

Corvallis Indoor Winter Market

Vendor Guidelines 2008

Keep this page for your reference

The Corvallis Indoor Winter Market is a non-profit organization governed by a volunteer Board of Directors. The Market's purpose is to provide a gathering place in Corvallis for the community to purchase from and interact with local artisans, agricultural producers, food vendors, and educational organizations. The Board reserves the right to accept or reject applications at their discretion to assure that only top-quality foods, homegrown plants and produce and handcrafted items are sold at the market. Information about our market is on the web at www.gatheringtogetherfarm.com/wintermarket.html, or Google **Corvallis Indoor Winter Market**.

Market Location: Guerber Hall, Benton County Fairgrounds (just past the Arena)
110 SW 53rd St, Corvallis OR 97333

DATES for 2008: Every other Saturday, January 12th through March 22.
(Jan 12 & 26, Feb 9 & 23, March 8 & 22)

Market Hours: *Hours have changed from last year*

9:00 AM to 1:00 PM. Set up time 7:00 AM to 8:45 AM.

All vendors must be checked in by 8:30 AM and ready to sell by 8:45 AM.

Vendors are required to stay until 1:00 PM. No early break-down.

Fees: *Membership Fee:* \$30.00 annual fee required of all vendors.

Booth Fee: Single booth (about 8 x 8 feet): \$5 plus 10% of gross, cap \$25.00/day.

Double booth (about 16 x 8 feet): \$10 plus 10% of gross, cap \$30.00/day.

Daily fee is to be turned in at the end of each market day in a sealed envelope with vendor name. A receipt will be issued next market day.

Shared Booth Rules: A limited number of shared booths are available. Each individual vendor must be a member of the Market. Vendors sharing a booth must submit one daily booth fee, with the rates listed above.

Consignments: Any consignments need Board approval at least 48 hours prior to market day. If approved, consignors are required to become members and adhere to the market guidelines.

Cancellations: 48-hour notice (Thursday morning) or you will be billed for table space. For cancellations, emergency contact number on Saturday morning or during market: 541-760-8285.

Application procedure: Applications are available after 9/1/07, and will be mailed to previous members. All new and continuing vendors must submit a completed application and membership fee. *Applications must be received by November 1st to receive priority consideration.*

Mail your completed application to:

Corvallis Indoor Winter Market

PO Box 2243

Corvallis OR 97339

For questions about your application, call 541-929-4270 or gtf@gatheringtogetherfarm.com

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General Vendor Guidelines

1. Vendors must comply with all federal, state, and local regulations, law and licensing requirements.
2. Vendors supply all necessary items to set up their booth display.

Craft Vendor Product Standards

1. Imports, buy/sell products or any other products not handmade or produced by the selling vendor are strictly forbidden.
2. Consignment items are permitted only after prior approval of the Board.

Food Vendors

1. All food must be grown, baked, or prepared by the vendor. Commercially prepared, purchased foods cannot be sold.
2. All food items must be prepared in accordance with applicable local, state, and federal regulations. All pre-packaged items must be labeled in accordance with these regulations. All food-handlers must be appropriately trained and certified. All processed and baked products must be prepared in an appropriately licensed kitchen. Required licenses must be available at each market.
3. Include a copy of all required licenses with your application.
4. **Product Liability Insurance:** All processed and restaurant style food vendors must provide a certificate of insurance with their application.

Growers

1. Please contact the appropriate state and local agencies to insure that you meet all legal requirements. Any scales used at the Market must meet State of Oregon licensing requirements. Scale licenses must be available at the market.
2. All products sold as **Organic** must be in compliance with all federal certification requirements. Organic certification must be displayed at the market.
3. **Product Liability Insurance:** All vendors are encouraged to obtain general liability insurance; however, vendors selling potentially hazardous foods are **required** to obtain liability insurance. *Potentially hazardous foods* is defined by OAR 603-25-010(22).
 - a) **Eggs are defined as potentially hazardous foods.**
4. Vendors requiring insurance must include a certificate of insurance with their application.

Corvallis Indoor Winter Market

Vendor Application 2008

Send this page and your membership fee to the address below

Please type or print clearly:

Applicant Name _____ Date _____

Business Name _____ Phone _____

Address _____ email _____

City _____ State _____ Zip _____

Check all you wish to sell:

- _____ prepared food
- _____ produce
- _____ flowers
- _____ plants
- _____ arts/crafts
- _____ meats/cheese/eggs
- _____ other (please describe _____)

Are you required by the State of Oregon to be licensed? Y/N

Include a current, valid copy of all required licenses.

Include product liability certificate of insurance with this application if you wish to sell prepared or potentially hazardous foods.

Size of space: Single/Double

Do you require electricity? Y/N *Electricity is available, but limited.*

Although we may not be able to satisfy everyone's requests, you may include here any preferences about where your booth is located.

Shared Booth Request: List other vendors sharing booth (each vendor must submit an application and membership fee). No vendor can participate in the market without an approved application. Any consignments need prior approval from the Board.

Please describe in detail the products you wish to sell. Items not listed here may not be sold without Board approval _____

Corvallis Indoor Winter Market

Vendor Agreement 2008

Send this page with your application and fee to the address below

ALL Prospective vendors:

I have read and agree to abide by all Corvallis Indoor Winter Market rules and policies as well as all federal, state, and local laws, codes, and regulations, and to cooperate with Market management. I agree to indemnify and hold harmless Corvallis Indoor Winter Market, Benton County Fairgrounds, their officers, directors, employees, representatives, and agents, from and against all liability, claims, demands, losses, damages, levies, or causes of action or suits of any nature whatsoever, arising out of or related to my activities at Corvallis Indoor Winter Market. Indemnification shall include, and the Market shall be entitled to recover, all reasonable attorneys' fees and costs at trial and on appeal.

I understand that this application relates only to the products listed herein and that any further products will require an amended application for approval by the Board prior to selling said products. I certify that the products above are produced in accordance with all county, state, and federal laws and grown or produced by myself and partners listed on this application, and agree to an inspection of my facilities at the request of the Board of Directors. I understand that I am required to file all business entity changes, including changes in partners with Corvallis Indoor Winter Market immediately.

I agree to exercise the utmost care in the use of facilities and properties of Benton County Fairgrounds. I understand that the premises used by the Market are owned by the Benton County Fairgrounds, and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. I agree not to hold Corvallis Indoor Winter Market, its officers, directors, employees, or agents responsible for any loss or damage claimed by the vendor should such permission be withdrawn.

Vendor(s) Signature

Date

Vendor(s) Signature

Date

\$30 Membership fee must accompany this application before application will be processed.
Fee will be refunded if membership is not accepted.
Make check or money order payable to Corvallis Indoor Winter Market.

CORVALLIS INDOOR WINTER MARKET, PO Box 2243, Corvallis OR 97339
 FMI: 541-929-4270 (gtf@gatheringtogetherfarm.com) or 541-752-4156 (denisont@ peak.org)