

2024 Olde 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 6 – Sept 26

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

The Pickerington Farmers' Market is managed by the Olde Pickerington Village Business Association's (PVA) 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 can also be reached by email at [pickfarmers@hotmail.com](mailto: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 2024 Vendor Application submitted via Manage My Market, [www.managemymarket.com](http://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 waitlist. 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 25, 2024 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 25, 2024 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 9, 2024, will be refunded half (50%) of their market space fee. No refunds will be made after May 9, 2024.
5. **Liability Insurance:** Is required by the Pickerington Farmers' Market for ALL vendors. 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 insured 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 and Art/Craft items:** Vendors carrying items such as pet treats, art, crafts, 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.

All Certificates of Liability must be submitted to the market manager by April 25, 2024, or two weeks prior to attending the market for applications received after April 25, 2024.

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

**Full Season Spots (17-week market):**

10x30' (single space with parking for one vehicle) - \$300

10x30' (single space with parking for one vehicle) with alcohol sales - \$325

10x10' (single space without parking) - \$250

**Weekly Spots:**

10x30' (single space with parking for one vehicle) - \$30 per Market

10x10' (single space without parking) - \$25 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).

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. Hand-made arts, crafts, pet accessories and personal care products are also permitted. No manufactured, wholesale or consignment items will be allowed. If you are unsure whether your product is permitted, please contact the Market Manager prior to applying to the market.
8. **Products Not Permitted at Market:** Live animals; 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.
    - a. 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.
    - b. 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. **WEIGHTS OR TIE-DOWNS ARE REQUIRED FOR EACH TENT.**
    - c. Vendors must have signs on their tables or in their Booth identifying their farm or business.
    - d. Electricity is available (limited spaces) for vendors requiring refrigeration or other equipment to maintain compliance with food safety regulations.
    - e. Generators are permitted but must not emit excessive fumes or noise. If they do, vendors may be asked to turn them off.
    - f. A portable handicap-accessible restroom is available for vendors and customers.
    - g. Organic farmers must display their certificate. Farmers may not sell under the “organic” name without this certification.
    - h. Vendors are to provide their own rain gear. The Market will be open rain or shine.
    - i. 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:**
    - a. Vendors are to remove all produce, containers, signs, trash, etc. before they leave.

- b. At the end of each market day, any still consumable vendor product may be donated to the Food Pantry of Pickerington. Please consult the Market Manager for instructions.

## 12. Licenses and Permits:

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

- a. Pre-Market Vendor Meeting: A meeting will be held on Thursday May 23rd, 4pm, at the market location. All vendors are strongly encouraged to attend.
- b. 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.
- c. Market Attendance: If a vendor is unable to attend or will be late, the Market Manager must be notified by 5pm on Tuesday, by email to [pickfarmers@hotmail.com](mailto:pickfarmers@hotmail.com) or by phone, 614-681-1440. In the event of an emergency on the market day, it is the responsibility of the vendor to call or text the Market Manager at 614-927-9060 (Manager Cell Phone). 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.
- d. **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.**
- e. Security is not provided; however, the Pickerington Police Department is aware of the Market and will respond as needed. Police officers may be at market periodically for traffic/parking control.
- f. The Pickerington Farmers' Market is registered with the Ohio Department of Agriculture, Food Safety Division.
- g. 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 PVA Market Management Team, PO Box 465, Pickerington, Ohio 43147.

## Contacts and Resources

### Pickerington Farmers' 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 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](http://www.myfcph.org); phone 614-525-3160