



## **FarmTable Operations, Policies, and Eligible Products**

***Please keep for your records***

**Please read and understand these policies in their entirety. *By submitting an application, you are agreeing to all policies set forth in this document.***

### **Storefront Operations**

Monday through Friday, 9 AM – 5 PM, year round, 113 Main Ave. Tillamook

Saturday hours will be determined based on staff availability and advertised accordingly.

*Please notify Food Roots in advance of one business day prior to dropping off your inventory.*

All products need to arrive ready for sale (field washed, packaged or bundled, meat pre-frozen, etc). Please do not hesitate to ask any questions that come up for you with regard to your products and what “ready for sale” means.

### **Eligible Vendors and Products**

Only producers who grow in Tillamook County and adjacent counties are eligible to sell food, plants or other agricultural products at FarmTable.

#### **Products sold at FarmTable are limited to:**

- Fresh or cured fruits, vegetables, edible flowers, herbs, and plant starts
- Unshelled nuts
- Whole eggs (producer must maintain an egg handlers license or, if they do not have this license, they must be present at the sale, for example - volunteering at the farmers market booth); egg cartons must be of first time use; reused cartons are prohibited)
- Honey (only when not combined with other ingredients or comingled from multiple hives; see note below for labeling instructions)
- Mushrooms (if foraged, they must be labeled as directed in ODA Food Code Fact Sheet #8)
- Breads and baked goods (producer must maintain a domestic kitchen bakery license, or if they do not have this license, they must be present at the sale, for example - volunteering at the farmers market booth)
- Prepackaged meats (producer must maintain prepackaged meat sellers license)
- Seafood - frozen or prepackaged (producer must maintain all applicable licensing)
- Dairy products (producer must maintain all applicable licensing)
- Other pre-approved value added agricultural products

#### **All pre-packaged products must be labeled with the following:**

- Product identity or description
- Net weight
- An ingredients statement (including any major allergens)
- The address of the agricultural producer

- Whole eggs, seeds and honey (if the producer has more than 20 hives) must be labeled with the following statements in all capital, bold-face type, no less than one-eighth inch in height: “THIS PRODUCT IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT” “NOT FOR RESALE”

### Product Inventory Sheet

When a producer brings in their product for sale at the FarmTable storefront, a Food Roots employee will check in this product in an inventory sheet and track all products sold through our POS system.

### Product sales, prices, and fees, and sales payments to producers.

- **Weights and measures:** Food Roots has an Oregon certified scale available if you choose to sell your product by weight.
- **Prices:** Vendors determine the price of all goods sold. Please consider how your prices may affect fellow producers through this store, as others may be selling the same product. It is strongly encouraged that producers have comparable pricing. There is more demand than local product available.
- **Administrative fee:** Food Roots charges an initial administrative fee of \$20 per producer. This payment can be made at the time they bring their products to the store. If this payment is not made within the first month of selling your product with FarmTable, the fee will be deducted from your monthly sales.
- **Consignment fee:** Food Roots will deduct a 20% fee on total monthly sales which will be shown on monthly sales sheets provided to producers.
- **Sales payments to producers:** Payments to producers will be made monthly; Food Roots will mail producers a check once per month for all products sold.

### Perishable products

Understand that some products which are not shelf stable may not sell before their “best by” date (for example, fresh fruits, vegetables, or plant starts, or items with a “consume or freshest by” date); any such products that do not sell will be communicated to the producer. Producers can decide if they’d prefer Food Roots to donate product to a local food pantry or if they would prefer to come pick it up. Products not sold will not be included in monthly sales payments to producers.

### Documentation of required licensing and insurance

You are required to provide Food Roots with all current Oregon Department of Agriculture food safety issued licenses, and valid business or related insurance coverage. You must carry product liability insurance and add Food Roots as additionally insured on your policy.

### Hold Harmless

By applying and paying for vendor fee, the vendor agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless Food Roots and its partners from and against all damages, claims, demands, suits, actions resulting from, or because of, any damage to property or bodily injury or death of any person arising out of the occupancy and/or use of FarmTable store by the participant or guests.