



Dear Vendors,

Please join us for the fourth season of the St. Johns Farmers Market at St. Johns Plaza! Please fill out the attached application and return it to the SJFM by Friday, March 16, 2012. **There is a \$15 fee for all applications.**

We will review each application received and acceptance packets will be mailed at the end of March. Our goal is to assemble a dynamic mix of vendors that meet the unique needs of our community.

SJFM is looking forward to a great season in 2012 and hopes to hear from you as spring approaches. All vendors are re-evaluated on a yearly basis. Rolling applications are accepted throughout the season. Please contact us if you have any questions: **503-317-4587 or manager@sjfarmersmarket.com.**

Sincerely,
Gentiana Loeffler
Market Manager
St. Johns Farmers Market

APPLICATION CHECKLIST:

- Reviewed the Vendor Handbook to fully understand market policies and expectations
- Sent completed application including:
- Check made out to "St. Johns Farmer's Market" for the \$15 application fee
- 2012 Vendor Application and Agreement (5 pages, including signature and date on page 7)
- Product Description List and Schedule
- Copy of Liability Insurance and all applicable, current licenses
- "Second Farm" Application (if applicable)

Your application will not be processed without all documentation. An additional copy of a license must be submitted upon renewal of an expired license.

Mail or email completed application to (insurance and licenses attached):

St. Johns Farmers Market
2209 N Schofield
Portland, OR 97217
manager@sjfarmersmarket.com

Dear Produce Vendors,

Thank you for providing the St. Johns and North Portland communities with fresh, local produce for the past three market seasons.

In response to market shopper feedback, the St. Johns Farmers' Market has set a goal of providing a greater variety of produce for market shoppers for the entire 20 weeks of the 2012 market season. SJFM is placing particular emphasis on the first four Saturdays (June 2nd, 9th, 16th, and 23rd) and last four Saturdays (September 22nd and 29th, October 6th and 13th) of the market season.

In selecting produce vendors for the 2012 season, SJFM will give priority to those vendors who can provide a wide variety of produce for the entire market season, particularly the above-mentioned eight weeks. Please be as specific as possible in your application about the produce grown on your farm and the dates when it will be available at SJFM.

Thank you for helping SJFM achieve its goal to better serve the local community!

Sincerely,
Gentiana Loeffler
Market Manager
St. Johns Farmers Market

2012 Vendor Application and Agreement

1. Business Name: _____

2. Owners' Name: _____

3. Address: _____

City: _____ State: _____ Zip: _____

4. Phone (home): _____ (work): _____

(cell): _____ (fax): _____

5. E-mail Address: _____

6. Website: _____

7. Business Information: (Please check one and enter appropriate information)

Sole proprietorship Social Security #:

Partnership – Name: _____ EIN #: _____

Corporation/LLC – Name: _____ EIN #: _____

Other Business Entity (describe): _____

8. Location of Business (Please provide contact for business location if different from above):

Address: _____ City: _____ State: _____ Zip: _____

Acres (approx.): _____ Own/Lease: _____

Contact Name: _____

Phone (work): _____ (cell): _____

9. Are you now growing crops on more than one parcel of land? Yes No

If yes, please list: (*please use additional pieces of paper*)

- Address of each location
- Name, phone number and address of the land owner

10. Agriculture practices:

Certified Organic Pesticide/Herbicide Free Trans-Fat Free

Other certifications (please name – i.e. Food Alliance, Salmon Safe, etc.): _____

11. Liability Insurance Coverage

Agency Name: _____

Policy #: _____

Amount: _____

12. WIC/Senior Farm Direct Nutrition Program certified? (Market requires all eligible vendors to participate in the WIC/Senior Farm Direct Nutrition Program. Please check the appropriate box):

- Already WIC/Senior Farm Direct Nutrition Program certified.
- I agree to apply by calling the Oregon Department of Agriculture at 503-872-6600 no later than 2 weeks before the first market.
- I don't sell any fresh produce products so am not eligible for the WIC/FDNP

Once you are approved to be trained, please contact us at manager@sjfarmersmarket.com to schedule a training session.

