



Welcome to the Waldport Wednesday Market! This packet contains important guidelines, rules, and contact information for vendors participating in our community market. Please read carefully to ensure a smooth and successful experience for everyone involved.

Market Hours

The market is open every **Wednesday from 10:00 AM to 3:00 PM, weather permitting.** The market will only be canceled due to **extreme wind and rain.**

Vendor Setup

- **Setup time:** 8:00 AM – 9:00 AM
 - All vendor vehicles must be moved out of the market area and parked away from the event space by 9:00 AM.
 - Late arrivals are **not permitted.** Please be respectful of the schedule.
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Vendor Fees

- A **10' x 10' booth space** is available for a **non-refundable weekly fee of \$5.**
 - **Payment must be made at City Hall prior to the market date.**
 - Payments made by credit card will include a **3% processing fee.**
 - Vendors may request a second space for an **additional \$5 fee.**
 - Certified non-profit organizations may request a space at no charge.
 - Music vendors may request a space at no charge but must be scheduled for a designated time slot.
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Accessibility

We are committed to making the market inclusive and accessible. If you require any **ADA accommodations**, please notify us in advance so we can assist you appropriately.

General Guidelines

- Vendors must **grow, make, or represent** what they sell. This includes:
 - Fresh produce
 - Handmade crafts
 - Baked goods
 - Marketed brand products
 - Exceptions upon request.
 - **Garage sale items and used goods are not allowed.**
 - Vendors must be **18 years or older** or accompanied by an adult. Children must be supervised at all times.
 - This is a **smoke-free, drug-free, and alcohol-free space.**
 - **Respectful behavior** is expected at all times. Disrespectful comments or actions will result in a removal from the market. This includes any political, campaign, or partisan advertisements.
 - All vendors must comply with **local, state, and federal regulations.**
 - **All market fees are non-refundable.**
 - If you are unable to attend a scheduled market day, please **notify management by Monday of market week. Schedules will be finalized on Tuesdays.**
 - **Copies of all applicable licenses, permits, and certifications** (such as health department documents) must be submitted to market management, and copies must be on hand during market hours.
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Vendor Breakdowns

- **Early booth breakdowns are not allowed** unless approved in advance by market management.
 - If customers are browsing at closing time, vendors may stay briefly to complete transactions.
 - Vendors must be **fully packed up before bringing vehicles into the market space.**
 - Each vendor is responsible for leaving their area **clean and free of debris.**
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Food Vendor Rules

- Vendors using **open flames** (e.g., grills or stoves) are **required to have a Class K fire extinguisher** in their booth.

- All food vendors must follow **State of Oregon regulations** and possess **valid food handling certificates, licenses, and permits**. These documents must be submitted to management and available on-site during market hours.



Additional Resources & Contact


For more information on state-wide market rules and vendor requirements, please visit:

 [Oregon Farmers Market Rules and Regulations](http://www.oregonfarmersmarkets.org/market-rules-and-regulations)

<http://www.oregonfarmersmarkets.org/market-rules-and-regulations>

If you have any questions or concerns, please reach out to:

Megan Torres – Market Manager

 541-563-3561

 recorder@waldport.org

Thank you for helping us create a safe, welcoming, and vibrant market community!

Waldport Wednesday Market – Vendor Agreement



By signing below, I acknowledge that I have read and understood the **Waldport Wednesday Market Vendor Packet** and agree to abide by all market rules, regulations, and guidelines, including (but not limited to):

- Market setup and breakdown procedures
- Fee structure and payment requirements
- Vendor eligibility and product restrictions
- Health, safety, and fire regulations
- Conduct expectations and compliance with municipal and state laws
- Submission of necessary licenses, permits, and certifications
- Cancellation and attendance policies

I understand that failure to follow the rules may result in my removal from the market, forfeiture of vendor fees, or future participation restrictions.

Vendor Name (Print): _____

Business Name (if applicable): _____

Phone Number: _____

Email: _____


Mailing Address:

Signature: _____

Date: _____

Please return this signed agreement to Market Management prior to your first day at the Waldport Wednesday Market.

 Email: recorder@waldport.org

 Or deliver in person to Waldport City Hall