

ONLINE FARMERS MARKET BECOMING A VENDOR



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North Coast Online Farmers Market is a weekly, year-round market operated by the North Coast Food Web (nonprofit in Astoria, OR).

Customers order through our [online storefront](#). Ordering is Sunday-Tuesday with pick up in Astoria Thursday 3-7pm or via delivery and pick up sites Friday.

Vendors sell food (produce, meat, dairy, eggs, coffee/tea, baked goods, preserved foods, prepared foods, and more) directly to our retail & wholesale customers. Customers shop from 35+ vendors each week in one place, pay once and pick up their fully packed order.

Our nonprofit staff and volunteers provide the following services for vendors:

- Assistance and support - licensing/insurance, packaging, quality, tech, etc.;
- Product storage, aggregation, and inventory management;
- Order packing and distribution;
- Customer service, including payment with accessible options (EBT, DUF, FDNP);
- Weekly marketing and annual vendor spotlights;
- Connection to other services, like commercial kitchen rental and technical assistance.



Market Operations

VENDOR TYPES Type 1 vendors deliver products weekly as ordered. Type 2 and 3 vendors store products at the Food Web in dry storage (2) and cold storage (3).

DELIVERY You'll deliver to our office (577 18th St.) either weekly (Type 1 vendors), or as scheduled with Market Manager for bulk deliveries (Type 2&3).

VENDOR WEEKLY SCHEDULE

Type 1 weekly delivery vendors only

Friday-Saturday	Add products, update inventory
Sun. 9 am - Tuesday 11:59 pm	Customers order
Wednesday 9 am	Vendors can access "Pick List"
Wednesday 9-5pm Thursday 9 am -12 pm	Deliver Products

MARKET RULES

ONLINE FARMERS MARKET



General Vendor Requirements

LOCAL You produce products in Clatsop, Columbia, Tillamook, Wahkiakum, or Pacific counties (or nearby, accepted on a case-by-case basis).

PRODUCTS You sell food – produce, eggs, dairy, spices, mushrooms, honey, baked goods, meat, seafood, seeds, preserved and canned products, prepared foods. Other products may be approved.

LICENSING (1) Your products, operations, and packaging are appropriately approved or licensed by ODA and USDA for wholesale consignment sales. Confirm with Clatsop ODA (Barb Cripe 503-508-0437 barbara.cripe@oda.oregon.gov).
(2) You have a valid business license in your municipality and/or County.

INSURANCE We strongly recommend that your business has basic liability insurance (\$1M general coverage). To store products at our facility (Type 2/3), it is required.



Product Standards

Vendors must follow delivery procedures communicated by the Market Manager. Weekly delivery vendors agree to deliver the products as listed on their Pick List during the delivery window.

At the time of delivery, products must be:

- pre-weighed (if sold by weight);
- in "ready to sell" condition (clean, representative of the product listed online);
- and appropriately packaged, including labels that meet ODA standards.

Descriptions and photos on the sales platform must be representative of your product(s).

The North Coast Food Web reserves the right to refuse products based on quality or appearance. Any discrepancies in product quality, type, or quantity will be reported to vendors within 24 hours of the delivery and will be resolved between the vendor and Market Manager.



Pricing, Fees & Sales Checks

- You set your own product prices on the sales platform.

The market uses a consignment model with a vendor sales fee subtracted from your total sales amount. We mail a check to your address monthly on the first week of each month for the previous month. Vendors sales fees vary 10-20% and depend on Vendor Type.

Type 1 vendors - 10%

Type 2 vendors - 15%

Type 3 vendors - 20%

Read the Fee Schedule for more info.

All vendors agree to the terms in the Fee Schedule.

[Fee Schedule](#)



Miscellaneous

MEDIA Any photos you provide may be shared by the Food Web in print or online. We ask vendors to share our information about the market online as possible. Follow us on Facebook and Instagram to share pos

CONDUCT Vendors, staff, and volunteers present at Small Farms Market Day are, in part, representing the Food Web. We ask that you treat everyone with respect and have a cooperative attitude.

SNAP & FDNP We accept SNAP EBT and FDNP (\$4 checks) for eligible items. NCFW staff will approve items and process all payments. We are able to accept these payments and reimburse you as if the payment were cash or credit.

FEEDBACK Surveys will be conducted at least once a year for Vendor Feedback. Other feedback may be submitted to Food Web staff via email (info@northcoastfoodweb.org), in writing, or in a scheduled phone call or meeting. We appreciate clear and direct communication.

Contact Us!

Send your questions to info@northcoastfoodweb.org, or call 503 468-0921.

Our Market Manager can schedule a time to talk with you about your business and becoming a vendor.

Ready to Apply? Click the [Vendor Application](#) link here.