

2023 Pickerington Holiday Gift Market  
PO Box 465, Pickerington OH 43147  
Rules and Regulations

Indoor Market Location: 80 W Church St ~ Olde Pickerington Village  
Outdoor Market Location: Columbus St ~ Olde Pickerington Village

Friday, December 1st, 2023

Email: [pickfarmers@hotmail.com](mailto:pickfarmers@hotmail.com) ~ Phone: 614-681-1440

The Pickerington Holiday Gift Market is managed by the Olde Pickerington Village Business Association's (OPVBA) Market Management Team and a Market Manager. The Market Manager will be stationed at a Welcome Table on-site from 3:00-8:00 pm on December 1st. The Market Manager can also be reached by email at [pickfarmers@hotmail.com](mailto:pickfarmers@hotmail.com) or by phone at the OPVA Farmers' Market at 614-681-1440.

**Registration:** All vendors must register in advance for participation in the Pickerington Holiday Gift Market by completing and submitting a Pickerington Holiday Gift Market 2023 Vendor Application submitted via Manage My Market, [www.managemymarket.com](http://www.managemymarket.com)

Applications will be reviewed, and vendors will be notified if their applications are accepted, declined, or placed on a waitlist by Nov 3rd. Once accepted, vendors will be required to submit all necessary licenses, proof of insurance (see below) and vendor space fees. Accepted vendors will not be permitted to set up at the market unless all required paperwork is complete. These documents, including payment, are due November 17th, 2023.

**Liability Insurance:** This is required for all vendors attending the Pickerington Holiday Gift Market.

**Indoor Vendors with Consumables and/or Cosmetics:** All indoor vendors selling consumables and/or cosmetics must provide a Certificate of Insurance in an amount greater than or equal to \$1 million general liability insurance to cover the vendor's risks while at the Pickerington Holiday Gift Market. **The Olde Pickerington Village Business Association (OPVBA), Combustion Brewery & Taproom and Church Street Properties** MUST be listed as certificate holders. The insurance carrier should use the exact wording shown above in bold print. All entities may be listed on one certificate.

**Outdoor Vendors with Consumables and/or Cosmetics:** All outdoor vendors must provide a Certificate of Insurance in an amount greater than or equal to \$1 million general liability insurance to cover the vendor's risks while at the Pickerington Holiday Gift Market. **The Olde Pickerington Village Business Association (OPVBA) and The City of Pickerington** MUST be listed as certificate holders. The insurance carrier should use the exact wording shown above in bold print. All entities may be listed on one certificate.

All Certificates of Liability must be submitted to the Market Manager by Nov 17, 2023.

**Vendor Space/Fees:** Limited spaces in the following sizes are available:

Indoor (2<sup>nd</sup> Floor of Combustion Brewery) 8X6 Space - \$55 With Electric Usage / \$50 Without Electric Usage.

Outdoor (Columbus Street) 10X10 Space – Free for PVA Member / \$25 – Non-Member

Complete this application and if approved pay through the PayPal link or mail a check made payable to PVA by Friday, November 17th, 2023. Mail to: PVA Attn: Holiday Registration, PO Box 465, Pickerington, OH 43147. **IF PAYMENT IS NOT RECEIVED BY NOV 17TH, YOU LOSE YOUR SPOT**

**\*DO NOT SEND PAYMENT UNTIL NOTIFIED OF ACCEPTANCE. NO REFUNDS**

**Products Permitted at Market:** All items proposed to be sold must be listed on the vendor’s application. If vendors wish to add to their original list email Kate Hinterschied at [pickfarmers@hotmail.com](mailto:pickfarmers@hotmail.com) for permission.

All produce to be sold must be grown or produced by the vendor. The Market Manager reserves the right to perform an on-farm visit to verify that products are being grown or produced by the vendor. Vendors wishing to carry Ohio grown products not produced by them must seek prior approval from the Market Manager before selling such products. Blemished fruits and vegetables may be removed from the vendors table at the Managers discretion.

All meat and dairy products must be labeled in accordance with ODA guidelines and from an appropriately licensed processing facility. Meat and dairy vendors are required to have a Mobile Retail Food Establishment License or a Temporary Retail Food Establishment License.

Eggs must be labeled in accordance with Ohio Department of Agriculture (ODA) regulations and vendors are required to have a Mobile Retail Food Establishment License or a Temporary Retail Food Establishment License.

