

2015 Vendor Information Packet & Registration

Greetings!

We are pleased that you have expressed interest in joining us and look forward to working with you. The Independence Riverview Market was founded to connect local producers with local consumers in a way that promotes integrity, professionalism, and the success of local small businesses such as yours! We also like to have fun and our volunteers work hard to create a market environment that is a pleasure to be a part of with live music, friendly people and special events.

Please read through this packet thoroughly. In order to keep our market fair and professional we depend on our members to adhere to our guidelines. Our registration form is a binding contract; our vendors are expected to be familiar with their obligations prior to signing the application.

General Market Information

The Market runs every Saturday from April through October from 9:00AM to 2:00PM. It is located in the upper portion of the Independence Riverview Park surrounding the fountain. The location has excellent visibility and is a prominent feature of downtown Independence. There are up to four days per year that our market must relocate to accommodate other large events such as the Fourth of July celebrations. On these days the market Board assesses the best options for locations and the market usually either incorporates into the event or moves to another nearby site so that our vendors have continuity in their sales opportunities.

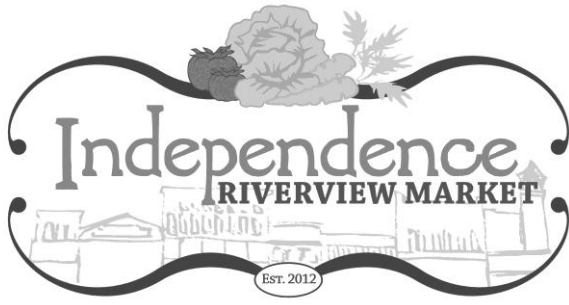
Independence Riverview Market is a federally recognized non-profit organization and works closely with downtown Independence. To promote our membership and our mission, we are active members in good standing in the Independence Downtown Association and the Monmouth-Independence Chamber of Commerce as well as the Oregon Farmers Market Association.

Registration Checklist

We cannot process incomplete applications. To avoid delays, please make sure you have included the following items:

- Did you sign the front page?
- Did you indicate your anticipated participation dates.
- Did you list out your products on page 4?
- Are all copies of required licenses included? (Restaurant, Nursery, Scale, etc.)
- Did you submit photos or product for the jury process?

*Applications can take 3 weeks to process. Please allow sufficient time in advance of when you'd like to begin selling at the market; this includes returning vendors.



Office Use Only		
Application Received:		
App. Fee Paid By:		
License Copies Received:		
Jury Process Completed:	Date	Approved Y / N
Locality Sign Received on _____ by:		

VENDOR REGISTRATION

Return the completed and signed registration to: Independence Riverview Market
PO Box 334
Independence, OR 97351

Registration Fee: \$25.00 application fee (must be sent with application)
\$15.00 (10' by 10' space, per day, single and double spaces available)
Make checks payable to: Independence Riverview Market

Sorry, no refunds or cancellations.

Business Name: _____

Vendor Name(s): _____

Mailing Address: _____ Farm Address: _____

City/Zip: _____ City/Zip: _____

Phone: _____

Email: _____ Website/facebook: _____

May we distribute your contact information? (circle one) YES NO Comments: _____

Space Placement requests/special needs: _____

Please list the items you intend to offer for sale on the back of this sheet.

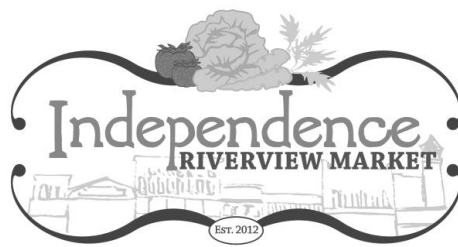
Are you required by the State of Oregon to be licensed? If so, please enclose copy (or copies) with this form. *Plant vendors must include nursery license. Scales must be licensed, and food vendors need to attach copies of food handlers and/or restaurant licensing when required. ***Applications cannot be processed without required licensing proof.***

WAIVER

IN CONSIDERATION OF THE GRANTING OF PERMISSION TO PARTICIPATE IN THE INDEPENDENCE RIVERVIEW MARKET, THE VENDOR HEREBY AGREES TO ASSUME ALL RISK, INCIDENT TO AND INCLUDING, BUT NOT LIMITED TO, THE USE OF FACILITIES, USE OF EQUIPMENT, AND ALL HAZARDS ASSOCIATED WITH THE OPERATION OF THEIR BOOTH AND HEREBY RELEASES AND AGREES TO INDEMNIFY THE INDEPENDENCE RIVERVIEW MARKET, ITS DIRECTORS AND MANAGEMENT, AND THE CITY OF INDEPENDENCE FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS, OR CAUSES OF ACTION INCIDENT TO THE PARTICIPATION IN THE INDEPENDENCE RIVERVIEW MARKET. THE VENDOR IS RESPONSIBLE FOR LICENSING AND PERMITS, AS REQUIRED BY THE STATE OF OREGON, WHICH MAY APPLY TO THEIR GOODS SOLD.

