved, in advance, by the Jury Committee, prior to being displayed and sold at the Market. Items brought to the Market for sale that have not been approved by the Jury Committee must be removed from the vendor’s booth immediately.

Arts & Craft Products:

Applicants with products that fall into the Arts & Crafts category will be provided an email address to submit their photos and vendor statements for review by the Arts & Crafts Jury Committee. The members of the Arts & Crafts committee conduct majority of business online and will meet as needed. Criteria for jurying include overall Quality, Skill, Vendor Statement with Photos, and Market Enhancement of handmade products. Visit www.salemcommunitymarkets.com, hover over “APPLY” and click on Jury Your Products for specific steps to have your arts & craft products juried.

Growers & Producers (*produce, nursery, flowers, fruit, berries, etc*)

Applicants with products that fall into the Growers & Producers category will have their products reviewed by the Growers Advisory Team (GAT) Jury. The members of the Growers Advisory Team will establish a meeting schedule to review new applications to our markets for nursery product, cut flower, fruit and berries. All business conducted by this committee will be primarily online. No further steps needed by the grower/producers.

New vendors from our immediate area, Marion, Polk and Linn/ Benton will be given preference over vendors from areas which are further from our markets. The only exceptions will be products not available from our local area. Examples could include; seafood and possibly some fruits and vegetables. All products must be grown and sold by the vendor.

Freshly Prepared Foods (*hot & cold fresh prepared foods, dairy, bakery, candy/confectionary, beverages or any edible foods*)

Applicants with products that fall into the Freshly Prepared Foods category will have their products reviewed by members of the Freshly Prepared Food Advisory Team (PFAT). The committee meets to review hot and cold prepared foods, dairy, bakery, candy/confectionary and non-alcoholic beverages. All business conducted by this committee will take place primarily at the market office.

After completing application and paying the application fee, over “APPLY” and click on Jury Your Products for specific steps to have your products juried. Applicants should be prepared to answer specific questions about their ingredients, method of preparation, food safety considerations or provide illustrations regarding their production process posed by Jury Committee members.

All food vendors will be required to provide a sample menu and source of ingredients, with an emphasis on locally sourced ingredients and required to provide to the jury, a taste sampling of two or more of your menu items.

Processed/Packaged Products (*spices/sauces, dry dip mixes, pet treats, meat, eggs, bath & body, candles, alcohol or any food item that requires preparation to be edible*)

Applicants with products that fall into the Processed/Packaged Products category must comply with all state and federal laws and regulations that include labeling, licensing, ingredients, etc. These products are either inedible and/or require preparation or an accompaniment, therefore cannot really be juried on quality, skill, etc. as other products. Product requirements will be reviewed by market Office Management to ensure compliance. All business conducted will primarily be online. Visit www.salemcommunitymarkets.com, hover over “APPLY” and click on Jury Your Products for specific steps to have your processed/packaged products juried.

Canopies, Trailers, Signage, Displays & Fire Code

Each vendor must provide an attractive tent or canopy which must fit within the assigned 10’ x 10’ booth space, **except as noted in this section**. A vendor may sell only within their assigned spaces. Roving peddlers are not permitted. Vendors needing more space must rent an additional booth space. Canopy, trailers, display and signage requirements include:

Canopy Requirements

All vendors are provided with a stall space measuring approximately 10’ x 10’. Vendors may request and be granted additional booth space depending on availability. Booth location is determined by the Market Manager.

- Canopies or tents are required covering each space with the exception of produce and plant vendors using a double space in which case only a 10’ x 10’ canopy is required.
- All canopies/tents must have four grounded and weighted corners. A **minimum of 20 pounds of weight is required** to hold down and to secure each canopy leg. Weights will be inspected periodically to ensure proper weights are attached to your canopies. Vendors whose canopies blow around due to lack of heavy weights (25lbs each) will pay a \$100.00 fine, which will be payable at the time of the incident, and may be required to purchase additional liability insurance before being allowed into the market again.
- Each vendor is responsible for damages incurred due to fly-aways of their display, canopy or inventory.
- Market Manager/Director may waive canopy requirement on high wind market days (over 25 mph).
- Vendors may use sun umbrellas with market managers approval; however, it may not replace the canopy nor can it take up market or neighboring vendor space outside of the yellow dots.
- Vendors must provide their own broom and leave their space swept and clean.

Trailer Option

- Saturday Market vendors, with approval by the Board of Directors, may market their products out of a trailer instead of a tent so long as the items outlined in the Trailer Policy are adhered to. Booth placement of trailers/vehicles will only be allowed on the perimeter of the market. Contact the market office for a copy of the complete trailer policy.

Generator Requirements: ALL generators **MUST** be approved by Executive Director in advance and be **LESS THAN 70** decibels in volume. All generators are required to be placed on the perimeter.

Signage and Display Requirements

- All vendors must display signage with their business name. Signage must be a minimum of 12 x 18 inches or 1.5 square feet. Vendors must present signage that is clean, clear and accurate.
- Each vendor must have available a sign or card stating their name or business name and contact information.
- All prices posted or advertised must be honored.
- Decorative or antique display tables may be left undraped. However, all other tables should be covered, and all tables must be draped on at least three sides if the area under the table is used for storage.
- Vendor must keep booth spaces clean and uncluttered.

Line Containment Requirements:

Vendors are responsible for maintaining their line during market hours. Vendor lines cannot block access to other vendor booths, all complaints will be forwarded to the vendor at fault, and may result in being written up or fined. You may use cones, signs, and have extra employees on hand to help maintain your line. It is not the responsibility of market staff to maintain vendor lines.

Fire Code Requirements

- Covered spaces of 200 square feet or larger are required to provide a fire extinguisher rated 2-A:10-B:C or otherwise required by the Fire Code
- All vendors using any fire/propane operated equipment including stoves, etc., are required to use fire retardant canopies and the above required fire extinguishers. Proof in the form of a receipt from Instant Fire Protection, 3385 Portland Road NE, Salem, OR 97301, (503) 362-4511, which sells the fire retardant or other proof of the fire retardant will be required to be available upon request from the Market Manager.

Be prepared for all types of weather. Once setup, displays may not be dismantled until closing time, even though that vendor may sell out. If you are sold out you **MUST** put out a "Sold Out" sign and leave your booth as is until closing. You may pack up any valuables so that you can leave the booth unattended, as long as a "Sold Out" sign is viable.

Appendix

Farm Direct Bill

<https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/em9205.pdf>

Food Safety for Farmers Markets

<https://www.usda.gov/media/blog/2021/10/29/farmers-market-food-safety-tips>

Marion County Environmental Health

<https://www.co.marion.or.us/HLT/PH/EHS/Pages/conts.aspx>

Polk County Environmental Health

<https://www.co.polk.or.us/cd/eh/environmental-health>

Mobile Units (carts & trailers)

<https://www.oregon.gov/oha/ph/healthyenvironments/foodsafety/documents/muguide.pdf>

Nursery Plants

Oregon Department of Agriculture, Plant Division,
635 Capitol St NE, Salem, OR 97301-2532. (503) 986-4644

Oregon Tilth

<http://tilth.org>

Processed Products

“Food Processors Handbook”, published by the Oregon Department of Agriculture. (503) 986-4720

SCM Application

www.managemymarket.com

Oregon Department of Fish and Wildlife

<http://www.dfw.state.or.us>

Confederated Tribes of Warm Springs

<http://www.tribalpermit.com>

Columbia River Inter-Tribal Fish Commission

<http://www.critfc.org>