



2021 River's Edge Farmers Market Vendor Application

PARTICIPANT INFORMATION

Name: _____

Business Name (if applicable): _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Social Media: Facebook Instagram Twitter Other: _____

1. Preferred way to be contacted:

Cell	Home Phone	Email
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2. Circle all categories that apply to the goods you will be selling. Please provide an explanation if "other" is selected: _____

Plants / Flowers	Vegetables	Honey	Eggs
Lawn/Garden Items	Home-canned	Raw Milk Cheese	Meats/Poultry/Fish
Handmade Crafts	Grains / Oats	Ice Cream	Certified Organic
Woodwork	Jewelry	Syrup / Bottled goods	Other

3. Are you interested in selling during the month of October? Yes No

4. Do you require electricity? If so, please explain your desired set-up:

5. What time do you expect to start setting up your vendor site? (We understand not everyone will arrive at the same time and would like to position vendors by arrival time for ease of market flow.)

6. Are there any special preferences you desire? If so, please explain:
(We will do our best to accommodate.)

HOLD HARMLESS AGREEMENT

This agreement is made upon the express condition that the City of Oregon, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Vendor, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon the River's Edge Farmers Market or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Vendor in connection herewith, and the Vendor hereby covenants and agrees to indemnify, defend, save and hold harmless the City of Oregon, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

I agree to the regulations provided to me and understand that violation of any of these regulations or City of Oregon policies may mean the immediate forfeiture of my privilege of exhibiting and/or selling my items and there will be no recourse against the City of Oregon. Further, I recognize the right of the city of Oregon and their designee to enforce these regulations and be the final arbitrator of any disputes or questions.

Booth assignments are the right of the market manager and may be changed at his/her discretion. Items must be at all times kept within the assigned booth space unless permission is given by the market manager. Booth space use and display must not create any hazard or safety risk. Exhibitors' booth spaces and the immediate area around them must be kept clean and left clean following the end of the market. The market manager has the authority to adjust booths for the visual benefit of the entire market.

The City of Oregon has permission to use the name of the exhibitor and photos depicting items being sold for the purpose of promotion/advertising of the River's Edge Farmers Market.

The undersigned participant has read and understands the attached 2021 River's Edge Farmers Market Vendor Guidelines. Vendors who violate these rules will be required to vacate their space.

Please sign and date below and return printed pages 1-4 to Oregon City Hall or email your completed PDF application to farmersmarket@cityoforegon.org. You will be contacted once a decision has been made regarding your application.

Signature: _____ Date: _____

CALENDAR

We ask that vendors commit to a minimum of four dates to allow the market to build consistency and a customer base. We understand unexpected events arise, so if changes need to be made, please notify the market manager at your earliest convenience. □ ALL DATES

Month	Date	Month	Date
June	3	August	*5
	10		12
	17		19
	*24		26
July	1	September	2
	8		9
	*15		16
	22		23
	29		30

Key:

(*) Live Music	(+) Fire Dept Activity (TBA)	(^) Shop w/a Cop (TBA)
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VENDOR GUIDELINES

1. Location of Market: Area alongside the river behind the Oregon Fire Station (100 W. Washington St.) Site for vendors to set up on is blacktop. (See pg 9)
2. Days/Time: The Market will be held on Thursday evenings from 5:00 - 7:30 p.m., June through September with the possibility of several October markets (weather depending). Vendors may not sell before 5:00 p.m. or after 7:30 p.m. Vendors must stay until the market closes, unless otherwise discussed with and approved by the market manager.
3. Set-Up: Participants may begin setting up no earlier than 4:00 p.m. Vendors will be given a number assignment to their site location. (See page 9)
4. Marketing/Advertising: All vendors participating in the River's Edge Farmers Market will be supported by the following media coverage. The market will have its own Facebook and Instagram pages, which will be populated with market information, vendor spotlights, special events and other engaging content; Vendors will be listed on the farmers market page on the [City of Oregon](#) website and the [Chamber of Commerce](#) website; Newspaper and radio advertisements and announcements will increase community awareness and drive attendees to the market; Banners and signs will be located throughout the city directing attendees to the location of the market. The market will be listed on the Illinois MarketMaker and IMFL.
5. Covid Guidelines: The City of Oregon will defer to whatever is presently in effect with OCHD following covid guidelines. We expect the market will follow all Covid guidelines as issued by the OCHD. The market will have hand sanitizer. Vendors are encouraged to use an impermeable barrier or a second table between vendors and customers, but it is not required. There must be 6ft space between each vendor. The market manager will mark each site to ensure required spacing. Signs will be posted at entry points that list public gathering guidelines.
6. Health Screening: Vendors are required to have a health screening before attending the first market date. Two options are available for the health screening: 1. Active screening done by the market manager, or 2. A self-assessment done on paper that is turned in to the market manager before the start of each market event. Both options ask a series of covid-related health questions. These screenings take less than a minute and should not impede with the vendors set up.
7. Etiquette: No vendor at the market shall attract attention to his own products by outcry or in a boisterous or annoying manner. No music shall be played by vendors.
8. Cleanliness: The vendor shall at all times keep their space clean and free of debris. All clean-up is the responsibility of the vendor. Waste receptacles will be provided by the city. All waste produced on site must be cleaned and removed by the end of the market. A

three bin waste system will be used to collect landfill, mixed-recycling, and compost materials. Please help the market promote the proper use of this waste collection as we try to reduce our environmental footprint.

