

# RVGCM MARKET GUIDELINES

## MEMBERSHIP FEES

1. To participate in any market activity of the RVGCM, persons must be members of RVGCM, having paid the annual dues of \$75.00.

## MARKET FEES

1. A \$20 fee is charged for each space occupied on any market days. All daily space fees will be billed at the end of the month based on the market roster and maps. Payment will be due by the 10th of the following month.
2. A \$5 fine will be assessed for a space left unclean.
3. Parking in unauthorized areas: First offense: a \$5 fine will be assessed; second offense: \$10; third offense: \$20.
4. A 20-hour minimum notice (by 12:00 noon) of absence is required the previous day.
5. Failure to notify Market Manager of absence 20 hours (by 12:00 noon) before the day before the market will incur a fine in the amount equal to the fee for the space left vacant.
6. At least 20lbs of weight must be attached to each canopy corner, no matter the weather. Failure to comply is \$50 fine.
7. Token Reimbursement: a) when vendor has accumulated \$50 of tokens, seek out Market Manager for reimbursement on market day, b) OR if vendor has less than \$50 in tokens, redeem for reimbursement at the end of each month.

## SPACE ASSIGNMENTS

1. Assignment of booth space may be based on seniority, product type, vendor needs, season, site requirements, crafter/grower percentages, and market ambiance.
2. The Market Manager assigns spaces to members by prior arrangement or as they arrive at market. Vendors without a pre-assigned space, must check with the manager before setting up or they may be asked to relocate or revise their set-up.
3. Spaces must be occupied a minimum of 30 minutes prior to market opening. A pre-assigned space may be reassigned to another vendor when it has not been occupied. When a minimum 20-hour advance notice of nonattendance is given to the Market Manager, pre-assigned spaces will remain in effect for up to three consecutive weeks.
4. Seasonal changes, special events and extenuating circumstances sometimes require restructuring of the market arrangement. Therefore, a particular space is never guaranteed.

## MARKET HOURS

1. Tuesday in Ashland and Thursday in Medford Market hours are 8:30 a.m. to 1:30 p.m. Saturday Ashland Market hours are 8:30 a.m. to 1:00 p.m. Vendors are to be in place by 8:00 a.m. and ready to sell by 8:30 a.m. Vendors must remain until market closure. Member vehicles may not be moved until safe to do so following market closure, except under emergency conditions as discussed with the Market Manager.
2. Vendors can begin selling at the ringing of the bell, sounded at the Manager's discretion.
3. Vendors may not break down their booth prior to final market bell.

## PRODUCT AND SALES GUIDELINES

1. All produce and plants sold at market must be grown by a RVGCM member and must have a fresh and healthy appearance.
  - 1.1. Wildcraft is defined as: collecting uncultivated (wild) plants, animals and/or fungi for edible and / or medicinal uses.
2. To safeguard the growers' market idea, no less than 60% of the products offered at the market on an annual basis shall be agricultural in nature.
3. Per city code and permit conditions: All crafts shall be limited to those made by a RVGCM member with a purpose or theme interactive with agriculture and composed of predominately locally grown agricultural products or by-products. Craft components need to be grown, constructed or gathered by the member. Purchased products and materials will be discouraged and preference will be given to locally grown or gathered products. Craft items must be unique in nature, and be of quality workmanship and design. {Refer to "Guidelines For Crafters."} As stated in the Articles of Incorporation: "All crafts will be juried" {and approved by the board}
4. Processed foods shall be of good quality, be labeled in accordance with state guidelines and have been produced by a RVGCM member. All processed foods will be juried {and approved by the board.}
5. Since RVGCM cannot assume responsibility for product liability, vendors are encouraged to purchase product liability insurance and are required to do so if potentially hazardous foods, as defined in OAR603-25-010(22), are sold. All processed and restaurant-style food vendors are required to carry appropriate licenses and insurance.
6. Members may sell produce or crafts in their booths that are grown/created by other RVGCM members in good standing and should be labeled accordingly.
7. All products brought in from another member-grower must be clearly labeled with the name and location of the farm where it is grown, and any farm certification,

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prominently displayed. Labels or signs must be no less than 4 inches x 6 inches.

