

2017 Pickerington Farmers' Market
PO Box 465, Pickerington OH 43147
Rules and Regulations

Market Location: 89 N. Center Street (at Town Square Drive) ~ Olde Pickerington Village
Thursdays, 4-7 pm from June 1 – Sept 28

Email: pickfarmers@hotmail.com ~ Phone: 614-681-1440

The Pickerington Farmers' 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 in a "Welcome" tent on-site from 3:00-7:00 pm on each Market Day. The Market Manager also can be reached by email at pickfarmers@hotmail.com or by phone to the OPVBA Farmers' Market at 614-681-1440.

1. **Registration:** All vendors – Full Season or Weekly -- must register in advance for participation in the Pickerington Farmers' Market by completing and submitting the following two items:
 - a. A Pickerington Farmers' Market 2017 Vendor Application submitted via Manage My Market, www.managemymarket.com
 - b. A non-refundable application fee of \$20 payable through the Manage My Market site.

Applications will be reviewed and vendors will be notified if their applications are accepted, declined or placed on a wait-list. 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 until all required paperwork is complete. These documents, including payment, are due April 28, 2017 or by a date determined by the Market Manager and communicated directly to the applicant.

2. Applications will be considered when received at least two weeks prior to a vendor's desired first Market date. Vendors accepted after April 28, 2017 will be required to submit all necessary licenses, proof of insurance (see below) and vendor fees as soon as possible. Accepted vendors will not be permitted to set up at the market until all required paperwork is complete.
3. The number of vendors accepted in each product category will be limited; preference will be given to vendor applicants applying for the full season. Once all available market spaces have been taken, all other applicants will be placed on a waiting list, and will be contacted as spaces become available.
4. **Early Withdrawals:** All vendors wishing to withdraw early from the market forfeit non-refundable application fee. Vendors that notify Market Manager of early withdrawal by May 15, 2017 will be refunded half (50%) of their market space fee. No refunds will be made after May 15, 2017.
5. **Liability Insurance:** Is required by the Pickerington Farmers' Market depending upon the products carried by the vendor. Please see the three vendor categories below for your specific insurance requirement.

Consumable items: Vendors carrying produce, meats, cheeses, honey, baked goods, processed and packaged foods etc. sold for human consumption 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 Olde Pickerington Farmers' Market. The Olde Pickerington Village Business Association (OPVBA) dba Olde Pickerington Farmers' Market AND the City of Pickerington MUST be listed as additional insureds on the certificate. The insurance carrier should use the exact wording shown above in bold print. Both entities may be listed on one certificate.

Non-consumable items: Vendors carrying items such as pet treats, body care products; or performing services such as massages etc. 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 Farmers' Market. The Olde Pickerington Village Business Association (OPVBA) dba Olde Pickerington Farmers' Market AND the City of Pickerington MUST be listed as Certificate Holders, but are not required to be added as additional insureds to the policy.

Arts and Crafts items: Vendors carrying such items that are handcrafted by the artisan are not required to carry or provide proof of general liability insurance, although it is highly recommended that the vendor have general liability insurance for their own protection while at market.

All Certificates of Liability must be uploaded to the Manage My Market account or submitted electronically to pickfarmers@hotmail.com by April 28, 2017 or two weeks prior to attending the market for applications received after April 28th.

6. **Vendor Space/Fees:** Limited space in the following sizes are available:

Full Season Spots (18-week market):

10x30' (single space with parking for one vehicle) - \$200

10x10' (single space without parking) - \$150

Weekly Spots:

10x30' (single space with parking for one vehicle - \$15 per Market

10x10' (single space without parking) - \$10 per Market

7. **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, they must submit additions to the Market Manager in writing for approval a minimum of one week before they wish to sell the product(s).

- 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 also are permitted. No manufactured, wholesale or consignment items will be allowed. If you are unsure if your product is permitted, please contact the Market Manager prior to applying to the market.
8. **Products Not Permitted at Market:** Live animals; alcohol; tobacco products; firearms; flea market, manufactured (including but not limited to Tupperware, Pampered Chef, Avon etc.), or garage sale items.
9. **Vendor Setup, Location and Display:**
- The Market Manager will assign vendor locations. These assignments will remain in effect for the season unless there is a need to condense or expand the overall size of the market.
 - Vendors are asked to check in no later than 3:00 pm on their first market day. This will allow time to locate sites and complete set-up. For the remainder of the season, vendors will be expected to be in their spaces no later than 3:45 pm and stay until 7:00 pm. No vehicles are permitted to be moving inside the market area between the times of 3:45 and 7:00 pm.
 - Vendors are responsible for providing and setting up their own tents, tables and stands used to display and sell their goods. The use of tents, canopies, awnings and sun-umbrellas are strongly encouraged.
 - Vendors must have signs on their tables or in their Booth identifying their farm or business.
 - Water is not available.
 - Electricity is available for vendors requiring refrigeration or other equipment to maintain compliance with food safety regulations.
 - A portable handicap-accessible restroom is available for vendors and customers.
 - Organic farmers must display their certificate. Farmers may not sell under the "organic" name without this certification.
 - Vendors are to provide their own rain gear. The Market will be open rain or shine.
 - In the event of lightning or extreme weather, Market activities may be suspended at the discretion of the Market Manager. No fees will be refunded.
10. **Pricing:** Vendors are to set their own prices and must display them clearly in writing at every market.

11. Teardown:

- Vendors are to remove all produce, containers, signs, trash, etc. before they leave.
- At the end of each Market day, any still consumable vendor product may be donated to the PCMA Food Pantry of Pickerington. Please consult the Market Manager for instructions.

12. 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.

13. Miscellaneous:

- Pre-Market Vendor Meeting: A meeting will be held on Thursday May 11th, 6:30pm, at the market location. All vendors are encouraged to attend.
- Returned Check Policy: Checks returned for non-sufficient funds (NSF) will be charged a \$15 fee. Vendors will not be permitted to attend the market until the matter is resolved.
- Market Attendance: If a vendor is unable to attend or will be late, the Market Manager must be notified by 5pm on Wednesday, by email to pickfarmers@hotmail.com or by voicemail to 614-681-1440. In the event of an emergency on the market day, it is the responsibility of the vendor to call the Market Manager at 614-561-3199. The Market Manager reserves the right to reassign space for the duration of the season if a vendor fails to notify the Market Manager of a non-emergency absence. Vendors with more than two unreported absences will be dismissed from the market.
- 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 Farmers' Market:

Address- PO Box 465, Pickerington, OH 43147

Website - www.pickeringtonvillage.com

Market Manager Email - pickfarmers@hotmail.com

Market Phone (voicemail): 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

Email – foodsafety@agri.ohio.gov

Phone – 614-728-6250

Sales Taxes: Ohio Department of Taxation

Website – www.tax.ohio.gov

Phone – 888-405-4039

City of Pickerington Income Tax:

City of Pickerington Finance Department

Phone – 614-837-4116

Food Concessions:

Any sample or concession-type foods allowed by the Olde Pickerington Farmers' 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

Phone – 614-525-3160