



## CITY OF NORTHWOOD FARMERS MARKET

### 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) 690-1607 or [pmcgaharan@ci.northwood.oh.us](mailto:pmcgaharan@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 items to the Farmers Market if not listed on the original application under items intended for sale.

For the season, a booth fee is TBD. 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.



# APPLICATION PROCESS

## *Rules & Regulations*

### Returning Vendors:

1. Read through the Rules and Regulations.
2. Make sure that your licenses and insurance are current.
3. Complete the application, noting any changes to your product list or set up plan, and submit along with copies of all licenses & insurance and applicable fees.

### New Applicants:

1. Contact the City of Northwood by phone or email to verify that your products are approved for the Farmers Market and that new vendors are currently being accepted.
2. Read through the Rules and Regulations.
3. Obtain all applicable licenses and insurance.
4. Complete the application and submit along with copies of all licenses & insurance and applicable fees.

### **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. – Dates to be determined.  
(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: Pat McGaharan, Parks & Recreation Director  
Northwood, OH 43619  
Phone: (419) 690-1607  
Email: [pmcgaharan@ci.northwood.oh.us](mailto:pmcgaharan@ci.northwood.oh.us)  
Website: <http://www.ci.northwood.oh.us/>

### **Section 2                      Booth Spaces, Fees, and Fines**

TBD.

### **Section 3                      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 list items they plan to bring to the market on the Vendor Participation 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 4                      Licenses and Permits**

1. A signed and dated vendor participation agreement 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](http://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 5                    Booth Space Availability**

1. The City of Northwood will assign a space to each vendor at its discretion. Particular booth spaces cannot be guaranteed.

2. In the event that a vendor does not plan to use his assigned space on a specific day, the vendor may notify the City of Northwood office before 10:00 a.m. on that Farmers Market Monday.

3. Daily vendors must call the City of Northwood office at (419) 690-1607 every time they plan to attend the market and will have a space assigned to them, based on availability, each week. Booth reservations for daily vendors are preferred one week in advance but may be made until 10:00 a.m. on the day of the Farmers Market.

4. The City of Northwood reserves the right to fill any spaces that are unoccupied by 3:00 p.m. on the Farmers Market day.

5. Vendors who do not use their booth space on a particular day will not be reimbursed if the City of Northwood re-assigns the booth to another vendor for that day.

6. Vendors may not reassign, loan or in any way transfer their assigned spaces to another vendor.

7. Vendors may not share booth space with another vendor.

8. Vendors must make prior arrangements with the City of Northwood for late arrival. If a daily vendor arranges for a late arrival, payment must still be made prior to set-up on that Farmers Market day.

9. Vendors that are absent from the market for two consecutive weeks without notifying the City of Northwood will forfeit their booth location.

10. A vendor may choose to rent more than one space, but no more than three spaces. The City of Northwood reserves the right to limit the number of spaces rented by individual vendors.

## **Section 6 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.

3. No vendor shall engage in solicitation, collection drives, political or religious activities at the Farmers Market.

4. "Dumping" on the retail market is discouraged and other wholesale outlets should be used.

5. Collusion among vendors to raise or lower prices or to exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.

6. During the market, vendors will not be permitted to advertise for other area farmers markets.

## **Section 7 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. Clean-Up is mandatory! The City of Northwood reserves the right to assess a cleaning charge of \$25 per incident to any vendor that is in violation if they do not perform the necessary clean-up.
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 8 Vendor Set Up & Parking**

1. Upon arrival at the Farmers Market, vendors may use a parking space close to their booth for unloading, if available. Vendors must unload as quickly as possible and then move their vehicles out of the Market location to free up space for other vendors to unload. **NO SET UP CAN BE DONE BEFORE VEHICLES ARE MOVED. ALL vehicles must be moved by 4:00 p.m. No vehicles belonging to vendors or their staff members may be left in any parking spot in the area of the Farmers Market between 4:00 p.m. and 7:00 p.m.** Vendors may move vehicles back to their booth area to pack up at the close of the market at 7:00 p.m. **Vendors will not be permitted to make sales until their vehicles are moved.**

## **Section 9 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 10                    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 11                    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) 690-1607 or [pmcgaharan@ci.northwood.oh.us](mailto:pmcgaharan@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.**