

Neskowin Farmers Market Vendor Application 2024



Our online application is available at:

<https://forms.gle/HmpE1Ga5CscwYwxQ7>

The Neskowin Farmers Market (NFM) will run every Saturday, May 18 through September 28, 2024, from 9:00am to 1:00pm. The market is located on Highway 101 and Summit Drive, across from the main Neskowin entrance.

Market Vendor Definitions

- The NFM board will determine vendor status (full time, part time, or fill-in) based on priority for returning vendors, the market's needs, and available space.
- Art and craft vendors will only be considered for part time or fill-in vendor status.
- Priority for full time and part time status is given to returning vendors.
- Unscheduled absence or cancellation of more than two scheduled markets by any vendor will result in an NFM board review of vendor status.
- NFM welcomes youth (18 years old or younger) to apply as part time or fill-in vendors. All vendor definitions apply, but NFM offers a reduced weekly booth fee of \$15.
- The market manager will inform you of your status within 30 days of receiving your application.

Please mark which vendor status you are applying for. If you would like to be considered for multiple vendor statuses, please rank your preference (i.e. 1st for part time, 2nd for fill-in). Please also mark if you are a youth vendor, returning vendor, or have applied to NFM in the past.

Youth Vendor

Returning Vendor

Past Season Applicant

Full Time Vendor: Farm and Food vendors only

- Annual market dues of \$50 and all required documents due upon acceptance into the market.
- Requires full season, weekly commitment.
- May only have two pre-arranged market absences during the season (unless in case of emergency).
- Full season booth fee of \$500. Booth fee must be paid in advance in either one payment of \$500 due by the first market (May 18, 2024), or in four payments of \$125 due on or before May 18 (first market), June 1, July 1 and August 1, 2024.
- Consistent booth location week to week.

Part Time Vendor

- Annual market dues of \$50 and required documents due upon acceptance into the market.
- Rotating schedule of no less than two markets per full month.
- Booth fee of \$30 is due on each market day.
- Scheduling preference is given to returning part time vendors. The market manager will request preferred and unavailable dates before determining the vendor schedule. A schedule with less than two markets per month may occur if a vendor has restrictive availability.

Fill-In Vendor

- Required documents must be submitted upon acceptance to the market. No annual market dues.
- Approval of application places vendor on a list of fill-in vendors, to be contacted when there is extra space at the market.
- Booth fee of \$35 is due on each market day.

Required Documentation

The market requires proof of liability insurance for the dates you are vending at the market. Your liability insurance must name both Neskowin Farmers Market and Proposals Art LLC (48880 Hwy 101, Neskowin, OR 97149) as additionally insured parties.

Please check one:

I have attached proof of insurance with my application.

I will obtain insurance upon acceptance to the market, and will provide proof of insurance at least 7 days before my first scheduled market.

Completed applications must include a signed copy of the Vendor Rules, and the following items if applicable: (please initial)

Signed vendor rules.

A copy of the vendor's Health Department license if food is prepared for sale.

A copy of the vendor's Department of Agriculture license if food is processed for sale.

A copy of the vendor's Nursery license if annual sales exceed \$250.

I agree that I (vendor) have read and understand the preceding document. I understand all rules and requirements for vendors and, if accepted, agree to abide by said rules.

Agreed to by:

Vendor Name: _____

Vendor Signature: _____

Date: _____

Submit your application to Neskowin Farmers Market, P.O Box 896 Neskowin OR 97149
or by email to neskowinfarmersmarket@gmail.com

VENDOR RULES 2024

Please read these rules thoroughly and contact the market (neskowinfarmersmarket@gmail.com) if you have any questions.

