

Waldport Market Vendor Contract 2020

Waldport Market will be open on Wednesday July 29-September 30, 2020 at the Waldport Community Center parking lot, 265 NW Alsea Hwy 34 Waldport, Oregon 97394.

MARKET CONTRACT

- Applications are available at the Waldport Business Centre (blue and yellow building) located at 135 US Hwy 101 Waldport, OR
- \$25 Application Fee and forms are to be submitted online, or brought to Waldport Business Centre, 135 US Hwy 101 Waldport, OR or to the Information Station, 1310 SW Corona Ct, Waldport, OR
- Daily space fee of \$15 will be charged for a 10'x10' space; additional space will be pro-rated. (+\$5 if booth needs hand sanitizer)
- **For non-emergencies, vendor(s) must provide a 72-hour notice if they do not plan to set up on a given day. If the notice is not given, the \$15 daily rental rate will apply. This is so the market management will be able to move vendors around closing spaces between vendors accordingly.**

ARRIVAL

1. Vendor(s) may arrive and unload between 7:30-9:00 am
2. Vendor(s) must unload vehicles, then move to a location not interfering with the event.
3. Vendor(s) must be ready to sell no later than 9:00 am

DEPARTURE

1. Market will close at 1:00 pm
2. **EARLY BOOTH BREAKDOWNS ARE NOT ALLOWED**
3. In case of emergency, including when an early departure is required, vendors must contact the market management.
4. If customers are in the market area at 1:00 pm, vendors may choose to remain in the area.
5. All vendors must leave the allotted space clean by 2:00 pm.

MARKET RULES

1. Only Vendor(s) who grow their own produce, hand craft their own merchandise, bake their own goods or represent a marketed brand will be allowed to sell at the Waldport Market.
2. Garage sale or used items **CANNOT** be sold at the market.
3. Be considerate of fellow vendors and customers.
4. Disrespect or negative comments will not be tolerated. Report unprofessional behaviors to the market management. The Management

can request vendors to leave after two warnings of behavior deemed unprofessional.

5. Vendor(s) behaving in a manner that may endanger the public or other vendor(s) should be reported immediately to the market management and the person will be asked to leave immediately. Space rental fees will not be refunded.
6. Vendors are not allowed to consume alcohol or drugs while on market grounds.
7. NO SMOKING is allowed in the market area.
8. Vendor(s) must be 18 years of age.
9. Vendor(s) must supervise minor children at all times.
10. Vendor(s) must comply with all municipality rules related to production and sale of their products. This rule includes, but is not limited to requirement standards governing labeling, packaging, display and weight, including scale certification with the Oregon Department of Agriculture Measurement Standards. Failure to conform with such rules and regulations may be grounds for removal from the market.
11. Copies of licenses, permits and certifications must be included with Vendor Applications.
12. The Vendor(s) are responsible for maintaining up to date licenses and/or permits.
13. Vendors will follow all guidelines from the Oregon Farmers Market Association- COVID-19 Resources governing social distancing and wearing face masks/shields (copy provided to vendors and one available on file with the market management. Failure to conform with such rules and regulations may be grounds for removal from the market.
14. Application fees are non-refundable.

By signing below, the vendor is committing to the full season. Exceptions must be approved by the market management.

Please submit the application, application fee, along with the signed Vendor Contract and copies of the required licenses and permits.

AGREED TO BY _____

Date _____

If you have any questions, please contact the market management at waldportmarket@gmail.com or 541-270-5752.

Waldport Market Application 2020

Vendor Information (please write clearly):

Returning _____ New _____

Vendor Name _____

Business or Farm Name _____

Address _____

Mailing address, if different _____

Phone _____

E-mail address _____

Website _____

If returning, how many years have you been a member of the market _____

What are you selling?



