



**SOGA OP RULES & PROCEDURES  
PLEASE READ & UNDERSTAND**

The Grants Pass Growers Market (SOGA) is a 501 (c) (3) association with rules and procedures set forth by a Board of Directors (BOD) that consists of a nine member entity voted in by the membership. The membership votes for 3 Directors each year at the November membership meeting. A copy of our By-Laws can be found at growersmarket.org. These rules apply for you and all who would be selling in your booth. Compliance is mandatory.

The Market Manager is responsible for implementing these rules and procedures.

**On market day the Manager's decisions are final.**

**Updated April 2023**

**MARKET DAY RULES:**

1. **Bell rings at 9 a.m. Vendors are allowed to sell at 8:30 a.m. if ready.**
2. **All items must be juried in. Including any new items you desire to sell.**
3. **No displaying of "ORGANIC" on signage without official certification. This includes the use of "Organically Grown" and all iterations deemed similar to the Manager or board of directors. The use of Certified Organic, Organic, Organically Grown and similar variations is only permitted to vendors with a current Organic Certification which needs to be on file with the Manager. This pertains to all vendors, and all products sold at the market.**
4. **All canopies used in market MUST be straight legged, no larger than 10'x10' and have a minimum of 15lb weights on each leg.**
  - a. **Weights must be attached as soon as the canopy is set up.**
  - b. **It is permissible to attach back canopy legs to your vehicle or trailer.**
  - c. **If you do not have weights, do not set up canopy. NO WEIGHTS, NO CANOPY!**
  - d. **If you have 1 canopy, you'll need 4 weights (or use the option noted in b). If you have 2 canopies, you'll need 8 weights. One weight may be used for 2 joining legs IF the weight is at least 30lbs.**

**ANNUAL MEMBERSHIP DUES:**

- Eligible members with appropriate insurance and licensing documents must have their dues submitted before the first selling day of Summer Market.
- Summer Market dues are \$65.00.
- Winter Market dues are \$35.00 and payable before the first Saturday of Winter Market.
- Winter Market has limited space; members from the previous winter have priority.
  - Winter Market fee varies by space

**MARKET PRODUCTS:**

- Resale in the market is not allowed.
- Food, Craft and Agriculture products must be grown or made in the So. OR./No. Cal. Bio-region by the

market member.

- Food products must be a farm direct product or a product produced in adherence with ODA food safety requirements and produced in a certified kitchen.
- Ready to eat foods must obtain licensing from the Department of Public Health. Product sold by weight must be weighed on a scale certified by Dept. of Agriculture. ALL PRODUCTS MUST BE PROPERLY LABELED.
- All items must be clearly priced.

### **PRIMARY AGRICULTURAL PRODUCTS:**

Primary Agriculture (Ag) is SOGA's fundamental purpose. Licensed farmers in this category are added as space in market allows.

- Examples of Primary Ag are: fresh fruits and vegetables; proteins such as meat, fish, cheese and eggs; honey and honey/bee products; some milk processed products produced in a certified dairy: nursery stock, including edibles, ornamentals and food producing plant starts.
- Primary Ag members wishing to introduce processed food items from their agricultural crops will need to have those value-added products subjected to JURY, along with an additional FOOD application on file.
- Examples include but are not limited to: soups; salsas; jellies and jams; kimchi and other fermented foods; kombuchas; goat milk; juices & cider; soaps; tortillas; sauces; candies; body products, cosmetics; teas, herbal tinctures; salves and ointments.
- **Marijuana, hemp and all cannabis products/byproducts are strictly prohibited.**
- **Hemp textiles will be allowed.**
- Agricultural products must be grown by a Member of this Association in the Southern Oregon, Northern California region (Includes ONLY the following counties: Josephine, Jackson, Curry, Douglas, Coos, Siskiyou, Ca. and Del Norte Ca.).
- Jurying of new products for existing vendors can be done at the monthly BOD meeting.
- NO JURY AT MARKET!

### **FOOD VENDORS:**

- U-picked food items are not allowed in market.
- Vendors using a heating or cooking device must have a working fire extinguisher in plain view of management.
- No Styrofoam containers are allowed in market.
- Dispose of gray water in drains and use market dumpster for trash.
- Food vendors must provide large kitchen trash containers (11-13 gal.) for disposal of sample delivery utensils (i.e., toothpicks, spoons, paper cups, etc.). Straight edge bags are recommended in market.
- Have a functioning hand washing station present in their booth whenever handling and serving food to the public or other vendors.

