



2014 NorthWest Crossing Saturday Farmers Market Handbook

To Our Community of Farms and Local Businesses:

We are motivated by the success of our 2013 NorthWest Crossing Saturday Farmers Market season, and are inspired to build on the momentum this year in the active NorthWest Crossing neighborhood.

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 list of vendors who have a consistent presence at the market.

Fruits & Vegetables: Victoria’s Vegetables, Marquam Hill Berries, Juniper Jungle Farm, Kiyokawa Family Orchards, Rainshadow Organics, The Berry Garden, Fresh Green Organics, Good Earth Farms, The Berry Patch, Red Tail Farms

Artisans & Crafts: For Your Dog, Hearts Desire, Vista Bonita Glass Art Studio, Nellie Jane Designs, Bliss Pillow, Bend Soap Company, Tumalo Lavender, Bee Crafty, La Petite Savonnerie, T’s Tonics, Eternal Flame Designs, Herbal Goddess Medicinals, Scooteez Children’s Apparel, Doroteum Fine Arts, Amazing Oils, Nature Girl Studio, The Silver Otter, Nomad Leather

Ready to Eat: Bonta Natural Artisan Gelato, Dasimani Foods, Mothers Baked Goods, The Village Baker, The Pie Peddler, Justy’s Jelly, Hayday Oils, Metolius Tea, Sparrow Bakery, Kombucha Mama, Jem Chocolates, Holm Made Toffee, Fearless Baking, Bend Cookie Company, Below Grade Brewing, Gorilla Growlers

Meats & Eggs: DD Ranch, Precious Cargo Seafood, Sand Lily Farm, Dancing Cow Farm, Vaquero Valley Ranch

Prepared Foods: Little Bite, Tata’s Fruits, All Mixed-Up

Nursery: Whistle Stop Farm & Flowers, Cha Meng Family Farms, Candy’s Farm

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 touring World 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 farmers markets.

Market Center Spotlight: Our Market Center Spotlight takes place late morning each Saturday on the Market Stage. We create a weekly educational spotlight that complements vendors and market categories, sponsoring education and awareness in consumption and resourceful living.

The full Market Handbook follows, including all pertinent details. Please contact us with any further questions you may have. We look forward to working with you this market season!

Market Coordinator: Tiffany Clark tiffany@c3events.com .

EVERYTHING YOU NEED TO KNOW about the NorthWest Crossing Saturday Farmers Market

Vending Fees

10x10 Booth Fee - Full Season - \$585.00

10x20 Booth Fee - Full Season - \$975.00

10x10 Booth Fee - Daily - \$45

10x20 Booth Fee - Daily - \$75

10x30 Booth Pricing - Contact Market Coordinator.

Veteran Discounts - For Returning Market Vendors - Subtract 10% from booth fee.

Early Payment Discount - Full Season Payment by May 1st - Subtract 5% from booth fee.

Vendor Promotions

Vendors have the opportunity to submit a promotion for the coming weekend by the Tuesday previous and have that promotion posted on the www.nwxfarmersmarket.com website, and in weekly market email blasts that are distributed to 700+ 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.

Vendor Check-In

NorthWest Crossing Saturday Market Location: NorthWest Crossing Drive between Mt. Washington and John Fremont St. will be closed off for Market (center of NorthWest Crossing Neighborhood Center).

2014 Event Season - June 28th - September 20th (Saturdays)

Event Hours: 10am-2pm

Set-up: 7:30 a.m. - 9:15 a.m. (Set up should be completed by 9:15 a.m.)

Market vendors are responsible for their own 10 x10 tents, tables, chairs and weights for the tent legs (secured weights for each tent pole are required).

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 numbers and will be able to unload their booth infrastructure, equipment, product, and then immediately park their vehicles in the designated vendor parking areas. Main parking area is the dirt lot that is located on the west side of Mt. Washington Drive, across the street from The Garner Group Real Estate office. Other available parking is along John Fremont Street. Please leave business parking lots in NorthWest Crossing open for neighborhood businesses and market attendees.

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.

Other logistics

If vendors have left over product that they do not wish to take with them, a representative from Bend Community Center or NeighborImpact local food bank will be on-site to receive your charitable donation.

Market Policies

RSVP:

Market vendors need to confirm their attendance each week by the Tuesday before the market. Please note that we will expect you 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. No-shows may lose their regular booth location at the market, and after two no-shows, regardless of payment plan, vendor will be required to pay a \$30 re-entry fee. 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. Thank you for your support. Vendors on the Daily Plan for booth fees are responsible for bringing fee to check in. Checks are to be made payable to West Bend Company. The fee schedule for 2014 is included within the Market Manager application at <http://www.managemymarket.com/landing.aspx?orgID=362>.

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.

ELECTRICITY:

There is no electricity guaranteed for market vendors; however, there are opportunities to plug-in and utilize electrical access points. Vendors need to coordinate any electrical needs with the market coordinator ahead of the market weekend.

INSURANCE, LICENSES, CERTIFICATIONS:

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 Sandy Ringer at the Deschutes County Environmental Health Department: (541) 388-6621. For questions and/or assistance regarding food vending, you may also contact Tiffany Clark at C3 Events at tiffany@c3events.com.