



# Cedar Mill Farmers Market 2024 Vendor Handbook & Information

*This document is subject to change.  
All accepted vendors will be notified in writing of any changes*

**Our Mission** is to provide our community access to a variety of fresh, local, in-season produce and artisan foods, natural body, bath & wellness products, and art/craft items. We support local farmers, artisans, and other family-owned business entrepreneurs with direct marketing opportunities. Our goal is to support both small businesses and our community.

*We are not a forum for political, commercial, or religious activities  
We are a 503c6, registered non-profit organization*

## Hours and Dates

- The Cedar Mill Farmers Market's 2024 season runs from May 4 through October 19. Every market day takes place from 9:00 am - 2:00 pm. Vendors are expected to have their booths fully set-up by 8:45 am.
- We are a Saturday market.
- Vendor Applications opens on January 15.
  - Priority deadline for returning vendors is February 15. If returning vendors do not have their application in before this date, they will be added to the new vendor pool of applications and will no longer receive priority application status.
  - Priority deadline for new vendors is March 15.
  - Any applications received after March 15th will be evaluated based on market needs and availability.
  - **ALL approved vendors are required to attend vendor orientation, regardless of whether they are a returning vendor or a new vendor.**
  - Applications must be completed in full and fee must be paid to be considered as a vendor by Cedar Mill Farmers Market.

## Mandatory Vendor Orientations

Wednesday, April 10 @ 6:30pm (via Zoom)

Saturday, April 13 @ 3pm (via Zoom)

- All vendors are required to RSVP to whichever orientation they will be attending.
- Zoom sessions will be recorded and sent to any vendors added *during* market season. Furthermore, vendors added during market season will have an individual orientation with market staff.

## Market Board & Staff

**Market Manager** — Karen Carroll

Phone: 971-294-3337 Email: [ourcmfm@gmail.com](mailto:ourcmfm@gmail.com)

Requested documentation and fees may be mailed to:

**Cedar Mill Farmers Market**  
**Attn: Karen Carroll**  
**1583 NW Midlake Lane**  
**Beaverton, OR 97006**

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### Market Board Members:

Debbi Politi (Chairman)	<a href="mailto:olivesdp@comcast.net">olivesdp@comcast.net</a>
Jonella Malinowski (Vice-Chair)	<a href="mailto:malinowj@hotmail.com">malinowj@hotmail.com</a>
Ron Roden (Secretary)	<a href="mailto:ronleen@frontier.com">ronleen@frontier.com</a>
Mike Nicholls (Treasurer)	<a href="mailto:mike@cpamike.com">mike@cpamike.com</a>
Greg Malinowski	<a href="mailto:gregory.malinowski57@gmail.com">gregory.malinowski57@gmail.com</a>
Mireille Nett	<a href="mailto:mireillenett@gmail.com">mireillenett@gmail.com</a>
Tim Parsons	<a href="mailto:parsons.tim67@gmail.com">parsons.tim67@gmail.com</a>
Dean Moberg	<a href="mailto:deanpmoberg@gmail.com">deanpmoberg@gmail.com</a>

## Becoming a Vendor

- **Eligibility:**
  - Cedar Mill Farmers Market strives to provide our customers with a variety of high-quality vendors. Since we are a *farmers* market, our priority is to farmers, nurseries, flower growers, and meat producers.
  - Additionally, we value locally-made foods, bath, body & wellness products, and arts/crafts items, however, these spaces are more limited.
  - *While farmers and growers receive priority, we encourage all types of businesses to apply to join our market.*
  - With limited spaces available per market, we are unable to approve all applicants. All applicants will be notified via email regarding the status of their application.
- **Exclusivity:**
  - Cedar Mill Farmers Market *does not* offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having multiple items to make a selection from. The market manager reserves the right to decide when any offering of same or similar products is sufficient, and will turn away duplicate products if deemed necessary.
- **Application:**
  - All vendors must apply through the website [www.managemymarket.com](http://www.managemymarket.com)
  - A non-refundable \$30 application fee must be submitted when applying to be considered for the market. The market manager will not discuss potential vendorship without the application fee being paid.
  - Market participants are evaluated annually. Acceptance for one season does not guarantee acceptance in another season.
  - Vendors will submit a complete list of all products intended for sale with their annual application. Editing of this list after approval is prohibited. ALL proposed additions to the vendors' product list must be approved by the Market Manager prior to sale.
  - New vendor applicants should expect a meeting with the Market Manager and may be asked to review samples of their products.
- **Regulations:**
  - Vendors are expected to follow all the guidelines within the Cedar Mill Farmers Market handbook, including:
    - Day of market expectations such as Pull-up, Unload, Park, Set-up (PUPS).
    - Paying both application and booth fees on time.
    - Correct canopy set-up (appropriate sized canopy and 25 pound weights on each canopy leg)
    - Complying with state, federal, and local health regulations for your products and sale thereof.
    - Professional behavior such as no collusion or any pressure among sellers to alter prices and acting respectfully towards market staff, other vendors, and customers.
  - Any vendor in non-compliance with market rules and expectations will be subject to fines, fees, and possible expulsion from the market at the discretion of the Market Manager and Market Board.