Homemade baked goods, jams, honey, and other cottage-food items made by the vendor applicant are permitted. It is the vendor’s responsibility to research and comply with Ohio Department of Agriculture and County Health Department rules and regulations. Copies of all applicable licenses and permits must be submitted along with payment and proof of insurance.

Hand-made arts, crafts, pet accessories and personal care products are permitted, also. If you are unsure if your product is permitted, please contact the Market Manager prior to applying to the market.

**Products Not Permitted at Market:** Live animals; alcohol; tobacco products; firearms; flea market or garage sale items.

## **Vendor Setup, Location and Display:**

The Market Manager will assign vendor locations.

Indoor set up begins at 3PM. All vendors must be done setting up by 4:50.

Outdoor set up begins at 3PM. Please note, the streets will not be closed until around 4:30, but you will be setting up in the parking spaces along Columbus St. You will be directed on where to unload and set up when you arrive.

Vendors are asked to check in no later than 4:30 pm.

Vendors are responsible for providing and setting up their own tables and stands used to display and sell their goods.

Vendors must have signs on their tables or in their Booth identifying their farm or business.

Electricity is available (limited spaces) for indoor vendors requiring refrigeration or other equipment to maintain compliance with food safety regulations. All vendors approved for a space with electricity, must supply their own extension cord.

Indoor vendors are not permitted to burn candles

All outdoor vendors must have weights on their tents

Organic farmers must display their certificate. Farmers may not sell under the "organic" name without this certification.

In the event of extreme weather or emergency, market activities may be suspended at the discretion of the Market Manager. No fees will be refunded.

**Parking:** Vendors may park in the Combustion parking lot, on a first-come first-served basis. All the vehicles in the parking lot will need to remain there once the streets are shut down until they open back up again at 8:30

**Pricing:** Vendors are to set their own prices and must display them clearly in writing.

## **Teardown:**

Tear down begins at 8PM. Vendors are to remove all products, containers, signs, trash, etc. before they leave.

## **Licenses and Permits:**

Vendors must comply with all laws, ordinances and regulations of the United States, State of Ohio, Fairfield or Franklin Counties, and City of Pickerington.

It is the vendor's responsibility to obtain all necessary licenses and permits, in addition to paying fees and taxes that may be required by local and state governments. This includes the vendor's license for goods sold on which sales tax must be collected. A copy must be on display at the Market.

### **Miscellaneous:**

Returned Check Policy: Checks returned for non-sufficient funds (NSF) will be charged a \$20 fee. Vendors will not be permitted to attend the market until the matter is resolved.

**The Market Manager reserves the right to cancel a vendor's participation in the market if the vendor refuses to comply with market rules or should a vendor's tardiness, product quality or other factors impede the market's success.**

Security is not provided; however, the Pickerington Police Department is aware of the Market and will respond as needed.

The Pickerington Farmers' Market is registered with the Ohio Department of Agriculture, Food Safety Division.

Questions, concerns, or grievances are to be directed to the Market Manager. If the vendor feels the issue is unresolved, they can submit a letter in writing to the OPVBA Market Management Team, PO Box 465, Pickerington, Ohio 43137.

## Contacts and Resources

Pickerington Holiday Gift Market:

Address: PO Box 465, Pickerington, OH 43147. Website - [www.pickeringtonvillage.com](http://www.pickeringtonvillage.com) Market Manager:  
email - [pickfarmers@hotmail.com](mailto:pickfarmers@hotmail.com). Phone: 614-681-1440

Cottage Food Production Operations:

Ohio Department of Agriculture, 8995 E Main Street, Reynoldsburg, OH 43068

Food Safety Division: Website – [www.agri.ohio.gov/foodsafety](http://www.agri.ohio.gov/foodsafety); email – [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov) Phone 614-728-6250

Sales Taxes: Ohio Department of Taxation – 888-405-4039 OR [www.tax.ohio.gov](http://www.tax.ohio.gov)

City of Pickerington Income Tax: City of Pickerington Finance Department – 614-837-4116

Food Concessions:

Any sample or concession-type foods allowed by the Pickerington Holiday Gift Market must comply with licensing and inspection requirements of Franklin County Public Health, the City of Pickerington's health services provider: Website - [www.myfcph.org](http://www.myfcph.org); phone 614-525-3160