

NEWBERG WEDNESDAY MARKET



MISSION STATEMENT:

To create a viable farmers market in Newberg where the community can gather and sell or buy fresh farm produce, plants, flowers, and quality handcrafted items in an atmosphere of friendship and goodwill.

PRODUCTS

The following products are eligible for sale at the Newberg Wednesday Market.

Produce • Prepared food • Herbs • Cut flowers • Plants

Quality handcrafted good • Meats

Vendors are responsible for meeting health requirements and obtaining any permits and licenses applicable to their products.

Certified organic produce is encouraged. If you are certified organic, a copy of the Oregon Tilth or ODA certification or any other accepted certification must accompany the signed Vendor Agreement.

All products will be in good quality as inspected by and determined by Market Management. If the Market Manager determines poor quality products are being sold, the Market Manager will ask the vendor to withdraw the product for sale. **If a vendor continually violates quality standards, the vendor may be banned from the market.**

FOOD VENDORS:

All Yamhill County health department licenses must be current. All food items, including produce, as required by the State of Oregon, must be kept off the ground at all times.

REGISTRATION

Vendors are encouraged to apply early. We start accepting applications January 1st. Vendor agreements will be approved by the Market Manager. Approved vendors will be notified by email.

BOOTH FEES:

Registration Fee: \$20 Non refundable

Weekly Booth Fee: \$30.00

Pre-paid in full Discount: Vendors who commit to the entire season and pay in full will receive a \$60 discount.

Your weekly booth fee is due the day of the market once your application has been approved.

Please be advised there will be a penalty for **no-shows**. If you are unable to attend you must notify the Market Manager by email **at least 24 hours in advance**. Failure to do so will result in a penalty of \$30 for weekly paid vendors. This fee will be collected next time you attend, in addition to your weekly booth fee. A Payment of \$60 will be due before set-up.

BOOTH SPACES

Booth space is 10' x 10'. Tents, chairs, tables, and table cloths are not included. Space assignments will be made by the Market Manager, taking into consideration market flow. Your cooperation is appreciated as the Market Manager has full discretion to move a vendor when necessary. To the benefit to our vendors, Newberg Wednesday Market will accept only two of a kind of craft vendors on any given day.

VEHICLES & UNLOADING/LOADING

- Set up begins at 2:00 p.m.
- After unloading vehicles, Vendors should park in our designated vendors parking lot located at: 307 S College St., Newberg, OR 97132
- Set up must be completed and vehicles moved away from the market grounds 15 minutes prior to the opening of the market. Please unload and move your vehicle promptly.
- Please leave spaces adjacent to the market available for our customers. Do not utilize street parking or the parking lot.
- **Dismantling of booths must not begin before the official closing of the market. As a courtesy to other vendors do not pull up to the curb before your space is completely dismantled.**
- All vendors must vacate by 9:00 p.m.

USE OF SPACE

- 60% of all merchandise must be grown, produced, designed, and/or made by the Vendor. Vendors may have consignment or resale items in their booth. However those items must not represent greater than 40% of their merchandise. The Market Manager may request documentation to confirm the amount of consigned/resale items.
- No sales will be allowed prior to the start of the market.
- No sale will be allowed after the end of the market.
- All vendors must vacate the venue within 1 hour of market closure.
- Vendors will be required to display a sign with their business name.
 - If your sign will be attached to your canopy it must be attached to the canopy at the back of the booth, making it easy to see without obstructing neighboring booths.
 - "A" frame signs placed outside of vendor's booth will not be permitted.
- Vendors will provide their own canopies, tables, chairs and weights along with product.
- All materials must fit within your assigned 10'x10' space.
- For the safety of all, canopies must be secured by weights at all 4 corners.
 - A minimum of 10 pounds per corner must be fastened to your booth. (4 weights)

- Space leasing or sharing will not be permitted without submitting a separate vendor agreement.
- Vendors are responsible for keeping their spaces attractive during the Market and for cleaning up thoroughly after Market closes.
- Vendors agree to conduct themselves in a courteous and positive manner.
 - If not, a warning will be issued with the possibility of termination without refund.
- Smoking is not permitted by vendors at or near the market venue.
- Vendor family pets are not allowed
- Should a vendor decide to add new items to their already accepted list of products, all additional products, must be approved by the Market Manager.

VENDOR AGREEMENT

All vendors must sign a vendor agreement:

All items the vendor intends to sell, including any consignment or resale items, must be listed on your submitted Vendors Agreement. Vendors will be asked to remove any items not listed.

Contact our Market manager if you have questions

Erin Harrington

eharrington@cprdnewberg.org

503.550.5927

