

# Village Green Farmers and Artisan Market - Regulations

Purpose: To provide the residents of Fairfield with an opportunity to purchase locally grown and made products directly from the farmers and artisans who produce them. To create an atmosphere of community and fun, where families gather to play, eat, and learn together.

1. The Village Green Farmers and Artisan Market is a producer only market. All product must follow the general rule of "Make it, Bake it, or Grow it" within 100 miles of the Village Green in the City of Fairfield
  - a. Fresh produce, fruit or cut flowers must be grown by the vendor from seed or plants.
  - b. All plants, fruit trees, or vines must be grown by the vendor from seed, cuttings or plugs. Re-potting or resale of purchased mature plants is not permitted.
  - c. Honey must be from the vendor's hives or from hives on the farmer vendor's property by a beekeeper on a paid or share basis. Processed honey products or bees wax products must be made by the vendor and follow processed food guidelines.
  - d. Artisan products must be made by the vendor using basic raw materials (clay, fabric, weaving materials, yarn, beads, jewelry components, painting supplies, etc.) and have significant "value added" by the work of the artist.

## Regulations for all vendors

1. Application, fees, and certificate of insurance must be presented to the City of Fairfield and approved by the market manager before a space will be assigned.
  - a. Vendors will be approved based on the following criteria:
    - i. Proximity to the market
    - ii. Uniqueness of the product offered
    - iii. Saturation of the market with specific product
    - iv. References from other market managers
  - b. Market Manager has the authority to assign vendor spaces, settle disputes, and enforce rules.
  - c. Market Manager has the right to refuse participation to a new vendor and to refuse the right to sell specific items if the product does not complement the market as a whole.
2. Vendors will be provided a 12x12 space.
  - a. Each vendor will be assigned a booth space for the duration of the market season.
    - i. Market Manager reserves the right to change assignments based on the attendance each week.
3. Vendors will be required to have a 10x10 canopy.
  - a. Canopy must be secured with a minimum of 50lbs
  - b. Canopy must have straight legs, no slanted legs.
  - c. Canopy must be put up for every market.
4. Vendors must be present at the market at least 30 minutes prior to opening and remain until closing time.
  - a. If vendor will be unable to attend market, they must provide a minimum of 24 hour notice.
    - i. After 3 no-shows or short notices given, vendor will forfeit their space at the market.
  - b. If a vendor is not on site within 30 minutes of market opening, they will be required to carry their wares in from the designated parking area for vendors.
  - c. Vendors should be ready to conduct business transactions by the opening of the market.
  - d. There is to be no sales before the opening of the market.
  - e. Sales may continue after market closes for 15 minutes at the discretion of the vendors present and market manager approval.
  - f. No vendor may pack up and leave early. Leaving early may result in your suspension or expulsion from the market.

- g. Vendor vehicles will remain onsite on an as needed basis, to be determined by the market manager.
  - h. Other vehicles will be asked to park offsite, about 1 small block away.
- 5. Vendors will make their booth space pleasant and easy to access for the general public.
  - a. Vendors are responsible for supplying all equipment for selling and provide clean, safe tables, baskets, or stands to display products.
  - b. Vendors will have their business clearly identified with signage at least 24 inches by 36 inches.
    - i. All pricing must be clearly displayed.
      - 1. Lowering prices for the purposes of undercutting other vendors is not permitted.
      - 2. There is to be no discounting of goods during market hours.
  - c. Vendors will clean up their area before leaving.
    - i. Removing waste, leftovers, equipment, and personal items.
      - 1. Leftovers may be donated for delivery to the local food bank at the close of business each week.
  - d. Vendors will submit their gross sales on a provided form at the end of each market.
    - i. Information is anonymous and used for economic development purposes only.
- 6. Vendors must comply with Ohio and Federal regulations regarding all food preparation, storage, and labeling.
  - a. Vendors are responsible for providing safety in food preparation, and recyclable materials. Styrofoam is not an acceptable packaging material.
  - b. Ohio Department of Agriculture Cottage industry standards must be adhered to. All labeling must meet the Cottage Industry Standards or be subject to removal from the display and sales.
    - i. Repeat offenders are subject to expulsion from the market.
  - c. All products marked as “organic” or “natural” must have third party certification according to United States Department of Agriculture (USDA) standards.
    - i. Certification must be in public view within your booth.
  - d. Food items may not be kept on the ground.
- 7. Vendors must demonstrate respect and professionalism regarding all market members.
  - a. Members include, but are not limited to: Vendors, attendees, city officials, market manager, and city personnel.
  - b. All disputes will be handled professionally and discreetly by the market manager.
  - c. There is to be no smoking on the market premises.
- 8. Vendors must obtain necessary licenses, tax ids, insurance, and permits as outlined by the city, state and federal guidelines regarding their business.
  - a. Sales tax must be collected where applicable.
  - b. All necessary permits, licensure, etc..., must be submitted with the application.
  - c. Vendors must carry a minimum of \$1million liability insurance. Certificate must be submitted with your application.
  - d. “City of Fairfield” should be named as an additional insured.
- 9. Agricultural Vendors must comply with the attached Agricultural Vendor Regulations, which are incorporated herein by reference.
- 10. Failure to comply with any of the requirements for vendors, herein, may result in suspension or revocation, by the market manager, of the approval for the vendor to participate in the market.

# Village Green Farmers and Artisans Market

## Emergency Procedures

The following are emergency procedures developed for the Village Green Farmers and Artisans Market.

They include, but are not limited to, wind advisory, tornado/severe weather threat, lightening, medical emergency, fire, and theft.

**Wind Advisory** If, on the day of a market, the National Weather Service issues a wind advisory; vendors should secure their tent accordingly. It is the policy of the Village Green Farmers' Market that all tents must be weighted down on all four corners with a minimum of 50lbs. In the event of a broadcast wind advisory, a vendor may elect to sell without their tent.

**Tornado/Severe Weather Threat** In the event the National Weather Service issues a tornado or severe weather warning, the market will not open or, in the event that the market is open, will close. If emergency cover is needed, all will go inside the adjacent building.

**Lightning Threat** Upon discovery of an impending storm, tents will be collapsed if time permits and all persons will be directed to their vehicles or to the adjacent building. Market will resume when the threat has passed if it is still within normal market hours.

**Missing Person** Should report of a missing person occur, market volunteers upon receipt of a description shall canvas the market area. Emergency personnel will be notified immediately by calling 911. City Personnel will circle the market informing vendors. City Personnel will meet the emergency vehicle.

**Medical Emergency** In the event of a medical emergency such as a heart attack, stroke, allergic reaction to bee sting, heat exhaustion, food allergy, etc. call 911; area surrounding the emergency will be cleared by city personnel; city personnel will assist to direct emergency personnel to problem area.

**Fire** Although rare, should a fire occur, call 911. There is a fire extinguisher in the Village Green Park Shed.

**Theft** In the event of reported theft, whether reported by a vendor or customer, call 911 immediately. If a suspect is identified, under no circumstances should a vendor nor volunteer approach the individual, but attempt to get a good description.