



## 2018 NorthWest Crossing Farmers Market Handbook

We're thrilled to enter our 10th season with what has quickly become the largest market in Central Oregon! Thank you for your interest in becoming a vendor at the NorthWest Crossing Saturday Farmers Market. Our 2018 season begins June 16, 2018. We are proud to connect local farms, nurseries, ranches, artists and small businesses to the Bend community each week throughout the summer.

### HOURS, DATES & LOCATION

Every Saturday from June 16, 2018 - September 15, 2018

10:00am-2pm

**Vendor Set-up is from 7:30-9:15am**

*\*\*all vehicles off the street by 9am*

Market Manager, Melissa Tugmon

call/text: 541-280-3642

email: [nwxfarmersmarket@c3events.com](mailto:nwxfarmersmarket@c3events.com)

Website: <https://nwxfarmersmarket.com/>

Market Manager Website: <https://www.managemymarket.com/landing.aspx?orgID=362>

The NorthWest Crossing Saturday Farmers Market is more than simply a venue for Bendites to find fresh, organic, sustainably grown produce; it is a weekly gathering filled with music, food, arts & crafts. It is now considered a "must-see" event in Bend throughout the summer, and that is a testament to the dedication and quality of our market vendors. Below is a sample list of some of the vendors who have previously participated the market.

**Fruits & Vegetables:** Fields Farm, Juniper Jungle Farm, Good Earth Farms, Radicle Roots, Whiskey Hill Berry Farm, Four Acre Farm, Guisto Orchards, Mahonia Gardens, Rockhill Farms, The Vegetable Man, Handpicked by Us

**Artisans & Crafts:** Americana, Bliss Pillow, T's Tonics, Blue Spruce Pottery, Geeky Chic, Ausperitea, Earthie Mama, Bentworx, Earthy Elements, Farmhouse Candles, Garden Whimsies, Handmade Bend, GunbyGoods, Heather Fortune, Jax Hats

**Ready to Eat:** Bonta Natural Artisan Gelato, The Village Baker, FarmHouse Pies, Justy's Jelly, Sparrow Bakery, Jem Chocolates, Holm Made Toffee, Fearless Baking, Sweet Alchemy, Queen Bee Bakery, Hearth Chai, Addy Macs

**Beverages/Distillery:** Humm Kombucha, Thomas and Sons, Oregon Spirit Distillers, Bucha Buena, K Brewing Co

**Meats & Eggs:** DD Ranch, Brandywine Fisheries, Home Farm Foods, Chelsea Rose Seafood, Vaquero Valley Ranch, Home Farm Foods, Hope Springs Dairy , Jeffrey A Larkin, Splitting Aces

**Prepared Foods:** Bend Pizza Kitchen, Austin Street Tacos, Bangarang, East Meets West, Bangers

**Nursery:** Tumalo Lavender, Mountain View Farms, Cascade Lavender, Windflower Farms, Booth Botanicals, D & T Gardens

**Bands:** The NorthWest Crossing Saturday Farmers Market has distinguished itself significantly by the quality of the weekly entertainment that ensures a strong weekly audience. We bring soulful music performers, renowned touring singer songwriters and bands, and the best Bend has to offer to the Market Stage each week. This programming has created a vitality rarely seen in other farmer's markets.

**Business Sponsors:** This new *Conscious Living Showcase* highlights conscious and sustainable businesses, merchants, and practitioners who are making a positive contribution to the well-being of Central Oregonians.

**Market Hub:** Each week the market hub will spotlight a local chef, gardener or other expert to provide education and awareness in consumption and resourceful living.

### **Location:**

NorthWest Crossing is located on Bend's west side. To get directions to NorthWest Crossing, Bend, Oregon, please use one of the following maps. Each map gives a recommended route from a specific starting point or traveling direction and ends at NorthWest Crossing Neighborhood Center.

The market is located on NW Crossing Drive, the two blocks east of Mt. Washington Drive. See you here soon!

Visit our [website](#) for maps and directions.

