

Village Green Farmers and Artisan Market - Regulations

The Market Mission: 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 in an atmosphere of community and fun, where families gather to play, eat, and learn together.

Location, Dates and Hours of Operation:

Summer Market / Outdoor Season: The market operates outdoors, rain or shine every Wednesday between May and October. The Market is open from 4PM to 7PM with vendor setup from 3-3:45 PM. It is located at Village Green Park, 301 Wessel Drive, Fairfield, OH 45014.

Winter Market / Indoor Season: The Market operates indoors November – April on the 1st and 3rd Wednesday of each month, indoors at the Fairfield Community Arts Center 4-7 PM with vendor setup from 3-4 PM. It is located at 411 Wessel Drive, Fairfield, OH 45014

Exact start updates for each season are determined by the Market Supervisor and Parks and Recreation Staff.

FEES: Summer + Winter Market paid before March 1, \$80; Summer + Winter Market \$130; Winter Only \$50

MARKET RULES

Vendor Responsibilities:

Product Requirements:

The Village Green Farmers and Artisan Market is a producer only market. All approved vendors MUST follow the general rule of “Make it, Bake it, or Grow it” within 100 miles of the Village Green Park in the City of Fairfield. Wholesale products are strictly prohibited. Failure to comply, or discovery of items that do not meet this directive could result in removal from the market.

- 1) Fresh produce, fruit or cut flowers must be grown by the vendor from seed or plants.
- 2) 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.
- 3) All baked goods must be created using raw ingredients, no pre-made mixes or doughs are allowed.
- 4) 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.
- 5) 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.

Fees, Insurance and Licensure:

1. Vendors must complete and submit the Market Application, fees, and certificate of insurance, and any necessary licenses, tax IDs or permits to the Market Supervisor before consideration for inclusion in the market.
 - a. A minimum of \$1million certificate of liability insurance with “City of Fairfield” named as an additional insured is required with application.
 - b. Vendors are responsible for collection of necessary sales tax where applicable.
 2. Vendors must comply with County, State and Federal regulations regarding all food preparation, storage, and labeling.
 - a. Vendors are responsible for providing safety in food preparation, and packaging materials.
 - b. Ohio Department of Agriculture Cottage industry standards must be adhered to. All labeling must meet the Cottage Industry Standards or items will be subject to removal from the display.
 - c. All products marked as “organic” or “natural” must have third party certification per United States Department of Agriculture (USDA) standards.
 - i. Certification must be in public view within your space.
- a) Food items may not be kept on the ground.

Booth, Set-Up and Vendor Appearance:

1. Booth Location:

- a. **Summer / Outdoor Season:** Vendors will be provided a 10' x 10 space at Village Green Park.
- b. **Winter / Indoor Season:** Vendors will be provided a 6' table within the Community Arts Center lobby.
- c. Assigned spaces will remain the same or similar throughout the market season.
- d. Market Supervisor reserves the right to change both assignments based on the attendance, crowd flow, and other factors as determined by visitor attendance each week.
- e. Vendor vehicles will remain onsite on an as needed basis, to be determined by the Market Supervisor.

2. Vendor Attendance:

- a. Vendors should be on-site, set up, and ready to conduct business 15 minutes prior to market opening.
- b. Sales may continue after market closes for 15 minutes if there are customers actively conducting transactions.
- c. No vendor may pack up and leave early without prior consent of the Supervisor.
- d. If a vendor will be unable to attend market, they must provide notice to the Market Supervisor via email or text as soon as possible.

3. Booth Appearance:

- a. Vendors will make their space pleasant and easy to access for the general public.
- b. Vendors are responsible for supplying a canopy with 40 lbs+ weights, all equipment for selling and provide clean, safe baskets, or stands to display products.
- c. Tent weights must be secured to the inside of tent poles to avoid tripping hazards to guest, and may not be secured with bungee cords. Rope and tethers are acceptable.
- d. Vendors will have their business clearly identified with signage at least 24 inches by 36 inches.
- e. All pricing must be clearly displayed and remain consistent throughout the market hours.
- f. Vendors will clean up their area before leaving.
 - i. Removing waste, leftovers, equipment, and personal items.