8. RVGCM requires that growers with agricultural commodities labeled as Organic must be accompanied by proper certification listing the farm and products as Organically grown. RVGCM member who choose to use the term 'organic', must adhere to the National Organic Program guidelines found at:  
<http://www.oregon.gov/oda/programs/MarketAccess/MA Certification/Pages/NationalOrganicProgram.aspx>
9. We conduct retail markets, and members are encouraged to price their products accordingly. A goal of RVGCM is to build market clientele through vendor relationships and value-adding, such as with exceptional freshness, organically grown, or being the sole outlet for a product.
10. RVGCM participates in WIC and SNAP Farmers Market Nutritional Programs as well as Double Up Food Bucks food assistance matching program. Information can be obtained from the Market Manager.
11. RVGCM provides only market space. Members are responsible for all supplies, such as:
  - Display booths and tables
  - Farm or business signs.
  - Coin and currency for making change.
  - Adequate garbage container
  - Hand washing stations.
  - Brooms and dustpans are recommended
12. Vendors are responsible for keeping their space clean and attractive during market hours and for cleaning up their space after the market closes, including sweeping up of any debris and removal of trash. Vendors whose products generate waste (e.g. ready-to-eat items and free samples) must provide a visible, adequate trash receptacle at their booth.
13. Members are held responsible for informing themselves about, and complying with, state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products as outlined in Oregon Department of Agriculture's Direct Market Handbook. In particular, vendors sampling their products must comply with the rules governing farmers' market sanitation and health issues as covered in Oregon Department of Agriculture's Farmers' Market Guidelines: Minimum Requirements for Food Safety.  
**Copies of all required licenses must be displayed in booth and uploaded to vendors' Manage My Market online account. Vendors must show proof of current licenses to be allowed to sell.**
14. All items presented for sale must be listed on Membership Application.
15. All items for sale must be visibly priced.
16. The Board reserves the right to verify conformance with Market Guidelines, including an on-site

inspection by the Market Manager or a Board-appointed inspection committee.

17. Matters not covered by these rules and regulations are decided by a Board quorum. The Market Managers' decisions are final during market hours.
18. Members may not knowingly sell produce or seeds at market that are derived from GMO's (Genetically Modified Organisms). Growers are obligated to notify the Market Manager immediately if your non-GMO status changes.

## SAFETY & COURTESY

1. Members represent RVGCM to the public. Efforts must be made to present a friendly, courteous, and professional image, and thus avoid alienating customers.
2. Vendors must avoid interrupting or interfering with other vendors' sales activities.
3. Vendors who must bring children to market must observe the following rules:
  - Children will be confined to their own sales booth area during market hours.
  - Parents should provide quiet entertainment to keep children occupied.
  - For the safety of both children and customers, no running is allowed in the aisles.
  - To avoid interruption of customer transactions, children are not allowed to visit in other booths unless specifically invited to do so.
4. All vendors should be alert for anything, either in their own sales area or in another vendor's space, that might cause a customer or vendor bodily harm—such as an item sitting on the ground, which might cause someone to trip, etc.
5. Vendors may not bring pets to market. If you have a board approved or grandfathered pet, it must be on a leash or confined to booth at all times, and be at least 20 feet away from food. This privilege can be revoked. This rule was established for the safety and comfort of customers and other vendors.
6. Smoking is allowed outside of market area only.
7. Substance abuse is prohibited at Market.
8. Vendors who off-load are required to quickly remove items from their vehicle, **park in designated areas**, then return to set up booth display. Likewise, at close of market, tear down booth as much as possible before returning vehicle to market area. Off-loaded vehicles must be vacated from market area 30 minutes prior to market opening.
9. Guideline violations should be reported to the Market Manager.