COVID-19 Resources

For questions, contact Melissa Matthewson: ofmaonlinemarkets@gmail.com

Last updated, 7/22/2020

As of May 15, 2020, the Governor issued an Executive Order to start “reopening Oregon” (took effect 5/15), so farmers markets, along with other businesses that have retail functions, are subject to some new requirements. These new requirements may be instead of **OR** in addition to the requirements that were in effect during the stay-at-home order and the essential business exemptions of March and April that farmers markets were operating under.

In addition to the new retail guidelines, which apply immediately and statewide on 5/15, there are restaurant reopening guidelines, which will take effect on a county-by-county basis, for those counties who have applied for and been approved to enter Phase 1 by the Governor’s Office.

To check your county’s Phase #, see [this page of the Governor’s website](#).

As of 7/16/2020, [new mask-wearing requirements](#) have been issued impacting outdoor spaces. See below for details.

This resource has been developed for farmers markets, based on the original essential business exemption guidelines, plus the newest [retail guidelines](#) and [restaurant guidelines](#) available from the Oregon Health Authority, the most recent [mask-wearing Executive Order](#) and has been reviewed and approved by state officials at the Oregon Department of Agriculture as appropriate interpretations for the farmers market community.

REQUIREMENTS

*As of May 15, 2020, the following is **REQUIRED** of farmers markets:*

General Operations Requirements

- All vendor types are allowed, regardless of product type, as long as they are practicing safe social distancing; **HOWEVER** any vendor who cannot, by definition, maintain social distance (masseuses, face painters, etc.) may **NOT** be allowed at market for the time being and until further notice.
- **No live music is allowed until Phase 3 of the re-opening of the state.**
- **Markets AND Vendor booths all need to each establish one "social distancing officer"** (that's one per market and also one per each booth). That officer must (a) know they are the officer and be able to answer affirmatively if questioned, and (b) take responsibility for enforcing the social distancing policies in their own spaces. The vendor-officers will be responsible for their spaces and the market-officer will be responsible for the common spaces in the market. This can be done in addition to other duties, but needs to be a priority for that individual.
- **Limit the number of customers in the farmers market** and focus on maintaining at least six (6) feet of distance between customers, vendors, and staff at all times. Market operators should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the market prone to crowding (like market entrances) and limit admittance accordingly, if necessary.
- Re-envision your **market layout with social distance in mind**. For example, make aisles wider and space market booths farther apart (**6 - 10ft if possible**← this has been updated from 3ft, as 3 ft was not leaving enough room for customers in line at neighboring booths).
- Implement a **zero-tolerance policy for coming to market when sick**, for both staff and vendors. Allow your staff paid sick days if needed - no questions asked.
- **Post clear signs (available at healthoregon.org/coronavirus) at your market info booth** listing COVID-19 symptoms, asking employees, vendors, and customers with symptoms to stay home, and listing who to contact if they need assistance.
- Require vendors to **stay home when sick or exposed to COVID-19**. We recommend you facilitate that policy by removing all barriers, such as fines or loss of seniority for cancellations. If a vendor shows up to market visibly ill or becomes ill at market, send them home immediately.
- **No live music** is allowed at farmers markets until Phase 3 of the re-opening.
- Vendors and staff are required to **wipe down high touch areas**, such as tables, screens, and cash boxes, frequently.

- Vendors are required to have market **booth layouts that promote safe social distancing between themselves and customers**. You must provide them with the space

to do this, and we recommend you consider waiving additional fees if it requires extra space or equipment.

Vendors are required to practice social distancing within their market booths as well as enforcing it at their booths:

- Think about, and communicate with your vendors in advance, to see who usually brings non-household members to work together in their booths. Could they limit that this year?
 - If not, can you expand the space for each of these vendors? 2 tents instead of 1? More space at their booths, with a booth set-up designed to keep them apart?
 - If this creates a space-pressure for the number of booths/vendors you can have in your market at one day, then maybe consider limiting the number/type of vendors you host this season, to prioritize the most essential food & grocery providers, in the safest way possible?
- No hot food or ready-to-eat prepared food can be laid out, “buffet style” or where customers could self-serve, touch or breathe on them. 6 feet or a physical barrier, such as a sneeze guard must be in place. (See below for sampling guidelines). This is true for all phases thus far, and we will update this when it changes. (See below for more detailed hot food guidance, based on phases.)