## Booth Spaces & Fees

- Booth fees are \$42 per week for a 10×10 space and \$74 for a 10×20 space.
- Vendors requiring more than 2 spaces or special stall assignments will be considered by the management team and assigned with seniority in mind. Fees will be calculated accordingly.
- First booth fee is to be paid in advance of your first market date.
- Vendors will receive a 10% discount if paying for all their dates in full, *prior* to their first market date. Contact the Market Manager for more information. Any vendors who pay in full at the discounted rate will not be refunded for any reason.
- You will receive a weekly email invoice via Manage My Market, and you are encouraged to pay your fee online. Fees must be paid by the end of market day. Anyone looking to pay for fees in-person day of market must get the Market Manager's approval prior to said day.
- A \$30 fee will be imposed for checks returned for insufficient funds and must be paid in cash within 1 week.
- *Please note that we do not accept wooden tokens for booth fees.*

*If paying by check — make payable to **Cedar Mill Farmers Market**.*

*Your application fee (all applicants) & first booth fee (if you are accepted to the market) can be mailed to our billing address listed at the end of this handbook. Check must have your business name written in the memo line.*

## Insurance Requirements

**All vendors** are required to have at least a \$1,000,000 General Liability policy or a \$1,000,000 Product Liability policy.

- A copy of your Certificate of Liability Insurance, with Cedar Mill Farmers Market listed as the additional insured, **must be submitted one week PRIOR to your first market day**. Any vendor without proper insurance will NOT be allowed in the market.

## Farmers Market Site

- Cedar Mill Farmers Market is in the parking lot at the corner of NW Cornell Rd & NW Murray Rd, Portland 97229 (Safeway & McDonald's side of the Sunset Mall).
- Market participants must park in the designated area – NO parking in the Sunset Mall parking lot. Vendors are to park BEHIND Safeway on NW Westlawn Terrace, on the SOUTH side of the street.
- Vendors are expected to pull into the parking lot to unload and load safely. To keep congestion at a minimum, all vendors are to unload their vehicles quickly into their designated spaces, immediately move their vehicles to street parking for the duration of the market, then set up their booth space.
- All vendor vehicles **MUST** be out of the market site (& parking lot) 30 minutes *before* the market opens.
- Vehicles may not remain in the parking lot, violation of this rule may result in fines.

## Product Policies and Guidelines

- It is required that each vendor grows, produce, gather, or make the product they sell.
- All products shall be of good quality and must comply with any applicable regulations pertaining to their production and sale
- The market is for in-season and locally produced goods.
- Cedar Mill Farmers Market management reserves the right to conduct a farm check at any produce grower or nursery attending the market.
- All produce must be off the ground at least 6" or in impervious containers (exceptions to this are large pumpkins and other large squash).

### **Products that we are unable to accept at our markets include:**

(exceptions made for products/vendors grandfathered in prior to the establishment of these guidelines)

- Products not made or grown by the vendor
- Products not made or grown in Oregon and Washington, with priority on Hillsboro and Washington County products
- Nationally/internationally distributed products
- Multi-Level Marketing companies
- Co-op growers
- Products that contain THC
- Alcohol intended to be consumed on site

**We reserve the right to prohibit any vendors and/or products that do not follow market guidelines.**

**Furthermore, we reserve the right to apply fees and fines for any misconduct deemed applicable.**

## Processed and Value-Added Agricultural Products – Agricultural Products

- Producers may have their products dried, ground, roasted, smoked, frozen or otherwise altered in a simple, one-stage processing method.
- Products must have appropriate labels with name, address, product name, ingredients, net weight, permits, price and any other information required by the Oregon Department of Agriculture. Contact the Food Safety Division for more information on licensing regulations, 503-986-4720.
- Non Food agricultural products that are a direct result of an agricultural product produced by the vendor can be sold by the same vendor when it is a direct offshoot of said product. For example, a honey vendor making and selling beeswax candles or a lamb vendor selling wool batting from sheep raised for meat or milk, etc.