### **FOOD HANDLING REQUIREMENTS:**

- Foods prepared for consumption in the market require a temporary restaurant license from the Josephine County Health Department.
- All processed foods must be prepared in an ODA Certified kitchen.
- Vendors in this category will submit those CURRENT licenses with application where they will be kept

on file and vendors must post in a conspicuous place in booth.

- Expired or otherwise unavailable licenses will result in an immediate (In market) suspension of operations. There are some exemptions allowed.

#### **MARKET DAY:**

- The Summer Market lot is designed as a one-way traffic flow area. Members will enter lot on F. St.
- The daily booth fee will be accepted by market staff at entrance.
  - Daily booth fee for Summer Market is \$30.00 per booth space paid with either cash or check.
- The member may then proceed slowly to assigned booth space.
- Members with trailers and those using two spot spaces must arrive at 7:15 a.m.
- The gate will be closed at 8:30 a.m.
- Vendor to Vendor sales may occur before starting bell as well as ready to eat foods.
- Starting bell will ring at 9:00 a.m.
- The breakdown bell or first bell will ring at 1:00 p.m.
  - No total breakdown before the 1:00 p.m. bell.
  - All vehicles must remain in place until the second bell at 1:15 p.m.
  - Members may then slowly proceed east to west for 4<sup>th</sup> St. exit or west to east for F St. exit.
  - Before leaving booth space pick up dropped items and dispose of properly.
  - Please do not obstruct the driveway or other vendors during setup and take down.

#### **VENDOR PARKING:**

- Street side parking within a one block radius of the market is for customers only. It may be used for loading and unloading with all member vehicles moved by 8:30 a.m.
- DO NOT park in the railroad right of way or the Towne Center Plaza parking areas.
- Vendors may park in Juvenile Justice lot or in back of the Dutch Bros. headquarters, or in the county lots on 5<sup>th</sup> St.

#### **VENDOR BOOTH DISPLAY:**

- Vendors are responsible for maintaining their space in a safe/clean manner.
  - Displays should be arranged to minimize trip and fall hazards and with attention to public safety.
  - Items should be stored and/or displayed off the ground, either on tables or in your vehicle.
- Only approved foodstuffs are allowed in the market for sale.
- Vendors must provide their own tables, scales, containers, change, signage, trash receptacles and sweeping tools.
- Electricity is at manager discretion.
- No political paraphernalia or clothing is allowed in member/vendor booth.
- Space swapping is prohibited without manager approval.
- No member/vendor pets that are not service dogs are allowed.
- Member/vendors are expected to stay within their selling area with their products.
  - "Working the crowds" and "hawking" are prohibited.
  - Rude, abusive, offensive or disruptive conduct is prohibited.
- Notify the Market Manager/staff before selling any other member's products.
  - All products offered by another member must have point of origin signage.

#### **SCRIP/DUFB/PROTEIN BUCKS/GIFT CERTIFICATES:**

- Oregon Trail Scrip may be turned in on any Saturday when the amount is \$50.00 or more.
  - Scrip of lesser amounts will be collected on the last Saturday of the month with checks being issued the following Saturday.
- No change can be given for Scrip, DUFB or Protein Bucks.
- Gift certificates may be turned in any time to the Market Manager/staff at the Market Information Booth.

**VENDOR ATTENDANCE:**

- Let the Market Manager know when you will not be in market before Friday at 12:00 (noon) and when you plan to return.
- Map is posted at 4:30 p.m. on Fridays.
- Notification of your return or absence is required before that time.
- Spaces are not guaranteed and there is no seniority in space placement.
- NO CALL NO SHOW WILL INCUR A FINE EQUAL TO SPACE FEE ON A SECOND OFFENSE.

The Market Manager/staff are responsible for overall functioning of the Market and enforcing these rules. All matters not covered by these rules and guidelines will be decided by the Market Manager during market hours and referred to the Board of Directors. **The Market Managers decisions are final during market hours.** Appeals may be made to the Board of Directors.