13. If you are a farm vendor, do you grow/process all of the items you are selling? Yes No

If no:

Name of the farm that grows the items: _____

Percent of the volume you sell that is grown by above farm: _____

14. If you are a value-added product vendor, are the main ingredients locally grown/made products? Yes No

Main ingredients: _____

15. License for selling/using each category (Please attach copies of all licenses and insurance)

- | | |
|--|---|
| <input type="checkbox"/> Meat: # | <input type="checkbox"/> Seafood/Fish: # |
| <input type="checkbox"/> Dairy: # | <input type="checkbox"/> Processed Foods: # |
| <input type="checkbox"/> Plants/Nursery Growers: # | <input type="checkbox"/> On-Premise Prepared Foods: # |
| <input type="checkbox"/> Scales: # | <input type="checkbox"/> Organic (which items?): # |

To obtain a license, please see the categories below for contact information.

Meat: (*Meat Seller's License*) Obtained from ODA Food Safety at (503) 986-4720

Seafood/Fish: (*Retail Food Establishment License or Processors' License*)

Food Processors' License (process fish yourself) or **Retail Food Establishment License** (sell whole fish or process fish by another processor)

Obtained from ODA Food Safety at (503) 986-4720

Dairy: (*Dairy Processor's License*) Obtained from ODA Food Safety at (503) 986-4720

Processed Foods / Apple Cider: (*Food Processor's License*)

Food Processors' License (Foods that you prepare yourself)

Bakery Processor's License (Bakery goods)

Certificate of Product Liability Insurance

Obtained from ODA Food Safety at (503) 986-4720

Plants/Nursery Growers: (*ODA Nursery License*)

(Annual plant sales over \$250)

Obtained from ODA Plant Division at (503) 986-4644

Prepared Foods: (*Temporary For Profit Restaurant License, if applicable*)

(Food and beverages to be consumed on premises)

Certificate of Product Liability Insurance

Food Handlers Permit (For at least one person that will be in the booth at all times)

Obtained from Washington County Environmental Health Department at (503) 648-8722

Scales: (*ODA Scales Certification*)

(One certificate for **each** scale to be used at the market)

Obtained from ODA Measurement Standards at (503) 986-4670

Organic Growers: (*Organic Certification*)

Must post certification in booth, in addition to filing a copy with the market or

Proof of exemption as outlined in the National Organic Program

See <http://www.ams.usda.gov/nop/> for details

2012 St. Johns Farmers Market Fees

1. Please check the size booth you would like. Booth size is not guaranteed. The Market Manager will try to honor all requests and will let you know if your requested size is available. *****Please do not send any funds until you receive your letter of acceptance*****

- 10' x 10' **\$35**
 10' x 20' **\$70**
 10' x 10' with non-profit vendor discount **\$18**

2. Will you require SJFM to provide electricity for your booth? Yes No
Electricity is not guaranteed. The Market Manager will try to honor all requests and will let you know if electricity is available.

Number of outlets and amperage required: _____

3. Vendor booth will be operated by:

- Owner Employee Broker
 Other (describe): _____

4. Name(s) of Market Crew: _____
Contact : _____

5. Dates (please check all dates you will be able to attend):

- Full Season (June 2 – October 13)
or
 Jun 2 Jun 9 Jun 16 Jun 23 Jun 30 Jul 7
 Jul 14 Jul 21 Jul 28 Aug 4 Aug 11 Aug 18
 Aug 25 Sep 1 Sep 8 Sep 15 Sep 22 Sep 29
 Oct 6 Oct 13 Dec 2 (Winter Festival)

6. If vendor is unable to attend:

Please notify the Market Manager by the **Wednesday before each market.**

*****If the market manager is able to fill the stall then no stall fee is required.*****

NOTE: Vendors who do not give appropriate notice will forfeit their space and be required to pay for missed market days stall fee.

7. Payment expectations will be explained in the acceptance packets. Please be prepared to **make payments in advance** to reserve your booth.

8. Other Farmers Markets where you sell (*optional, but helpful*):

Location: _____ Day/Time: _____

Location: _____ Day/Time: _____

Location: _____ Day/Time: _____

Location: _____ Day/Time: _____

Information and Legal Information

(Please answer the following questions and sign the agreement below.)

1. Information Sharing

I understand that I am to notify the market, in writing, if I do not wish to have my phone number given to callers making inquiries to the market.

2. Market Web site

Please list my business /farm name on the **SJFM website**.