## Non-Agricultural Producers/ Value Added Agricultural Products – Food

- Bakery and processed food products are made by vendors who create their own unique culinary delights with the use of a licensed kitchen. Vendors must comply with all federal, state, and county laws.
- Products must be created by the vendor in Oregon or Washington, and priority will go to vendors who source ingredients locally.
- Non-agricultural producers may sell products which they have cooked, canned, preserved or otherwise treated.
- Products must have appropriate labels with name, address, product name, ingredients, net weight, permits and price, and any other information required by the Oregon Department of Agriculture.
- Contact the Food Safety Division for more information on licensing regulations, 503-986-4720.

## Ready to Eat Foods/Restaurant License

- Vendors that offer ready-to-eat foods made freshly at the market must provide a copy of their current Temporary Restaurant License from Washington County, and the onsite seller must have a food handler's card.

## Nursery Products and Plants

- Nursery products and plants must be propagated by the vendor from plugs, seed, cutting, bulbs, or plant divisions and sold in containers.
- Vendors who sell nursery products and plants are required by the state to obtain a nursery license if annual sales are over \$250. More information can be obtained from ODA Plant Division. A photocopy of the vendor's nursery license is required at the time of application.

## Skin Care Products

- Skin care products are defined as lotions, balms, ointments, soaps, and creams intended for external use.
- Full disclosure of all ingredients used in each product must be made available to customers.
- All skin care products must be produced by the vendor in Oregon or Washington. Priority will be given to skin care products whose producers grow or raise components of their products.

## Licenses and Special Requirements

If you have any questions about licenses and special requirements for your products, please contact **The Oregon Department of Agriculture**. They will be up-to-date on all the information.

Information: 503-986-4550 Email: [info@oda.state.or.us](mailto:info@oda.state.or.us)

- Vendors are responsible for staying informed about, and complying with, state and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. The Oregon Department of Agriculture's Direct Marketing Handbook is available from the Oregon Department of Agriculture: <https://www.oregon.gov/ODA/Pages/default.aspx>
- Vendors shall provide the market with copies of any permits and licenses applicable to the sale of their products. Some examples are nursery licenses for bedding plants, organic certification, and licensed kitchens for processed foods. Any processed food must have been prepared in a licensed facility, and a copy of the vendor's license must be provided to the market. All such products must be packaged, canned or bottled according to state regulations. Exceptions to this are products that fall under the 'Cottage Farm Bill' or 'Small Home Bakery provisions. <https://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/DomesticKitchen.aspx>
- All vendors, including but not limited to those selling fresh fruits and vegetables, honey, eggs, offering samples, or serving food to be consumed on premises, must comply with the rules governing farmers market sanitation and health issues as covered in the Oregon Department of Agriculture's Farmers Market Guidelines: Minimum Requirements for Food Safety: ([http://egov.oregon.gov/ODA/FSD/docs/pdf/guide\\_farmer\\_mkt.pdf](http://egov.oregon.gov/ODA/FSD/docs/pdf/guide_farmer_mkt.pdf)). Farmers market sanitation and health issues are covered in).

Temporary restaurant licenses are required for any vendor selling ready-to-eat, non-packaged foods.

## Certified Scales

If you intend to sell by the pound, you must bring your own certified calibration scales. If you do not own a calibration scale, we recommend pricing your product by the unit. For more information, contact the Oregon Department of Agriculture. Copies of current scale certifications must be submitted before formal acceptance to the market can be made.

## Market Day Rules

### Space Assignments

Vendor locations and other considerations are at the market manager's discretion. The manager will make decisions based on product mix, customer flow, and other pertinent factors. Every effort will be made to accommodate the vendor stall of his/her preference, but no stall location is guaranteed on an ongoing basis. Vendors may be asked to change stalls or adjust spaces throughout the season.

