



CITY OF NORTHWOOD FARMERS MARKET

2017 Season Rules and Regulations

Please read **ALL** of the following information.

The City of Northwood Farmers Market is under the authority of The City of Northwood. Any problems that you experience, questions that you have or general comments, concerns, grievances, etc. should be directed to The City of Northwood at (419) 690-1600 or kamstutz@ci.northwood.oh.us.

When you arrive at the Northwood Commons for the Farmers Market, vendors may use the parking spots closest to their booths if unloading. Vendors should unload quickly and move their vehicles off of the market location, to free up space for other incoming vendors and to prepare for consumers.

Vendors should make requests to The City of Northwood before bringing new unrelated items to the Farmers Market if not listed on the original application under items intended for sale.

For the 2017 season, we will not be requesting a booth fee. Electricity will also not be presented at this time. Please prepare in other methods if you require power.

We are looking forward to a great first season and hope that you will join us as we start something great in The City of Northwood.





CITY OF NORTHWOOD FARMERS MARKET

2017 Season Rules and Regulations

APPLICATION PROCESS

1. Read through the 2017 Rules and Regulations.
2. Make sure that your licenses and insurance are current.
3. Complete the application and submit along with copies of all licenses & insurance by August 15, 2017.

Section 1 Market Information

Market Location: Northwood Commons, formerly Great Eastern Shopping Center-
Woodville Road

Times & Dates: Mondays from 4:00 p.m. – 7:00 p.m. August 21st through
September 25th, 2017. (*Booth set up time is from 3:00 p.m. – 4:00 p.m.*)

Contact Information:

The City of Northwood Municipal Building
6000 Wales Road Contact: Kelley Amstutz, Executive Admin. Assistant
Northwood, OH 43619
Phone: (419) 690-1600 Fax: (419) 693-3603
Email: kamstutz@ci.northwood.oh.us
Website: <http://www.ci.northwood.oh.us/>

Section 2 Vendor Eligibility

1. The City of Northwood Farmers Market is primarily for **LOCAL** (within a 100-mile radius) farm and domestic products that are grown or produced on farms, homes or gardens. These products are further defined as the following:

- Produce- Vegetables, Fruit, Grains, Eggs, Plants, Plant Cuttings, Flowers, Seeds, Nuts, and Herbs.
- Prepared Foods- Foods that are processed in some way by the vendor and have the necessary approval of the Health Department. Items include, but are not

limited to: meats, baked goods, preserves, pickles, juices, home canned products, and cheeses. Foods must be labeled with the name of the preparer, the contents, and the address of the place of manufacture.

- Handicrafts- handcrafted products that are made in the home. The product may be made from manufactured materials provided that most of the products value results from the crafting of the vendor or the vendor's family. The City of Northwood reserves the right to refuse sales of items not deemed hand-crafted.

2. Vendors must make or grow at least 60% of the items that they bring to the market.
3. Vendors must generically list items they plan to bring to the market on the Application Form.
4. All items that are not grown or produced by the vendor **MUST** be displayed with a label identifying the name and location of the grower/producer.
5. In case of a local seasonal crop failure, any out-of-season produce or any produce not grown by the vendor and brought in from outside the local area **MUST** be labeled as to the place of origin.
6. Vendors who buy products exclusively at wholesale for reselling are not eligible to participate in the market.
7. All items sold as organic must meet the requirements of the National Organic Program. Sellers of organic items must display a copy of their certification. Only certified organic growers may display signs using the words "certified organic."
8. Businesses and groups distributing literature only are not eligible to participate.
9. Dogs, cats, birds or other live animals are not permitted to be displayed or offered for sale.
10. Vendors must be 18 years of age or older.

Section 3 Licenses and Permits

1. A signed and dated vendor application and copies of proof of insurance, vendor's license, and health department permit (if applicable) must be submitted to the City of Northwood before a vendor may participate in the market.
2. Vendors must comply with all applicable State, Federal and Local laws and regulations.
3. Vendors are responsible for obtaining all the licenses and permits and paying all fees required by applicable laws and regulations. This includes the vendor's license for goods sold for which sales tax must be collected, and health department permits for food processing facilities. Inspectors do visit the Farmers Market, so please do not overlook the proper license and labeling requirements. Transient Vendors License information can be obtained from the State of Ohio online at www.obj.ohio.gov or by calling (888) 405-4039. Health department permits are available through the Wood County Health Department by calling (419) 354-2702. Proof of any applicable licenses

or permits must be presented to the City of Northwood before a vendor may participate in the market.