4. Vendors must demonstrate respect and professionalism to all market participants including, but not limited to: other vendors, market attendees, city officials and staff, and Market Supervisor.

- a. There is to be no smoking on the market premises.

5. Grievance procedure: Vendors who believe another vendor is not adhering to the rules herein, can complete a grievance form. Completion of the form will create an investigation, depending on the nature of the complaint.

Failure to comply with any of the requirements for vendors, herein, may result in suspension or revocation of privileges for the vendor to participate in the market.

Market Supervisor Responsibilities

The Market Supervisor serves to coordinate the promotion, planning, growth and execution of the weekly market including: inclusion of vendors, assignment of vendor spaces, settling disputes, enforcing market rules, determining product mix, publishing marketing materials, and promoting the market to increase market size.

Village Green Farmers & Artisans Market

Vendor Application

Summer: April 29th 2020 – Oct 14th 2020

Winter: Nov 4th 2020 – April 21th 2021

Fee Schedule:

Winter Market – 11 Dates / \$50

Summer + Winter before March 1: \$80

Summer + Winter after March 1: \$130

Return completed application, payment and insurance to:

Village Green Farmers Market, 411 Wessel Drive, Fairfield, OH 45014

Or email completed application to krusso@fairfieldoh.gov

*Completion and submission of this application does not guarantee a place in the market.
A refund will be sent to you should your application be declined.



Mission: 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 in an atmosphere of community and fun, where families gather to play, eat, and learn together.

Vendor Information:

Farm /Business Name	
Contact Name	
Address	
City, State, Zip	
Email	
Phone	
Website:	
Facebook Page / Instagram/ Twitter	

The Market Supervisor will send weekly market layout information and updates from time to time, an email address is highly recommended.

1. Business Description and Background Information

The description, background information and details provided will be used to evaluate your application. By completing and signing the application, you are allowing Village Green Farmers Market to use this information for marketing materials.

Describe your business in 2-3 sentences:

How long have you been farming and/or producing your products?

Do you sell at other farmers' markets in the area? If yes, which markets and for how long?

2. Description of Products

CATEGORY 1:

FRESH UNPROCESSED FRUITS OR VEGETABLES; RAW EGGS, RAW POULTRY, OR RAW NON-AMENABLE MEAT SPECIES; HONEY; MAPLE SYRUP; PLANTS

If you are not selling any products in Category 1, skip to Category 2.

How many acres do you have in production?

Do you own, rent, or lease your property? Please break down by type of arrangement if applicable

Please list in detail the products you will sell in this category by month, including specific produce offerings. This information will be used to market to customers the diverse offerings by season.

Please take the time to complete this section. You may do so on a separate piece of paper if necessary.

JAN		FEB	
MAR		APR	
MAY		JUN	
JULY		AUG	
SEPT		OCT	
NOV		DEC	

Does your business contract someone else to plant and harvest your produce or care for your livestock?

If yes, please describe the relationship and the percentage of product:

Are your products USDA Certified Organic?

If not, will you market your produce as "100% Naturally Grown", "Herbicide Free" or "Pesticide Free"?

If yes, please describe your method of weed control, pest control, and fertilizing:

For meat and eggs, please check all that apply:

Hormone Free _____ Antibiotic Free _____ Free Range _____ Cage Free _____

Pasture Raised _____ 100% Grass Fed _____ Corn Finished _____

Non GMO Feed _____

Do you have a Mobile Vendor's License?

For honey, please check all that apply:

_____ Raw Unfiltered Comb Honey _____ No Chemical/Antibiotic

_____ Produced within 100 miles of Fairfield, OH 45014

CATEGORY 2:**COTTAGE FOODS & NON-REFRIGERATED BAKED GOODS.**

If you are not selling any products in Category 2, skip to Category 3.

All baked goods and cottage foods being sold at market are expected to be made from scratch using raw ingredients. Products made from prepared doughs and mixes are not permitted.