### Vendor Dates

- When applying, you, the vendor, select the dates you want to be at the market. Please consider these dates carefully.
  - Once accepted, you, the vendor, are FULLY expected to attend all the dates you are approved for.
    - Vendors are accepted both per the product and the dates they select.
    - If there is a problem, it is expected that the vendor will contact the market manager immediately and discuss the situation.
    - If a vendor sees that their season will not coincide with the exact dates approved, that vendor must speak with the market manager **immediately** for possible accommodations. If dates must change, the vendor is expected to still vend the same number of market days.
    - Please plan your weeks/months ahead so that you can fulfill your market date agreement.

### Date Changes and Cancellation Policies

We are an outdoor event. Vendors must be prepared to operate in the heat, cold, and in rain. Weather is not a valid reason to cancel. The Cedar Mills Farmers Market reserves the right to cancel with or without notice if it is determined that severe weather could endanger the safety of vendors, staff, and customers. Extreme weather conditions will be determined by the NOAA-National Weather Service.

- **Changes**
  - If you need to change a date – please contact us ASAP, and we will try to accommodate the change. All requests must be made at least two weeks from the date needing to be changed.
  - Confirm changes were processed in Manage My Market.
  - All scheduled dates in Manage My Market are the responsibility of the vendor.
  - Adding dates – let us know, and we will do our best to accommodate.
- **Cancellations**
  - Vendors are obligated to notify in advance of any cancellations during the season. Fees for a first cancellation may be waived if sufficient notice is provided.
  - ALL cancellations are to be approved by the Market Manager at least one week prior to market date. Late cancellations and no-shows will have appropriate fines/fees applied. See fines/fees section for details.
- **Other Cancellations**
  - Please stay home if you are ill. Positive COVID-19 tests will not count toward two allotted cancellations as long as the vendor communicated with the Market Manager as soon as the positive result occurred. Lack of communication or claiming COVID-19 after a no-show occurs will count toward two allotted cancellations.
  - Reserved market spaces are held until 8:30am on the day of market, empty spaces after this time are to be allocated to other vendors.

**Vendors who repeatedly no-show or cancel will be re-evaluated. Cedar Mill Farmers Market reserves the right to prohibit any vendors that do not follow market guidelines, and the right to apply fees and fines for any misconduct deemed applicable.**

## Vendor Supplies, Signage, etc.

### - Supplies

- Vendors are responsible for their own canopies, tables, weights, sun/rain covers, tables, chairs, displays, etc.
- Vendors are responsible for securing canopies and umbrellas against any weather hazard.
- Each leg of a vendor's canopy must be weighted with 25 lbs. per leg; That is a total of 100 lbs. of weight per 10'x10' canopy.
  - If you have two canopies for double space, you can't use one 25 lbs. weight for two legs bound together. Each leg must have its own 25 lbs. weight.
  - Vendors who do not weight their canopies properly and/or whose canopies blow around due to insufficient weights are subject to a \$50 fine.
  - The fine is payable at time of incident. The safety of market customers, vendors, and volunteers is the market's highest concern.

### - Signage

- Vendor's name and location are required to be prominently posted each market week.
- Signs should be professional looking and should be able to be read from 20 feet away.
- For safety reasons, no signs, displays, or tent poles may obstruct the passageway.

**\*Note:** Signs making non-certifiable claims regarding pesticide or chemical use, such as unsprayed, no spray, and pesticide-free, are not allowed to be displayed at the market. Vendors who assert such claims will need a written statement, submitted with the vendor application, attesting to how these procedures are followed and ready to hand out to interested consumers.

### - Other items (not a complete list)

- Market sign/banner — Each vendor will post a sign which must be a minimum of 11" X 17", with letters at least 3" high, identifying the name and location of the producer represented.
- System to collect sales.
- Labels and pricing for each item.
- Make sure all your items are within your booth space (not outside of it or in the aisles) – unless permission is given by the Market Manager.
- Signage regarding the use of the word "organic" must comply with the federal and state statutes regarding the use of this word. A copy of your organic certification must be in your booth.
- Trash receptacle. Market trash cans are for customers, not vendors.
- Handwashing station if sampling or serving food.