Masks & Face Coverings

- **Market staff, vendors and volunteers MUST wear cloth, paper or disposable face coverings. Markets must provide these for staff and volunteers, while vendors must provide these for anyone working their booths.**

(These masks need to be worn at all times when in the booth and helping customers. If vendors need to eat, drink, or take a mask-break, they will need to step way to the back of their booths, or even outside their booths to an area where customers and fellow vendors are not congregated (at least 6 ft from anyone else) to remove their masks. If they eat, drink, touch their faces, etc., they just need to replace their masks, then handwash (preferred) or hand-sanitize (if that's the only option) before returning to handling products and helping customers.)

- **As of 7/24/20, Customers (5 YEARS OLD AND UP) MUST also wear masks at all outdoor spaces where six foot social distancing is not possible at all times.** No specific guidance or interpretation has been provided for farmers markets by OHA or OSHA beyond this, so this is the responsibility of farmers markets to determine whether this requirement applies to them. **OFMA recommends that all farmers markets require masks of shoppers**, given how difficult it has been to enforce perfect customer compliance with the 6 foot social distancing requirements. (Social distancing requirements remain in place even if mask-wearing is instituted.).

MASK FAQ: “Are we required to let folks in who tell us they are medically unable to wear masks?” From ODA: “No, our understanding is that would make you liable to OSHA penalties (for endangering your staff/vendors).” You ARE required to provide them with “reasonable accommodations” per ADA requirements. This could include offering them disposable face shields or offering to shop for them while they wait outside the market boundaries.

- Governor Brown’s webpage re: mask-wearing requirements:
<https://govstatus.egov.com/or-covid-19>
- Oregon OSHA Mask Enforcement Guidance (From OSHA - “we will be revising to include outdoor requirements”):

<https://osha.oregon.gov/Documents/COVID19-Face-Covering-Advisory-Memo.pdf>

- OHA Mask-wearing Guidance:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390e.pdf>

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2390L.pdf>

“Food Court” and Hot Food Requirements

- For **markets whose counties HAVE NOT entered Phase 1**, the following hot/prepared food rules still apply:
 - **Suspend durable dishware programs** and insist on disposable or compostable options for hot food vendors.
 - **Restrict hot food sales to take out only.**
 - **Remove all seating-** for example, food court tables and chairs. No dine-in options allowed.
- **For markets whose counties HAVE entered Phase 1**, the following hot/prepared food rules now apply:
 - Farmers markets may reinstitute dine-in seating or food courts **ONLY** if the following practices can be enforced by market staff:

- Ensure tables are spaced at least six (6) feet apart so that at least six (6) feet between parties is maintained, including when customers approach or leave tables.
 - Limit parties to 10 people or fewer. Do not combine parties/guests at shared seating situations who have not chosen to congregate together. People in the same party seated at the same table do not have to be six (6) feet apart.
 - Disinfect customer-contact surfaces at tables between **each** customer/dining party including seats, tables, menus, condiment containers, and all other touch points.
 - AND all other applicable guidelines in [this restaurant guide](#).
 - Additionally, vendors such as food trucks and stands must be able to comply with all pertinent information in [this Phase 1 restaurant guide](#).
 - If a market is unable to enforce these practices, its hot food vendors may continue to operate only as pick up/to go service, under the guidelines, above, for markets who have **NOT** entered Phase 1.
- **For markets whose counties [HAVE entered Phase 2](#)**, the following hot/prepared food rules now apply:
 - Same as above, for Phase 1 (above), except that:
 - The maximum occupancy of your dine-in area is now 250, provided all other rules are followed.
 - The latest your food court may be open is midnight.
 - Additionally, vendors such as food trucks and stands must be able to comply with all pertinent information in [this Phase 2 restaurant guide](#).
 - If a market is unable to enforce these practices, its hot food vendors may continue to operate only as pick up/to go service, under the guidelines, above, for markets who have **NOT** entered Phase 1.
 - **ALL PHASES:** Follow all rules and guidance from the OHA, ODA, and your local government. Additional questions should be directed to your local health authority, who will be responsible for interpreting and enforcing these guidelines.