## HANDBOOK CONTENTS

<b>Application, Fees And Payment</b> .....	3
<b>Choosing Your Registration Category</b> .....	4
<b>Payment Comparison Tables</b> .....	4
<b>Policies For All Vendors</b> .....	6
<b>Market Operations &amp; Safety Guidelines</b> .....	7

## APPLICATION, FEES AND PAYMENT

1. Market participants are re-evaluated annually. Acceptance for one season does not guarantee acceptance in subsequent seasons.
2. A complete online vendor application, with copies of all licenses relevant to that business, must be submitted for market review.
3. All unpaid fees from previous year must be paid before vendor's application will be accepted.
4. Vendors will select a payment plan for the season at the time of registration.
5. A non-refundable \$30.00 application fee must be submitted prior to application approval.
6. Assigned booth locations ONLY for Full Season, Half Season, or Month to Month registrants.
7. "Weekly Vendors" are those who choose to pay week to week. Weekly Vendors will not be guaranteed a regular booth location.
8. Available Discounts:
  - a. **Early Bird Payment Discount** 5% (pay and registration prior to May 1st)  
The Early Bird Payment Discount is available ONLY for Full Season, 1/2 Season, or Month to Month registrants.
  - b. **Veteran Discount** 10% (having participated in previous season) available for all registrant types Payment Arrangements.
  - c. Additional discounts for selecting Full Season, Half Season, or Month to Month payment types (see table for explanation of discount amounts).
9. All payments must be made in advance of the markets online via the market manager payment option using debit or credit cards.
10. Vendors will not be allowed to set up booths, without proof of registration and receipt of pre-payment.

## CHOOSING YOUR REGISTRATION/PAYMENT COMPARISON

Please consider the tables below when choosing your registration/payment category as we offer considerable discounts to vendors who pay for the full season in advance. Assigned booth locations **ONLY** for Full Season & Half Season registrants, with next preference given to our Month to Month registrants. “Weekly Vendors” are those who choose to pay week to week & will not be guaranteed a regular booth location.

	Full Season		Half Season		Monthly			Weekly	
	Full Season	Per Week	Half Season	Per Week/ Season	Months w/ 3 dates	Months w/ 4 dates	Per Week/ Season	Full Season	Per Week
<b>10x10</b>	\$630.00	\$45.00	\$325.00	<b>\$46.43/</b> \$650.00	\$150.00	\$200.00	<b>\$50.00/</b> \$700.00	\$770.00	\$55.00
<i>Early Bird</i>	\$598.50	\$42.75	\$308.75	<b>\$44.11/</b> \$617.50	\$142.50	\$190.00	<b>\$47.50/</b> \$665.00	-	-
<i>Veterans</i>	\$567.00	\$40.50	\$293.31	<b>\$41.90/</b> \$586.63	\$128.25	\$171.00	<b>\$45.00/</b> \$630.00	\$693.00	\$49.50
<i>EB+VET</i>	\$535.50	\$38.25	\$278.65	<b>\$39.81/</b> \$557.29	\$109.01	\$145.35	<b>\$42.50/</b> \$595.00	-	-
<b>10x20</b>	\$1,120.00	\$80.00	\$570.00	<b>\$81.43/</b> \$1,140.00	\$270.00	\$360.00	<b>\$90.00/</b> \$1,260.00	\$1,330.00	\$95.00
<i>Early Bird</i>	\$1,064.00	\$76.00	\$541.50	<b>\$77.36/</b> \$1,083.00	\$256.50	\$342.00	<b>\$85.50/</b> \$1,197.00	-	-
<i>Veterans</i>	\$1,008.00	\$72.00	\$513.00	<b>\$73.29/</b> \$1,026.00	\$230.85	\$307.80	<b>\$81.00/</b> \$1,134.00	\$1,197.00	\$85.50
<i>EB+VET</i>	\$952.00	\$68.00	\$484.50	<b>\$69.21/</b> \$969.00	\$196.22	\$261.63	<b>\$76.50/</b> \$1,071.00	-	-
<b>10x30</b>	\$1,540.00	\$110.00	\$780.00	<b>\$111.43/</b> \$1,560.00	\$390.00	\$520.00	<b>\$130.00/</b> \$1,820.00	\$1,890.00	\$135.00
<i>Early Bird</i>	\$1,463.00	\$104.50	\$741.00	<b>\$105.86/</b> \$1,482.00	\$370.50	\$494.00	<b>\$123.50/</b> \$1,729.00	-	-
<i>Veterans</i>	\$1,386.00	\$99.00	\$702.00	<b>\$100.29/</b> \$1,404.00	\$333.45	\$444.60	<b>\$117.00/</b> \$1,638.00	\$1,701.00	\$121.50
<i>EB+VET</i>	\$1,309.00	\$93.50	\$663.00	<b>\$94.71/</b> \$1,326.00	\$283.43	\$377.91	<b>\$110.50/</b> \$1,547.00	-	-
<b>10x40</b>	\$1,960.00	\$140.00	\$985.00	<b>\$140.71/</b> \$1,970.00	\$525.00	\$700.00	<b>\$175.00/</b> \$2,450.00	\$2,520.00	\$180.00
<i>Early Bird</i>	\$1,862.00	\$133.00	\$935.75	<b>\$133.68/</b> \$1,871.50	\$498.75	\$665.00	<b>\$166.25/</b> \$2,327.50	-	-
<i>Veterans</i>	\$1,764.00	\$126.00	\$886.50	<b>\$126.64/</b> \$1,773.00	\$448.88	\$598.50	<b>\$157.50/</b> \$2,094.75	\$2,268.00	\$162.00
<i>EB+VET</i>	\$1,666.00	\$119.00	\$837.25	<b>\$119.61/</b> \$1,674.50	\$381.54	\$508.73	<b>\$148.75/</b> \$1,780.54	-	-