## Pricing Techniques

- Prices are to be set at the sole discretion of the individual vendor. However, the management team may consider the price point when determining acceptance into the market. **Please note: Collusion or any pressure among sellers to alter prices is strictly forbidden.** All prices should be clearly posted.

## Safe Sampling

- Sampling may only occur within the confines of a vendor's booth.
- The sampling vendor must ensure that customers have clear access to the vendor opposite him or her and in no way intrude on that vendor's space.
- Vendors will provide a trash can for any refuse from the distribution of samples.
- Vendors must ensure that sampling is handled according to the ODA safe sampling guidelines and must have a proper handwashing station present and ready for use.
- For more information on keeping food safe at farmers markets, see:  
[http://www.oregon.gov/ODA/FSD/docs/pdf/pub\\_farm\\_mark\\_pamph.pdf](http://www.oregon.gov/ODA/FSD/docs/pdf/pub_farm_mark_pamph.pdf)

## Sustainable Packaging

The farmers market is beginning new guidelines to improve the sustainability of packaging used in the market. Please read the following and contact the Market Manager if you have questions. The following guidelines are based on [Oregon state law](#) that took effect on January 1, 2024, and our goals of making the market more environmentally sustainable.

### a. Check-out bags:

- "Check-out" bags typically have handles and are provided to shoppers when they check out.
- "Vendors" includes everyone who sells products at the market (fruit stands, restaurants, crafts, etc.).
- Vendors may not provide single-use plastic check-out bags.
- Vendors may provide recycled paper bags and reusable plastic or fabric check-out bags, but must charge at least 5 cents for each bag. Reusable plastic bags are at least 4 mil thick.



### b. Other bags and food/drink packaging:

- The Cedar Mill Farmers Market policy requires vendors to use sustainable packaging for all bags and hot food/beverage items, such as:
  - Compostable drink containers.
  - Compostable or aluminum (recyclable) hot food containers.
  - Compostable or bamboo spoons, forks, and knives.
  - Compostable lightweight bags for fruits and vegetables.
  - Roll bags for customers to select produce, but no t-shirt plastic bags.
- Vendors not in compliance with county, state, and federal regulations will be held accountable.

## Market Setup and Vendor Parking

- Admittance to and set up for the market begins at 6:30 am. Market management or other team member will assign and direct each vendor to his or her space.
- The market must be fully assembled by 8:45 am. No vehicles will be allowed in the market area after 8:30 am.
- There will be no transfer of space rights between vendors.
- Vendors are expected to unload the vehicle at their spot and park their vehicle in the area designated by the market manager **before** continuing market setup.
- Vendors are not allowed to leave the market before the end of the market day unless arranged with the manager. If the vendor must leave due to an emergency, they must notify the market manager so that safety precautions can be taken.

## Parking Protocols and Procedures

- Vendor arrival anytime between 6:30 am – 8:15 am
- Review the market site map you will be sent prior to market day, enter at the designated entrance for your area, and follow the arrows.
- **PUPS:**
  - Pull up as close to your booth space as possible.
  - Unload everything quickly and move your vehicle before setting up your canopy.
  - Park in the proper parking place PRIOR to setting up your booth.
  - Set up your canopy & weights, followed by your interior booth set up.
  - Multi-booth approved farms can set up their canopies first. The Market Manager retains the right to make exceptions. Vendors not in compliance will be held accountable.

## Opening Bell

- Selling to customers prior to the opening bell is prohibited. *Vendor-to-vendor selling is allowed 30 minutes before market opens.*
- It is unsafe for customers to enter the market site as vendors are still loading and unloading vehicles. If any customers approach you prior to the bell opening, we encourage explaining to them that we open at the bell and that being in the market space prior is unsafe.
- The market typically opens at 9 am, however market staff will open the market early if all vendors are set up and ready to start selling before 9 am.

## Clean Up and Closing

- Each vendor is responsible for cleaning up his or her own stall, as well as the surrounding area, before leaving for the day.
- Vendors shall be responsible for removing their own trash or debris.
- Market trash cans are for *customer use only*. Failure to clean up your space may result in a fine and possible exclusion from the market.
- Vendors must wait until the closing bell (2 pm) to begin tearing down their space, and must wait until 15 minutes after closing bell (2:15 pm) to retrieve their vehicles and bring them onto the lot. This includes additional helpers of the vendor, such as staff members or relatives. Any violations of this rule may result in a fine.
- If a vendor has sold out, they are expected to leave their booth fully intact with a sign indicating that they are sold out.