1. The Neskowin Farmers Market (NFM) will be open every Saturday, May 18 through September 28, 2024, from 9:00am to 1:00pm.
2. Vendor setup must be complete by 9:00am.
3. Once vendor vehicles are unloaded, they are to be moved out of the market area and parked in the designated area.
4. No sales may take place before the opening bell rings at 9:00am. Vendors may sell to other vendors and market volunteers before 9:00am
5. Vendors are required to supply and use a 10' x 10' canopy, unless otherwise directed by the NFM management. All canopies are required to be secured by weights of at least 24 pounds per leg, set on the ground and securely attached. These weights must be used at all times during market operation.
6. No hawking allowed at the NFM. All advertisement and sales of products must be within the vendor's designated 10' x 10' space.
7. Weekly booth placement is at the discretion of the market manager. Though the NFM will make every effort to maintain consistent placement for full-time vendors, all vendors should check with the market manager before setting up to confirm their location.
8. All vendors must have a sign visible to customers with the name and location of their farm/business. Growers who sell secondary products must provide visible signage identifying the source of their products. Vendors must comply with local, state and federal labeling rules.
9. Vendors who wish to add a new category of product offerings during the market season must have each new category approved by the NFM Board at least 7 calendar days before the market day.
10. NFM accepts the federal Supplemental Nutrition Assistance Program (SNAP). All vendors selling SNAP approved food items will accept SNAP market tokens, SNAP match tokens, and Double Up Food Bucks (DUFB) script (when applicable) as payment from market shoppers. Vendors are required to turn in all SNAP, SNAP match, and DUFB tokens and script to the market manager in a timely manner in order to receive payment from NFM. Vendor training for SNAP and DUFB programs is available.
11. Vendors will be asked to voluntarily participate in NFM data collection such as anonymous gross sales reporting. Mandatory data collection specific to SNAP match and DUFB may be required by program funders.
12. Vendors selling prepared foods or providing samples must not use styrofoam containers. All vendors are encouraged to use paper-based, recyclable, or compostable containers, low-waste packaging options, and reduce single-use plastic waste.
13. Vendors must provide their own receptacle for trash and/or recycling generated by their prepared food sales or samples. This receptacle must be visible and accessible to shoppers who purchase prepared food and/or try samples. Vendors are responsible for hauling away this trash at the end of every market.

14. The market booth fee for full time vendors must be paid in full by the first market of the season, or on the installment schedule described on the vendor application. The weekly market booth fee for part time and fill-in vendors must be paid during each market attended.

15. Vendors are to remain open until 1:00pm, unless special permission has been granted in advance by the market manager. Requests for early closure must be submitted to the market manager at least 24 hours in advance.

16. Market breakdown begins after the closing bell at 1:00pm. Vendors are responsible for cleaning up and removing all debris, garbage and recyclables generated by their operation.

17. Vendors may not bring their vehicle into the market area until after the market has closed at 1:00pm.

18. Unscheduled absence or cancellation of more than two scheduled markets by any vendor will result in an NFM board review of vendor status.

19. Smoking and vaping are not permitted within the market at any time.

20. Vendors must comply with all applicable licenses, permits and required insurance, and supply copies to the market. Liability insurance naming both the Neskowin Farmers Market and Proposals Art LLC 48880 Hwy 101, Neskowin, OR 97149 as an additional insured party is required for all vendors.

21. Vendors are solely responsible for product liability. NFM is not responsible for any loss or damage incurred by vendors.

22. Any vendors marketing food as organic or other certified label(s) must be in compliance with national program standards. NFM may request documentation of compliance with certified label requirements.

23. No proselytizing, military recruitment or political campaigning is allowed at the NFM.

24. All vendors and staff have a responsibility to be familiar with market policies, and to behave in a courteous and professional manner. Any vendor acting in a manner that endangers the public or another vendor will be asked to leave and will have their membership revoked.

26. Unless otherwise stated, NFM vendor rules will be enforced with the following consequences:

- 1st offense receives a written notice.
- 2nd offense will result in a loss of vending privileges the following weekend.
- 3rd offense will result in being removed from the market.

To the fullest extent permitted by law, you (the vendor) shall indemnify, defend, and hold harmless, the Neskowin Farmers Market, their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits, causes of actions, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

Business name _____

Vendor name _____

Vendor signature _____

Date _____