Tell us something special about your business: *(Please use additional paper)*

*(This information will be featured on the **SJFM website** under your business name)*

3. Agreement:

The **Undersigned** agrees to exercise the utmost care in the use of facilities and properties of the **St. Johns Farmers Market (the "Market")** and the **City of Portland**. The vendor also agrees to indemnify and save harmless the City of Portland and the Market, its officers, employees and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever, including claims arising by reason of accident, injury or death caused to persons or property of any kind, arising out of, in connection with, or incident to, the Market, except caused by the sole negligence of the Market and the City of Portland. Should a vendor at any time occupy the premises in a manner contrary to the rules of the Market, or in any manner that is hazardous or offensive to the public or other vendors, upon request of Market officials, **vendor shall immediately cease such offending conduct**.

Failure to immediately conform its conduct as requested shall be cause to revoke this agreement and the vendor permit. Upon failure to so vacate, the Market is authorized to remove all property of vendor from the premises at the vendor's expense. **The Market** and the **City of Portland** are relieved and discharged from any and all loss or damage occasioned by such removal. The Market will not be responsible for storage or safekeeping of property so removed.

This vendor understands that the premises used by the Market are **owned by the City of Portland** and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. The undersigned agrees not to hold the Market, its officers, directors, employees or agents responsible for any loss or damage claimed by the vendor should such permission to use be withdrawn. **North Portland Community Works** Board of Directors holds the right to terminate the Market without prior notice. All holdings will be refunded within 60 days of final market operations.

Signature: _____ **Date:** _____

*(Vendor application will be considered only with a **signed application**)*

Product Description

Please submit a complete list of products that you wish to sell at SJFM. If you grow many varieties, attach a complete list of crops. All products must have Market Manager approval before selling at SJFM.

Market Manager must approve new items of an approved vendor before they may be sold. Products grown or produced at a location, or by an individual, not identified on the application form are not eligible for sale without an approved **"Second Farm"** application (see last two pages).

FRUITS - DATES AVAILABLE

- Apples _____ - _____
- Apricots _____ - _____
- Asian Pears _____ - _____
- Cherries _____ - _____
- Cider _____ - _____
- Currants _____ - _____
- Figs _____ - _____
- Grapes _____ - _____
- Melons _____ - _____
- Pears _____ - _____
- Peaches _____ - _____
- Plums _____ - _____
- Rhubarb _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

List all berry varieties:

- Strawberries _____ - _____
- Blackberries _____ - _____
- Blueberries _____ - _____
- Raspberries _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

VEGETABLES - DATES AVAILABLE

- Asian Vegetables _____ - _____
- Asparagus _____ - _____
- Beets _____ - _____
- Broccoli _____ - _____

- Brussels Sprouts _____ - _____
- Cabbage _____ - _____
- Carrots _____ - _____
- Cauliflower _____ - _____
- Celery _____ - _____
- Chilis _____ - _____
- Corn _____ - _____
- Collards _____ - _____
- Herbs _____ - _____
- Kale _____ - _____
- Lettuce _____ - _____
- Onions _____ - _____
- Radishes _____ - _____
- Salad Greens _____ - _____
- Spinach _____ - _____
- Squash, Summer _____ - _____
- Squash, Winter _____ - _____
- Tomatillos _____ - _____
- Tomatoes _____ - _____
- Turnips _____ - _____
- Wild greens _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

BAKERY GOODS DATES AVAILABLE
(List all items)

- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

PLANTS/NURSERY DATES AVAILABLE PROCESSED FOODS DATES AVAILABLE

- Annuals _____ - _____
- Bulbs _____ - _____
- Cacti _____ - _____
- Ferns _____ - _____
- Hanging Baskets _____ - _____
- Herbs _____ - _____
- Houseplants _____ - _____

- Orchids _____ - _____
- Oregon Natives _____ - _____
- Perennials _____ - _____
- Succulents _____ - _____
- Trees _____ - _____
- Vegetable Starts _____ - _____
- _____ - _____ - _____
- _____ - _____ - _____
- _____ - _____ - _____

FLOWERS - DATES AVAILABLE
(List varieties)

- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

PREPARED FOOD - DATES AVAILABLE
(List all menu items for approval)

- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

VALUE ADDED FOODS - DATES AVAILABLE
(Submit a complete list for approval)

- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

PROTEIN FOODS - DATES AVAILABLE

- Beef _____ - _____
- Cheese _____ - _____
- Eggs _____ - _____
- Fish _____ - _____
- Lamb _____ - _____
- Pork _____ - _____
- Poultry _____ - _____
- _____ - _____

_____ - _____

_____ - _____

Misc . - DATES AVAILABLE

Honey _____ - _____

Ice Cream _____ - _____

Nuts _____ - _____

Mushrooms _____ - _____

Other (specify):

_____ - _____

_____ - _____

_____ - _____

“ SECOND FARM ” DATES AVAILABLE

I WILL APPLY FOR

_____ - _____

_____ - _____

_____ - _____

“Second Farm” Application

Products grown or produced at a location, or by an individual, not identified on the SJFM Vendor Application are considered “**Second Farm**” products. A vendor is not eligible to sell “Second Farm” products without an approved “Second Farm” application.

NOTE: A letter must accompany this application from the actual “Second Farm” grower indicating his or her approval for the applying vendor to sell his or her products at SJFM.

1. “Second Farm” Name: _____

2. Owners’ Name: _____

3. Address: _____

City: _____ State: _____ Zipcode: _____

4. Phone (home): _____ (work): _____

(cell): _____ (fax): _____

5. E-mail Address: _____

6. Website: _____

7. Product(s) you wish to bring from another grower (Be specific and list varieties):

_____ Quantity (boxes/lbs.): _____ Retail Value: _____

_____ Quantity (boxes/lbs.): _____ Retail Value: _____

8. Dates (please check all dates you plan to sell this product):

Full Season (June 2 – October 13)

or

Jun 2 Jun 9 Jun 16 Jun 23 Jul 2 Jul 30

Jul 7 Jul 14 Jul 21 Jul 28 Aug 4 Aug 11

Aug 18 Aug 25 Sep 1 Sep 8 Sep 15 Sep 22

Sep 29 Oct 6 Oct 13 Dec 2 (Winter Festival)

9. Reason for bringing product(s) to SJFM: _____

10. Purchase product for resale OR Offering product(s) on a consignment basis

11. Name: _____

Signature: _____ Date: _____

Product Description Notes

Processed Foods (Products in which the vendor does not grow the ingredients for the product) * **NOTE:** Priority will be **given to products whose ingredients come from SJFM growers**, whenever appropriate.

Value-Added Products (Made by the vendor or his representative **AND** the majority of the ingredients grown by that vendor.) * **NOTE:** All **Value-Added** Products are subject to Market approval.

“Second Farm” Products (Vendors must apply at least **two weeks** before the market date to bring in a product from another grower.) **NOTE:** All **“Second Farm”** products are subject to Market approval. See the **SJFM Market Rules** for additional rules governing **“Second Farm”** products

To sell products from a **“Second Farm”**:

1. Vendor must file a **“Second Farm” application** for permission at least two weeks and not more than one month before the date the grower wishes to bring the product to market.
2. The actual grower must submit a letter, with the application, indicating his or her approval to allow their product to be sold at SJFM.
3. Only one **“Second Farm”** producer may be represented in a vendor’s booth on any one given market day.
4. **“Second Farm” products may not exceed 10% of the vendor’s own product**, by weight, variety, or retail value.
5. SJFM will conduct spot checks to ensure that a vendor does not exceed the 10% allowance for **“Second Farm”** products.
6. **“Second Farm” product must come from valid growers in Oregon or Washington.**
7. SJFM strictly prohibits any grower from selling **“Second Farm”** produce that is not directly from the grower. SJFM is not an outlet for wholesale produce or produce purchased from produce houses or brokers.
8. **“Second Farm” products will be evaluated on the following basis:**
 - a. Overall product mix and balance in SJFM
 - b. Consumer demand
 - c. Current number of vendors with similar product
 - d. Producer’s history of selling such product
 - e. Producer’s history of compliance with Market Guidelines
9. **Failure to comply with the “Second Farm rule will result in the following penalties:**
 - a. **1st offense** – Product removal and \$25 fine
 - b. **2nd offense** – Product removal and \$100 fine
 - c. **3rd offense** – Vendor banned from SJFM for remainder of season. All prepaid fees forfeited.

Thank you for your time and interest in the St. Johns Farmers Market!

Mail or email to:

St. Johns Farmers Market
2209 N. Schofield
Portland, OR 97217
manager@sjfarmersmarket