Sampling Requirements

- If your county **IS NOT [in Phase 1](#)**, your vendors may distribute samples, however, they must be fully enclosed in containers (lids or wrappers, for example) and discouraged from consuming on-site. Samples **must** be handed out, individually, to shoppers, and not placed out for self-serve or buffet-style.

- If your county **IS [in Phase 1 or 2](#)**, your vendors may distribute samples, in containers with or without lids. Samples must be in containers, but those containers may or may not have lids; however they still must be handed out, individually, to shoppers, rather than being placed out for self-serve or buffet-style.
- [See here for more info](#) on safe sampling guidelines: where samples can be prepared and requirements for handwashing stations, all of which **apply for all vendors**, regardless of what phase your county is in.

BEST PRACTICES...

The following are not *required* by state officials at this time, but are **STRONGLY** recommended

- As of 7/17/20, **Customers MUST wear masks at all outdoor spaces where six foot social distancing is not possible at all times.** No specific guidance or interpretation has been provided for farmers markets by OHA or OSHA beyond this, so this is the responsibility of farmers markets to determine whether this requirement applies to them. **OFMA recommends that all farmers markets require masks of shoppers**, given how difficult it has been to enforce perfect customer compliance with the 6 foot social distancing requirements.
- **Cancel all nonessential programming, display or partner booths, and interactive activities**, such as kids crafts or music. Note: although not recommended by OFMA at this time, as of 5/15/2020, markets may choose to host sponsor/partner booths or activity booths IF, and only if, all applicable safety and social distancing requirements above can be enforced.
- **Sterilize and/or sequester market scrip** such as SNAP tokens between each market.
- Add **more hand washing stations** and hand sanitizer.
- **Clean and monitor restrooms frequently.**
- Continue to **run your nutrition incentive programs**, such as SNAP, DUFEB, WIC/Senior FDNP - if anything, more families are going to find themselves in need in the coming days!
- Consider **relaxing restrictions about buying “before the bell”** to cut down on long lines and crowding.
- **Consider having a “senior hour” or “at risk hour”** at the beginning of the market to provide the safest shopping experience for our most vulnerable community members.
- Ask vendors to **collect and bag all items for customers**. This can be enforced through signage, by putting the cash register at the front of the booth, and other visual and verbal guidance.
- **Encourage one-way flow** with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- **Prohibit customers from trying on items that are worn on the face** (cloth masks, scarves, headbands, eyewear).
- **We strongly recommend restricting shoppers’ ability to handle products before purchasing.** A good [booth layout strategy](#) is to put an empty table at the front of the booth, with the table with products behind it, then the vendors behind that table, enforcing

social distance and putting [products out of reach of customers](#). If this is not possible, we recommend adopting (and communicating very strongly) a you-touch-you-buy policy.

- Emphasize that vendors handling money, tokens or vouchers should not handle food products until they have washed their hands. If possible, encourage vendors with more than one person manning their booth to **designate one person to handle and bag purchases for customers, while a second person handles money and transactions**.
- Ask each vendor to have **hand sanitizer available to customers** at checkout.
- Encourage vendors to **bring their own handwashing gear** if possible, in addition to hand sanitizer, to keep their own hands clean.
- Encourage vendors to **round their prices to the nearest dollar** amount, where possible, to cut down on the number of coins and cash changing hands per transaction.
- Recommend that vendors **bring plastic tablecloths** (or clear plastic to cover cloth tablecloths) for easier wipe-downs.
- While handwashing is the most effective way to cut down on disease transmission via touch, **if any of your staff or vendors have a habit of touching their faces frequently, it may be useful for them to wear disposable gloves** that they change frequently, as a reminder not to touch their faces.