I HAVE READ THE REGISTRATION, VENDOR GUIDELINES AND JURY STANDARDS AND AGREE TO ABIDE BY THEM.

Vendor Signature: _____ Date: _____



INDEPENDENCE RIVERVIEW MARKET VENDOR GUIDELINES

The market guidelines shall govern the operation of the Independence Riverview Market (IRM and Market):

General Applicant Information

1. An application fee of \$25.00 must be paid to IRM prior to selling at the Independence Riverview Market. This fee is non-refundable and due with the vendor registration.
2. A space fee of \$15.00 per space shall be paid to IRM in cash or check each Saturday attended, and will be remitted to the market manager or designee prior to market opening.
3. Vendors must allow and assist with site visits by the market manager and/or board member(s). The purpose of the visits is to ascertain that items offered for sale are produced or crafted by the vendor; more than one site visit may be conducted due to seasonality of product, newly introduced product lines, or at the discretion of the board for any reason regarding product origin.
4. If you have not been attending the market on a regular basis and wish to start coming, let the manager know a minimum of 48 hours before market day. If you have been regularly attending and will miss a Saturday you are required to let the manager know a minimum of 24 hours in advance of the market you plan on missing. *There will be a \$30.00 fine to any vendor who does not cancel with the required notice. This fine must be paid prior to next setup.* In the event of an emergency that will prohibit your attendance on short notice fines may be avoided by contacting the manager or listed board member/s. **Contact: Sue Barker (Manager) home: 503-837-0045 cell: 503-999-0390, *text okay.** If the manager can't be reached on market day contact Karen Versteeg (President) cell: 503-510-5969, or Malinda Bermudez (Vice President) cell: 503-910-8193 *text okay.
5. Independence Riverview Market is not responsible for any loss or damage incurred by vendors.
6. We require all vendors to carry Vendor Liability Insurance with a \$1 million per occurrence limit.

Product Guidelines

7. Vendors must submit an application annually and list items for sale. Any new products offered for sale must be juried and approved before being offered for sale. Without exception, vendors of items requiring licensing will provide the manager or secretary with current license copies in advance of selling those items. Please plan ahead to have licensing in hand before you wish to begin selling.
8. The Vendor Jury Committee (Committee) must accept all items for sale prior to selling or showing at the market. The Committee shall have the final authority as to the appropriateness of any item(s) offered for sale as outlined in the Vendor Jury Standards.
9. Vendors and non-profit organizations may not sell or offer any product or literature deemed offensive, or which may incite violence, crime or disorderly conduct or promote religious or political viewpoints.
10. All processed and baked food items must be prepared in an appropriately licensed kitchen with the license displayed in the booth unless their products fall under Oregon Department of Agriculture exemptions. All processed and/or baked foods will be properly labeled according to applicable state laws.

11. Meat and poultry products must be raised by vendor selling the products. Perishable items must be maintained at appropriate safe temperatures.
12. All items to be sold at the market including plants, flowers, and produce must be grown by the vendor in Oregon.
13. Any vendor selling plants must abide by state licensing laws and post a valid nursery license in their booth when applicable. At the discretion of the board on a pre-approved case-by-case basis vendors may sell limited numbers of plants without a license when said plants are “incidental” to their usual product line, sales quantities do not require them to hold a current state license, and their plants do not directly compete with other license-carrying vendors.
14. Resale is prohibited at the market. Booths must be staffed by a person involved in manufacture or growing or processing of product a minimum of 75% of the time. Booth sharing or subletting space is not allowed. Items may be consigned exclusively through the community table booth; vendors interested in this should request a copy of the applicable guidelines.