9. Pets: Vendors are not permitted to have pets (except guide dogs) in the market area.
10. Potentially Hazardous Food: Any perishable food which is capable of supporting rapid, progressive growth of infectious or toxigenic microorganisms shall not be sold in the market.
11. SNAP/Link: There will be a booth set up for customers using Link to pay for market goods. The application is currently being processed. We will educate all vendors on how this system will work so it is seamless for the shoppers and vendors. Accepting this form of payment increases our local, regional, and tourist customer base.
12. Approved Items:
 - a. Fresh locally grown fruits and vegetables grown by the vendor.*
 - b. Perennial or Annual plants, locally seeded and grown. Vendors are not allowed to buy plants from another establishment and resell.*
 - c. Herbs, fresh or dried grown by the vendor.*
 - d. Cut or dried flowers grown by the vendor.*

**Market officials may request a farm visit to confirm that products are grown by the vendor.*

 - e. Baked goods - The following pies are allowed by a registered cottage food vendor:
 - apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants or a combination of these fruits.
 - Bake Sale Fundraisers - Non-potentially hazardous foods, such as cookies, cakes and fruit pies may be prepared in non-inspected kitchens provided the products are sold or distributed on an occasional basis (i.e., a bake sale) and not as a routine business as long as the consumer is informed by a clearly visible placard at the market location. The placard must state the following: "This product was produced in a home kitchen not subject to public health inspection that may also process common food allergens."
 - f. Jams and Jellies - apple, apricot, grape, peach, plum, quince, orange, nectarine, tangerine, blackberry, raspberry, blueberry, boysenberry, cherry, cranberry, strawberry, red currants, or a combination of these fruits.
 - g. Honey - All honey vendors are required to have a laminated map with their hive locations on display when honey and honey products are being sold.
 - h. Ice cream - may be sold if it is manufactured in a licensed dairy facility or in a retail food establishment from commercially pasteurized ice cream mix.
 - i. Handcrafted Items - must be handmade and not bought at another establishment for resell.
 - j. Meat, Poultry, Fish - must be derived from livestock or poultry, which were slaughtered under IDOA or USDA inspection. Must bear an IDOA or USDA inspection legend and other required labeling (product description, ingredients) on

every container/package. Must be held at a temperature of 41° F or below.

***Animals raised for meat or eggs must be done so in a humane and sustainable way that allows for the animals to express their natural behavior. Participation in the market may be contingent upon a farm visit by the market manager or other market official.*

- k. Eggs - must be candled, graded, labeled and packed according to the Illinois Egg and Egg Products Act.
- l. Milk and cheese - shall be processed in a Department/state-licensed facility. Only products that have been pasteurized, processed and packaged in a licensed dairy plant may be sold at farmers markets. All perishable dairy products shall be stored at 41° F or below. All dairy products must follow the labeling requirements. (see food cottage labelling requirements) ***Animals raised for milk must be done so in a humane and sustainable way that allows for the animals to express their natural behavior.*
- m. Any items not listed above must be presented to and approved by the market manager before being put out for sale.

13. Unapproved Items:

- a. Home butchered meat, poultry, and wild game animals. These products are for the owner's household only.
- b. Raw milk and other dairy products made with raw milk are prohibited from sale or distribution at farmers markets by the Grade A Pasteurized Milk and Milk Products Act.
- c. Baked goods - pumpkin pie, sweet potato pie, custard pie, crème pie, cheesecake and pastries with potentially hazardous fillings or toppings.
- d. Home-canned goods - except the following, which may be canned only in Mason-style jars with new lids:
 - fruit jams, fruit jellies, fruit preserves, and fruit butters,
 - Syrups
 - Whole or cut fruit canned in syrup
 - Acidified fruit or vegetables
 - Condiments such as prepared mustard, horseradish, or ketchup that do not contain ingredients prohibited on this list and which are properly acidified
 - The following are not allowed unless they are produced in an inspected facility: rhubarb, tomato, pepper and watermelon jellies or jams.

14. Inclement Weather: The market will be open through all types of weather, unless it is deemed too dangerous to be outside. Please prepare in advance for different weather conditions, including heat, rain or wind.

15. Taxes: Each participant is responsible for reporting and paying all required taxes resulting from sales made at the market.

16. Vendors who violate these rules will be required to vacate their space.

RESOURCES

Food Cottage Guide: [Illinois-Cottage-Food-Guide-December-2018.pdf](#)

Farmers Market City Webpage: <https://cityoforegon.org/rivers-edge-farmers-market/>

Facebook: <https://www.facebook.com/riversedgefarmersmarket>

Instagram: @riversedgefarmersmarket

Market Email: farmersmarket@cityoforegon.org

MARKET CONTACTS

Liz Hiemstra, Market Manager 815.499.0164 liz@librafarms.us	Melanie Cozzi, City of Oregon Commissioner 913.522.1379 commissionercozzi@gmail.com
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AERIAL VIEW OF MARKET SITE