## **POLICIES FOR ALL VENDORS**

Vendor acceptance, market sales by accepted vendors and/or third-party businesses, and/or specific product sales at the market are solely at NorthWest Crossing Farmers Market's discretion. NorthWest Crossing Farmers Market's reserves the right to deny a vendor application, prohibit anyone from selling at the market, and/or prohibit any product from being sold at the market. The following are requirements for all vendors who participate:

### **Review Vendor Handbook**

All prospective vendors must review this handbook and be familiar with the policies and expectations contained within.

**Vendor Application** All vendors must complete the online Vendor Application

**Product List and Descriptions** All prospective vendors are required to submit a complete list of all products they wish to sell within their vendor application.

Acceptance of application assumes approval of products listed within application. Any products wished to be added during the season must be submitted via email to the Market Manager a minimum of seven (7) days prior to vending. All drinks must be listed on the application.

**Relevant Licenses and Certificates** It is the sole responsibility of the vendor to secure all necessary licenses and certifications to be eligible to sell at the NorthWest Crossing Saturday Farmers Market. The Oregon Department of Agriculture and Deschutes County agencies require these licenses to be in good, visible display at all times during your stay at the Market. Please keep your licenses, certifications and application current. You are responsible for bringing license copies to each market. The Market does not assume responsibility for general or product liability insurance. All vendors are required to purchase general liability insurance of \$1 million dollars and must provide a copy of the Certificate of Insurance listing **C3 Events** and **West Bend Property Company** as additional insured organizations in order to participate in the Market.

In addition, those vendors who sell consumable products are required to purchase product liability insurance of at least \$1 million dollars and must provide a copy of the Certificate of Insurance listing C3 Events and West Bend Property Company as additional insured organizations in order to participate in the Market.

Food vendors need to check in regarding temporary food vending permits with a Representative at the Deschutes County Environmental Health Department: (541) 388-6621. Food vendors must be in compliance with any permit

requirements by Deschutes County Environmental Health Department. For questions and/or assistance regarding food vending, you may also contact our Market Manager, Melissa Tugmon, 541-280-3642.

### **Attendance**

If you have registered under the Full Season, 1/2 Season or Monthly category, you are expected to participate in the market for the dates you commit to. There are no refunds for any reason. The success of our market depends solely on the market vendors providing consistency with their availability and product each week. If you do not communicate your absence from the market you will be considered a no-show.