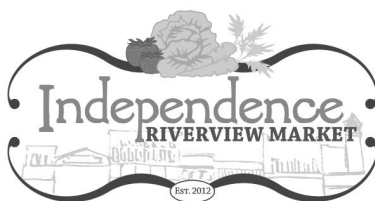
Setup & Booth Requirements

15. Booth set-up begins at 7:00AM every Saturday. Vendors must be checked in with the manager by 8:00am; vendors arriving after that time will be assigned a space at the discretion of the manager. All vehicles must be removed from the market area and vendors are expected to be ready to sell by 8:45AM. Vendors arriving after 8:45AM will not be allowed to set up for that day.
16. Space assignments are at the discretion of the manager and board. Although efforts are made to keep placements consistent, no vendor is guaranteed the same space and all vendors need to be capable of setting up in any space within the markets allotments. As the market attendance increases and decreases over the course of the season vendors need to be willing to accommodate shifts in order to allow for consolidation or expansion.
17. Vehicles shall be parked well away from customer parking: down by the river in the lot if there are no events taking place that day or on approved side streets.
18. Each vendor must identify themselves in their space with either a sign or banner that states their business name and city of production of their goods; text of name and location must be readable from a minimum of 10 feet away.
19. The market will supply each vendor with an 8.5” x 11” laminated “Locality Sign” advertising the origin of their product(s). This sign must be hung from the front edge of the tent or prominently by their cash box. The first sign is at the markets expense, replacement signs will be charged to the vendor at \$10.00 each. License copies will be attached to this sign and kept up to date. This sign is a marketing endeavor by the market and is not in lieu of each vendors own signage.
20. Safety is paramount and winds can and often arise unexpectedly. All canopies must be weighted down at all times by a minimum of 12 pounds per tent leg. Vendors without weights will be required to remove their canvas from their frames if they wish to use their canopy.
21. No generators shall be used in the market unless preapproved by the Board. Limited electricity may or may not be available.
22. Vendors are required to remain setup until market officially closes at 2:00 PM.
23. Each vendor shall keep their space free from refuse market hours and is responsible for cleaning up the area around their space at the end of each market day. Trash is to be hauled out by the vendors. The city does not provide trash service for market vendors.

Conduct

24. IRM reserves the right to ask vendor to cease selling any item prior to its approval by the Committee.

25. Smoking within the market area is not permitted.
26. No vendor pets will be allowed in their booth or at the market in general per state law.
27. IRM values being a family-friendly market but vendors who bring their children are expected to keep them entertained within their spaces. Children are not to be allowed to meander around the market unsupervised and/or be disruptive to other vendors or customers.
28. Any behavior disruptive to the market or customers will be dealt with at the discretion of the manager. Conduct deemed unbecoming of the markets image may be cause for termination of membership. Grievances may be filed to the board for consideration outside of regular market hours.
29. New vendors are considered to be on a trial-basis. Granting of full membership with voting rights is decided upon by the board after vendors have been present four market days. If the board decides that a vendor is not a good fit for the market the vendor may either be allowed to finish the season, or asked to cease attendance at that time.



INDEPENDENCE RIVERVIEW MARKET JURY STANDARDS

Welcome to the Independence Riverview Market (IRM) jury process. Please review our standards and guidelines by which all vendors are expected to follow. Vendors who violate requirements are subject to termination of their selling rights at the IRM.

- All items must be handmade, grown, or otherwise produced by the seller or employee per guideline #23.
- The finished product should artistically dominate any of the commercial components used in the making of the product. Synthetic components must be kept to a minimum.
- No purchased raw materials may be sold unless significantly transformed through handcrafting to create original quality work by the vendor. Commercially bought merchandise may not be sold, but can be used to display handcrafted items. No products may be purchased and resold.
- New items introduced by existing vendors outside of their standard motif will need to be approved prior to introduction at the IRM. Farms wishing to offer processed (dried, packaged, canned, etc.) products must submit those items for jury separately from their fresh produce.
- Food vendors shall be evaluated on uniqueness of product and the extent of the local sourcing of their ingredients.

Commercially manufactured reproductions of artwork not created by the vendor are prohibited. Photographic artwork, recorded tapes or CDs of local musicians may be exempted, as long as the artist or family member is the seller of such products, unless sold through IRM consignment booth. The IRM reserves the right to prohibit anyone from selling products during the market's operating hours.

Jury Process:

The vendor jury committee will approve all products for sale. Produce should be fresh and of high quality standards; a farm visit is required prior to application acceptance. To submit items for approval, please leave samples of your product or a portfolio of the product, with the market manager. Quality photographs or finished wares may be submitted with the application in lieu of samples. *Photographs documenting the process of creation are required if applicable.* The jury committee will evaluate the items. Approved items, or the portfolio of items, may be picked up at that time from the market manager. Please allow 3 weeks for application processing and jury decisions.