## Manager Compliance Checks

The market management team will conduct random checks of all vendors to ensure compliance with market rules and government regulations. The market's goal is to ensure the safety of all customers and vendors. The market management team will be checking for compliance with the following rules:

- All legs of canopy are weighted appropriately (25 lbs. per leg)
- Booth is set up with regard to public safety, and all components of the booth are contained within its boundaries (unless approved by the market manager).
- Walkways are free of vendor's products, boxes, garbage, etc.
- Proper signage indicating the name and location of the business
- Price of product clearly and accurately posted
- All license and certifications up to date for all applicable products
- Proper use of scale with a current certification
- Organic or other certification posted if applicable
- Vendor has a Second Farm/producer application on file for all products not grown or produced by the selling vendor, and that the 2nd farm does not constitute more than 25% of available products.
- Employee present in the booth, with a food handler's card if applicable
- All food off the ground at least 6" or proper containers
- Handwashing station present and ready for use (if applicable)
- Samples are handled according to ODA guidelines
- Fire extinguisher present, if applicable
- A sign indication that WIC vouchers are welcome (we require your farm to be signed up to accept WIC)

If a vendor fails to comply with these rules in the random check, the market manager will issue a warning that will list the violations, this is done verbally or through email. If a vendor breaks the Second Farm/producer rule, the product must be immediately removed from the stall. Repeated failures to comply with market rules will result in stronger penalties, up to and including banning the vendor from the market.



**Fines** (*This list is not an all-inclusive list. Cedar Mill Farmers Market reserves the right to handle every incident on a case by case instance*).





<b>Violation</b>	<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>	<b>Final Violation</b>
<ul style="list-style-type: none"> <li>- Insufficient weights on canopy</li> <li>- Entering market space with vehicle before 2:15 pm</li> <li>- Tearing down before final bell</li> <li>- Selling before opening bell</li> <li>- Failure to clean up market space or use of market trash cans</li> <li>- Failure to provide compostable packaging for food and beverages</li> <li>- Failure to comply with PUPS (Pull-in, Unload, Park, Set-up)</li> <li>- Improper conduct or behavior</li> <li>- Misuse of SNAP tokens, Power of Produce tokens, Double Up Food Bucks, or Cash Match</li> </ul>	Verbal and written warning	\$50 fine	\$75 fine	Termination from Cedar Mill Farmers Market
<ul style="list-style-type: none"> <li>- No show/late cancellation</li> </ul>	Booth fee, verbal and written warning	Booth fee + \$25	Booth fee + \$50	Termination from Cedar Mill Farmers Market


## **Vendor Behavior and Presentation**

- Vendors are to always behave courteously and not to publicly disparage customers, other vendors, other products, or the Cedar Mill Farmers Market. Behavior that will detract from the atmosphere of the market such as shouting, fighting, or “hawking” will not be tolerated. Any activity considered to be damaging to the market can result in market management requiring that person or persons leave the market.
- All vendors are required to provide a clean, sanitary, and visually appealing environment. This includes clean dress and appearance of vendors and related personnel. All spaces must be kept neat and clean. Booth appearances are subject to approval by the Manager.
- NO Smoking: vendor smoking, or vaping, is not permitted on market grounds or within 100 feet of market at any time.

## Tokens/Market Currency

Any misuse of 1 dollar SNAP tokens by vendors is fraud.

Currency Type/Image	Value/Color	Who accepts/What applies	Can't be used for	Change given?	Expiry date
 <p><b>5 dollar Cedar Mill token</b></p>	Black 5 dollars	All vendors are required to accept these tokens. All market items are included.	N/A	Yes	No expiry
 <p><b>1 dollar SNAP/EBT token</b></p>	Red 1 dollar	<ul style="list-style-type: none"> <li>- Fruit/Vegetable purchases &amp; other approved grocery items only.</li> <li>- Meat, poultry, and fish</li> <li>- Dairy products</li> <li>- Breads and cereal</li> <li>- Other foods such as packaged snack foods</li> <li>- Seeds and plants, which produce food for the household to eat</li> </ul>	- No hot foods, alcohol, or non-food products	No	No expiry
 <p><b>Double Up Food Bucks 2 dollar</b></p>	Coupon 2 dollars	- Fruits, vegetables, and plant starts <i>only</i>	<ul style="list-style-type: none"> <li>- No hot foods, alcohol, or non-food products</li> <li>- No meat, poultry, and fish</li> <li>- No dairy products</li> <li>- No breads and cereal</li> <li>- No other foods such as packaged snack foods</li> <li>- No bath, body &amp; wellness products, and arts/crafts items</li> </ul>	No	End of 2024
 <p><b>Cash Match 2 dollar</b></p>	Coupon 2 dollars	- Fruits, vegetables, and plant starts <i>only</i>	<ul style="list-style-type: none"> <li>- No hot foods, alcohol, or non-food products</li> <li>- No meat, poultry, and fish</li> <li>- No dairy products</li> <li>- No breads and cereal</li> </ul>	No	End of 2024