- **For markets whose counties [HAVE entered Phase 1 or 2](#), and are choosing to reopen your seated dining areas**, we strongly recommend that you identify at least one staff member or volunteer to be the host of that area, who can clean tables between diners and ensure that all the required safety practices listed above and in OHA restaurant guidelines are being complied with.

- **Recommend the following safety practices** for your customers:
 - Thoroughly wash your hands often for at least 20 seconds, and if not available, use an alcohol-based hand sanitizer.
 - Avoid touching your eyes, nose, and mouth.
 - Sneeze or cough into a tissue or into the crease of your elbow.
 - Wash all produce thoroughly when you get home.
 - Wash your reusable produce bags between market visits.

COMMUNICATIONS

- Emphasize in ALL communications that **protecting public health is your number one concern**. You really care about your farmers market community, and that should shine through as the core of every communication you put out.
- Provide customers with relevant, up-to-date information about **whether your market is open, and what your market is doing to ensure their health** and welfare at the market. Use all the electronic communications tools at your disposal: social media, email listservs, webpages, etc.

- **Visual cues** are important at a farmers market - most markets don't have time to stop every customer on the way in to explain new expectations to them! **Post signs** with your precautions and procedures all around the market, including the vendor booths. If you have spacing expectations for the customers, colored tape can be helpful too! It is best for markets to print and provide any new signage for vendors, rather than relying on them to do it themselves. See example pictures at the end of this document.
- Really **support customer compliance at market by reminding them of the rules** in a firm but polite way! This could be a great project for volunteers who would normally be doing other activities that your market has discontinued for now (kids' programs, etc.). The responsibility for enforcement however lies with each social distancing officer.
- Do **communicate your "why's" to the public**, for those markets who choose to stay open...
 - You provide essential services and food to your community
 - You support X# of local businesses
 - You ran \$X of SNAP transactions per year and therefore serve a vital food access role for families of all income levels
 - Your market layout allows for social distancing, and your vendor practices and short supply chains allow for higher sanitation levels than are achieved in most grocery outlets
 - See [this excellent customer shopping guide](#), created by Corvallis-Albany Farmers Market
- Consider making a press release or working with local media to get a story published. [This article](#) does a great job of laying out the value proposition of shopping at farmers markets right now.
- When creating your promo materials for this year's market season, try to **take new photos or use old ones that do NOT feature a crowded, bustling market!** We want to send the message on all levels that markets have shifted their operations to address this public health crisis.

OTHER RESOURCES

- OFMA has put together an addendum to this document in which we share what farmers markets across the state are doing to implement regulations & best practices. You can read stories from the market managers [here](#).
- OFMA has also put together a document of photographs from markets across the state, which provide visual suggestions for implementing COVID-19 strategies. You can view those pictures [here](#).
- [Manzanita Farmers Market Protocols](#), as example for markets.
- There is an **Oregon farmers markets email listserv**, where a robust conversation has been taking place about COVID 19 strategies. You can [join it here](#), if you're not already on it.

- The **Farmers Market Coalition** has put together an excellent [webpage](#) with resources for farmers markets, including best practices, sample press releases, Facebook posts, emails, etc. (Many of our recommendations came from this page).
- **OSU Extension** has put out a [great handout](#), which will be especially useful for your farm vendors, but pertinent to market operators too
- **Oregon Health Authority** has a [COVID-19 page](#)
- The **CDC** has a [FAQ COVID 19](#) page
- **USDA**: [Coronavirus information](#)
- **FDA**: [COVID 19 Guidance](#)
- **WHO**: [COVID-19 advice for the public](#)

For questions, contact Melissa Matthewson: ofmaonlinemarkets@gmail.com