**Weekly Vendors:** “Weekly Vendors” need to confirm their attendance each week by the Tuesday before the market by emailing [nwxfarmersmarket@c3events.com](mailto:nwxfarmersmarket@c3events.com)

**Failure to Notify of No Show:** It is critical for our pre-event mapping, that we learn about any cancellation of attendance by the Tuesday prior to that Saturday. Your market dates are listed in our online Market Manager system. We require at least four (4) business days notice if you are not able to participate on a Saturday that you have committed to previously. If you do not communicate your absence from the market you will be considered a no-show. There will be a strict two-strike system in place. The first strike will incur a \$50 fee, that must be paid prior to attending the market again, and the second strike will expel you from the market.

### **Weekly Emails to Vendors**

NorthWest Crossing Farmers Market circulates weekly vendor updates by email to communicate market news, market layouts, and other information relevant to our market community. Vendors are expected to read these communications thoroughly as they contain important and time sensitive information.

### **Market Promotional Efforts**

NorthWest Crossing Farmers Market organizes a number of promotional efforts for customers throughout the season. Vendors have the opportunity to submit a promotion or recipe idea for the coming weekend by the Tuesday previous and have that promotion included in weekly market email blasts that are distributed to 1100+ recipients. Vendors will be promoted through multiple channels for the duration of the market season including: print advertising, posters, the C3 Events website, the NWX Farmers Market website, weekly market email blast and additional social media.

## **Enforcements and Disputes**

The Market Manager has the ultimate authority on-site to enforce all of the vendor rules contained within the Vendor Handbook. Enforcement may include removal, suspension, and/or expulsion from the market.

## **MARKET OPERATIONS & SAFETY GUIDELINES**

### **Vendor Check-In**

Check in begins at 7:30am, ensuring you have plenty of time to get set up, as well as to allow market coordinator time to complete full market set-up. Market vendors will enter the NorthWest Crossing neighborhood from Mt. Washington, on Ordway Avenue and take an immediate right onto Fort Clatsop. The check in will be at the intersection of Northwest Crossing Drive and Fort Clatsop. Vendors will receive their booth locations and will be able to unload their booth infrastructure, equipment, product, and then immediately park their vehicles in the designated vendor parking areas.

### **Booth Set Up and Presentation**

NorthWest Crossing Farmers Market provides stall space only. Vendors must provide their own canopy with weights, display cases, tables, chairs, etc. Vendors are responsible for arranging their space attractively and safely. Vendors are also responsible for having tent weights on each leg of the tent. Weights need to be capable of withstanding 40 mile winds on their canopies, as the safety of our customers, vendors, staff and volunteers is of utmost importance. You will not be allowed to set up or will be asked to tear down if you are not in compliance.

### **Parking**

Main parking area is the vacant lot that is located on the west side of Mt. Washington Drive, across the street from Harcourts Garner Group Real Estate office. **Please leave business parking lots in NorthWest Crossing open for neighborhood businesses and market attendees.** Non-compliance may result in expulsion from the market.

### **Vendor and Market Trash**

Market vendors are responsible for bringing their own trash off the event site each week. Please bring trash receptacles with you for your booths if necessary. If you do not take care of your trash and recycling, or dispose of it in an unapproved garbage receptacle you may be subject to a fine. We encourage all

vendors to use sustainable, eco friendly serving products. Our market strives to be a leader in healthy, resourceful living.

**Electricity**

There is no electricity guaranteed for market vendors.

**Tear Down**

Tear down commences at 2pm. Vendors may retrieve their vehicles after that time and enter Northwest Crossing Drive. We ask that as much of the tear down occurs before you pull up the vehicle to make the loading and exit process efficient. We want everyone to be able to load up and exit in a timely manner.

**Have a concern or feedback you want to share with us?**

We strongly urge you to express your questions or concerns as we care about your feedback. Please contact our Market Manager:

Melissa Tugmon

541-280-3642

[nwxfarmersmarket@c3events.com](mailto:nwxfarmersmarket@c3events.com)