



The MARKET at Concerts in the Park 2019 Bohemia Park, 101 S. 10th Street, Cottage Grove

Mission of the Market

The Market at Concerts in the Park (MARKET) will provide a viable open-air space for local farmers and artists, crafters and food merchants enhancing local businesses and bringing a wide variety of produce, art and entertainment to Cottage Grove.

The Market Sponsorship and Management

The official sponsor of the Market is the Cottage Grove Area Chamber of Commerce (the Chamber), which provides overall event insurance and obtains necessary permits with the City of Cottage Grove for the event. Management of the MARKET is the responsibility of the Chamber.

Market Rules and Guidelines

- a. **Location, Hours and Dates:** The MARKET will be open to the public on Wednesday's from 5:00pm-8:00pm starting June 26 and running through August 28, 2019 at Bohemia Park, 101 S. 10th Street in Cottage Grove. Hours of operation are subject to change based on seasonal conditions.
- b. **Operations:** Vendors must be prepared for operation by 5:00pm: Booth set up is not permitted before 3:00pm for each MARKET. Booths must be staffed for entire Market. Vendors may not disassemble booths before the closing of the Market day without permission from the Market Manager.
- c. **Vendor loading and unloading:** Vendors are not permitted to drive into the Market area unless given permission by Market Manager. In most cases, all vehicles must park in the parking lot on S. 10th Street to unload. Vendors will park in the gravel lot on Monroe, at the south end of Bohemia Park to free up the parking lot for concert attendees. Vehicles are not permitted on the grass for any purpose.
- d. **Space Assignments:** will be assigned to vendors as they arrive, by the Market Manager. Every effort will be made to accommodate vendor needs. No booth location is guaranteed on an on-going basis.
- e. **Responsibility against Hazards:** Vendors are responsible for their own booths, tables and weather covers. Vendors are responsible for securing canopies against hazards such as wind and with concern for the safety of the public and other vendors.
- f. **Signage:** Vendors are required to post a sign identifying business name, location/address of farm or business and telephone number. Signage must be no smaller than 1'x3', legible, visible, and securely attached to a vendors booth or stall to assure that it does not impede pedestrian traffic. Vendors are encouraged to provide information regarding products.
- g. **Stall space:** Market stalls are 10' x 10'; Vendors are responsible for: keeping their space attractive during Market hours; for cleaning their stalls and adjacent areas after the Market closes; for removal of all debris, refuse and unsold product from the premises. There is very limited access to electricity, most of which is reserved for sound for performing bands. If you have a need for electricity, check with the Market Manager.
- h. **Vendor Conduct:** Smoking/Vaping is prohibited anywhere in the park under Cottage Grove Municipal Code 12.24.020(W). Vendors will conduct themselves courteously. Pets are not allowed in Vendor stalls unless certified guide/helper dog. No alcohol or drugs shall be present in Vendor stalls. Food for Vendor consumption shall be present in a discrete manner. Vendors may not verbally call attention to their space by calling out beyond the borders of their space.

i. **Booth for non-profit organizations:** Booths are available for organizations whose goals align with the Cottage Grove Area Chamber of Commerce. The MARKET is not a forum for political or religious activities. Booth space will not be granted to those persons/organizations wishing to campaign or proselytize.

j. **Sampling:** Sampling may only occur within the confines of vendors booth or directly in front of the 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 trashcan for any refuse from the distribution of samples. All growers, farmers and food vendors serving or offering samples of food must abide by the Oregon Department of Agriculture's rules.

Compliance with all Government Regulations

a. All vendors must comply with the Oregon Department of Agriculture rules and regulations regarding sampling procedures.

b. **Copies of permits and certifications must be included with application** for the MARKET. Examples include: liability insurance certificate, certification for Certified Organic, license/certification for kitchens processing foods, off-site restaurant license, alcohol license, etc... Vendors are responsible for complying with state and local health licensing requirements governing the sale and production of their products. Failure to conform to such regulations and requirements can be grounds for removal from the Market.

c. Scales used for weighing customer goods must be certified by the Oregon Department of Agriculture, Measurement Standards. Vendors selling produce without a scale must sell per piece, pint, quart etc.

d. All products for sale at the MARKET must comply with state and federal standards governing labeling, packaging, display and weight.

e. Liability: The MARKET does not assume responsibility for product liability. **All vendors are REQUIRED to purchase liability insurance naming the Cottage Grove Area Chamber of Commerce as additional insured.**

f. Sampling. Vendors must comply with the "Farmers' Market Guidelines" determined through the ODA: food safety division.

Fees

- Food Vendors pay a fee of \$20.00 each week or \$15/week if paid in full at the beginning of the season. (savings of \$50 for the entire season)
- Non-Food Vendors (art, crafts, info displays, etc.) pay a fee of \$10 each week or \$5.00/week if paid in full at the beginning of the season. (savings of \$50 for the entire season)
- Cottage Grove Area Chamber of Commerce members can participate for FREE

Enforcement

The Market Manager has the ultimate on-site authority to enforce Market rules and decisions. If a vendor violates a Market rule, the Market Manager has the discretionary authority to impose an appropriate disciplinary action, which may include written warning or barring vendor from participating in the Market for an indefinite period. The Cottage Grove Market reserves the right to prohibit anyone from selling as well as the right to prohibit the selling of any produce or product.

The Market at Concerts in the Park is an official Cottage Grove Area Chamber of Commerce event, sponsored by the Cottage Grove Area Chamber of Commerce, 700 E. Gibbs, Suite C, Cottage Grove, OR 97424, (541) 942-2411, travis@cgchamber.com.