By completing this application you are agreeing to the above statement and indicating that all products are made from scratch. Practices will be discussed in detail during your site visit.

Please list in detail the products you will sell in this category:

If ingredients used are harvested from your farm or a farm within 100 miles of the farmers' market, please indicate which products, ingredients, and farm name/location.

For baked goods, please check all that apply:

100% Fresh/Never Frozen Gluten Free Vegan Low Sugar/No Sugar

For jams, jellies and preserves, please check all that apply:

Local Fruit Used Hand Picked Fruit Used Low Sugar/No Sugar

CATEGORY 3:**POTENTIALLY HAZARDOUS FOODS, PROCESSED FOODS, ACIDIFIED FOODS, LOW ACID CANNED FOODS**

If you are not selling any products in Category 3, skip to Category 4.

Note: Acidified foods (pickles, salsa, tomato sauces, relishes, etc.) require an FDA short course certification, Ohio Department of Agriculture licensing, and manufacturing in a certified commercial kitchen.

Please do not apply if you do not meet these standards.

Please list in detail the products you will sell in this category.

Are your products USDA Certified Organic?

For cheeses, please check all that apply: Goat's Milk Cow's Milk Raw Milk Options

Please list in detail the products you will sell in this category.

CATEGORY 4: ARTWORK / JEWELRY / WOODWORKING / OTHER CRAFTS

If you are not selling any products in Category 4, skip to next section.

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.

List the products you will sell, and the raw materials used to add value:

3. PRODUCT BALANCE

Please estimate the percentage you will sell by product category. Your total should equal 100%

CATEGORY 1	%	CATEGORY 2	%	CATEGORY 3	%	CATEGORY 4	%
Produce		% Non-Potentially Hazardous Bakery Products		Bakery Products Requiring Refrigeration ³		Artwork	
Fruits		Candy		Cheese ^{1,3}		Woodwork	
Herbs		Jams, Jellies, Fruit Butter		Other Dairy Product ^{1,3}		Jewelry	
Eggs ¹		Granola		Acidified Foods ³			
Meat ¹		Popcorn		Low Acid Canned Foods ³			
Honey		Roasted Coffee		Ready to Eat Food & Beverages ^{3,4}			
Maple Syrup		Dry tea					
Annual Seedlings		Herbs And Dry Herb Blends					
Nursery Stock ²		¹ This product requires a Mobile Vendor's License, ² This product requires a Nursery Dealer License and a Nursery Inspection Certificate, ³ This product requires production in a Commercial Kitchen or Food Processing Establishment, ⁴ This product requires a RFE Prepared Food License.					
Cut Flowers							

Agreement and Signature

I have been provided with a copy of the "Village Green Farmers & Artisan Market Regulations" and that I will abide by these rules. I understand that I will be responsible for being aware of and obtaining any and all licenses and inspections as required by the Ohio Department of Agriculture and by the governing Health Department and following all of their requirements. I agree to be on premises for all market dates for the season I have applied for, and I have read the attached emergency procedures. **INITIAL HERE:** _____

I also understand my participation may be terminated without refund of fees for violation of the market rules. I further agree to allow representatives of Village Green Farmers Market with prior notice to visit the premises where the products I intend to sell are produced. **INITIAL HERE:** _____

Release and Indemnification – Vendor assumes the risk of operating his/her booth stall and related activities hereunder and releases the City of Fairfield, its officers, agents and employees from any and all liability for injuries, damages or losses incurred in the course of such activities. Vendor agrees to defend, indemnify, and hold harmless the City of Fairfield, its officers, agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by his/her negligent acts, errors, or omissions. In the event such claims, losses, damages or expenses are caused by the joint or concurrent negligence of the Vendor and the City of Fairfield, such liability shall be borne by each party in proportion to its own negligence.

Vendor's Signature

Printed

Date

For office use only:	Date Received _____	Received By _____
Application _____	Approved _____	Denied _____
		Date _____

Village Green Farmers and Artisan 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 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.