4. Vendors are required to have liability insurance to cover their risks at the market. Proof of insurance can be obtained through an insurance agent and must be presented to the City of Northwood before a vendor may participate in the market. A \$1,000,000 policy is generally sufficient to cover product liability and accidents. The City of Northwood may require that it be designated as “additional insured” on the insurance certificate.

Section 4 Vendor Conduct

1. Vendors will present and conduct their business in a first class manner which is not disruptive or disparaging to other vendors or to the market overall. No loud radios, vendor shouting or harassing will be permitted. Courtesy and honest are required.

2. No vendor shall bring firearms, smoke tobacco, drink alcohol and/or possess or use any controlled substances while at the Farmers Market.

Section 5 Booth Operation and Maintenance

1. Vendor setup is from 3:00 p.m. to 4:00 p.m. **No setup is allowed before 3:00 p.m.** No sales are allowed after 7:00 p.m.

2. Vendors are responsible for securing their areas with appropriate weights to prevent them from causing injury or damage.

3. Product display tables, stands, and signs are to be provided by the vendor. Vendors must have signs on view identifying their farm or business.

4. Vendors are required to keep their booth area clear of garbage. Vendors must clean their areas at the end of the day or when they leave by removing all vegetables & plant refuse, containers, signs, trash, dirt, and litter. Vendors must bring a broom and a dust pan. Garbage must be taken home with the vendor or disposed of within designated trash containers.

5. Vendors offering samples must have a trash container for customer use.

6. Grease stains or cooking residue must be cleaned each week. A drop cloth or tarp may be used to catch grease or debris.

7. Nothing may be poured or swept into the street or down any sewers.

8. Please Clean-Up your area before leaving the Farmers Market.

9. Vendors may not impede pedestrian or motor traffic and may not interfere with the normal operations of the businesses in the location. Items, including signs, may not be placed against storefronts, in the sidewalks right-of-way, in the street or anywhere outside of the boundaries of the vendor's booth space.

- 10. Market scales must be approved by the Wood County Auditor's Office.
- 11. Vendors will be permitted to set their own prices. To maintain the integrity of a retail market, vendors should uphold current market retail values on their products.
- 12. Vendors advertising as "organic" or "unsprayed", "natural", etc. are not required to be certified. However, law restricts use of the phrase, "Certified Organic". Sellers of certified organic items must display a copy of their certification. All vendor are required to advertise truthfully about their products and to respond to customers' questions in a like manner.
- 13. No firearms, alcoholic beverages, drugs, pets or animals- with the exception of assistance animals- will be allowed at any vendor booth.

Section 6 Inclement Weather Policy

- 1. The Farmers Market is open rain or shine. In the event of inclement weather, it will be up to the vendor to decide whether or not to attend the market.

Section 7 Modification of Market Rules

- 1. The City of Northwood reserves the right to revise the City of Northwood Farmers Market Rules & Regulations at any time.**

Section 8 Market Authority

- 1. The City of Northwood or its designee has the authority to deny any person or group the privilege of operation at the market. All items are allowed or disallowed at the discretion of the City of Northwood. Entry into the market does not mean automatic approval of all items.
- 2. The City of Northwood reserves the right to remove any person or vendor who does not comply with the rules and regulations stated herein; those that, in their judgment, are using methods or selling items that are detrimental to attendance at the market or contrary to the market policies and standards; or those who fail to obey any lawful order of the City of Northwood or its designee.
- 3. The Farmers Market is under the full authority of the City of Northwood. Any problems, questions, concerns, comments, grievances, etc. are to be directed to the City of Northwood at (419) 690-1600 or kamstutz@ci.northwood.oh.us. We cannot address any issues if we are not aware of them. Please do not direct any questions or concerns to any other organization.**