			<ul style="list-style-type: none"> <li>- No other foods such as packaged snack foods</li> <li>- No bath, body &amp; wellness products, and arts/crafts items</li> </ul>		
 <p><b>Power of Produce 1 dollar token</b></p>	Purple 1 dollar	<ul style="list-style-type: none"> <li>- Fruits, vegetables, and plant starts <i>only</i></li> <li>- Should be spent by the child who received the token, not by parent or guardian</li> </ul>	<ul style="list-style-type: none"> <li>- No hot foods, alcohol, or non-food products</li> <li>- No meat, poultry, and fish</li> <li>- No dairy products</li> <li>- No breads and cereal</li> <li>- No other foods such as packaged snack foods</li> <li>- No bath, body &amp; wellness products, and arts/crafts items</li> </ul>	No	No expiry

- Cedar Mill Farmers Market tokens can be spent only at the Cedar Mill Farmers Market.
  - No vendor may accept or attempt to return any token not marked Cedar Mill Farmers Market. If a vendor accidentally accepts another market's token it is not an issue of the Cedar Mill Farmers Market and we will not reimburse it.
  - Vendors may not pay their booth fees in tokens.
  - Vendors need to turn in tokens/market currency for reimbursement every week.
    - Reimbursements will be via check made out to the vendor the following week.
    - A vendor can request the check be mailed to them if they will not be there the following week.
    - Tokens will not be cashed out on market day.
    - No tokens will be accepted after the last regular market day (October 19, 2024)

## Market Manager

- The market manager assumes responsibility for market day and office operations, to assist the various vendors and consumers, and to make recommendations to and receive guidance from the Board.
- The Board, the market manager, and its designated agents will enforce all rules and regulations in a fair and equitable manner.
- The market manager's job onsite is to coordinate all the activities of the day-to-day functioning of the market, to uphold the market bylaws and to enforce market policy. This includes overseeing market setup and cleanup, organizing equipment and peripherals, assigning stalls, collecting fees, ensuring vendor compliance with cleanup and display, and answering questions.

## Enforcement and Disputes

- All rules of the market are enforced by the market management team who has ultimate onsite authority and who is responsible to the Cedar Mill Farmers Market Board of Directors. If a vendor does not abide by the rules of the market, the market manager may take any action deemed appropriate, including barring the vendor from the market for that day and any future market days.
- A vendor may appeal any decision of a market management team directly to the Board of Directors who will review and make a final decision regarding the dispute. Appeals should be made via email to the board chairman.

**Cedar Mill Farmers Market's manager and Board of Directors reserve the right to prohibit anyone from selling or to prohibit any product from being sold.**

**There shall be no discrimination regarding race, color, creed, sex, religion, sexual orientation, gender identity, age, immigration status or national origin.**

**Verbal or physical abuse of any kind, including but not limited to bullying, physical contact, foul language, etc. will not be tolerated within the confines of the market. Such behavior will result in the customer or vendor being asked to leave the market immediately and potentially permanently banned from the market.**

**Vendors are responsible for making sure that all persons working at their booth are familiar with the content of this handbook and the rules of the market. By participating in the Cedar Mill Farmers Market, you are agreeing that it is your responsibility to read and familiarize yourself with policies and procedures outlined in the Cedar Mill Farmers Market Handbook and agreeing to abide by them. Furthermore, you agree that it is your responsibility to go directly to management with any questions you may have regarding the policies, procedures, and information contained in this handbook. Information contained in the Cedar Mill Farmers Market Handbook may be subject to change.**