



2019 Rules and Regulations Between the Gahanna Farmers Market and Market Vendor

Market Mission: The Make Gahanna Yours Farmers Market (Market) seeks to provide an outlet for fresh and healthy food for the Gahanna community as well as visitors to the neighborhood. Our overarching goals are to support local farmers, address the food access needs of the community, and to create a space for community interaction.

The following rules and regulations have been established by the Market Board to maintain a productive marketplace for both vendors and consumers. The Market may change, modify or delete rules and regulations to preserve the safety and security of said marketplace. The Market has partnered with Make Gahanna Yours, an independent 501(c)(3) non-profit organization, to manage the daily operation of the market, including but not limited to the resolution of any dispute regarding these rules and regulations.

A. ADMISSIONS

Approval

The approval to participate in the Market will not exceed one growing season and is based on the receipt of necessary documents including, but not limited to:

1. Completed application, including signature page.
2. Signed copy of rules and regulations (signature page only).
3. Applicable permits and/or licenses required by the applicable municipal law or State of Ohio.
4. **All vendors must have adequate liability insurance, in the form of a certificate of insurance greater than, or equal to \$1 million dollars to protect their individual business while at the market. The Gahanna Farmers Market AND the City of Gahanna must be listed as the additional insured on this policy.**

Submission of all documents listed above does not guarantee participation in the Gahanna Farmers Market. Your admission to the market will be considered based on product diversity

(individual and market) and available space, among other factors. Decisions made by the Gahanna Farmers Market shall be final.

Fees

Market rent is due upon approval of your application. Payment must be received in full prior to the start of the market. Fees are non-refundable and credits for days missed will not be given. See Market Application for current fees.

Insurance

All vendors must have adequate liability insurance, in the form of a certificate of insurance greater than, or equal to \$1 million dollars to protect their individual business while at the market. The Gahanna Farmers Market AND the City of Gahanna must be listed as the additional insured on this policy. Proof of liability insurance is to be submitted with registration materials.

Licenses/Permits

It is the responsibility of the vendor prior to opening day to obtain and submit copies of all licenses and/or permits which are required and/or necessary to farmers' markets, including but not limited to a Mobile Food Operation, Food Safety (such as Home Bakery or Frozen), and Nursery Dealer License. All vendors must comply with laws, ordinances and regulations set forth by the applicable municipal law, the State of Ohio, and the United States.

Weights and Measures

Scales should be capable of approval by the Columbus Division of Weights and Measures. You may contact them at (614) 645-7397 with questions or concerns.

B. POLICIES AND REQUIREMENTS REGARDING VENDORS

The Market encourages, supports, and promotes the entrepreneurial efforts of local, independent, and small-scale farmers and artisans seeking to sell their products directly to consumers. We consider our marketplace an incubator for small business and therefore, do not consider corporately owned businesses or businesses with storefronts to be a fit for our market.

Farmers

1. Farmers are to sell what they produce.
2. All produce must be grown in Ohio.
3. Farmers may not sell value added products that they, themselves do not produce.
4. All products are subject to approval by the Gahanna Farmers Market.
5. **Products purchased at wholesale, auction, or "terminals" is strictly prohibited.**

Artisan Producers of Edible Goods

1. Producers may sell products that they, themselves, have produced.
2. Preference is given to producers who utilize products that they, themselves, grow.
3. Products sold by producers should reflect the local agricultural system.
4. Products must comply with all city, state, and federal regulations.
5. All products are subject to approval by the Gahanna Farmers Market.

6. Products purchased at wholesale, auction, or “terminals” is strictly prohibited.
7. If selling products under the guise of “Cottage Food Production,” vendor shall adhere to all policies set forth in the **Ohio Administrative Code, Chapter 901: 3-20 Cottage Food Production**.

Inspection

The Gahanna Farmers Market, or an appointed third party working on behalf of the market, reserves the right to inspect your farm or establishment, announced or not, to verify compliance with market requirements.

Labeling

Vendors should provide clear, written information about production methods, which can be available to any consumer who requests it.

According to **Title 7: Agriculture, Part 205—National Organic Program, Subpart B—Applicability**: Except for operations exempt or excluded in §205.101, each production or handling operation or specified portion of a production or handling operation that produces or handles crops, livestock, livestock products, or other agricultural products that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must be certified according to the provisions of subpart E of this part and must meet all other applicable requirements of this part.

Certified Naturally Grown producers (produce, apiaries, and livestock) shall provide a certificate issued by Certified Naturally Grown.

C. GENERAL MARKET RULES

Market Hours

The Gahanna Farmers Market will be open every Sunday from 4:00pm to 7:00pm, rain or shine. The market will begin on Sunday, June 2, 2019 and conclude on Sunday, September 29, 2019 (no market on June 16th).

Attendance

It is expected that all vendors participate in every scheduled market without exception. On the rare occasion of extraordinary circumstance when a vendor may not be able to be in attendance, please contact Market Manager, Becky Kneeland at (614) 475-6442 or bkneeland@columbus.rr.com no later than 24 hours before the start of Market. If you will be late to the market, please contact the Market Manager as soon as possible.

Vendors who miss three markets will be removed from the market. Tardiness shall be treated like an absence.

Arrival and Departure

1. Vendors may begin set up at 3:00pm.
2. Vendors should be in place at least 15 minutes before the market begins.
3. Vendors may **NOT** leave prior to the end of market.

Safety and Sanitation

When you leave, the property including grassy areas and roadway should look like they did when you arrived. The City of Gahanna reserves the right to terminate its role as host site of the Gahanna Farmers Market based on lack of cleanliness. If the City of Gahanna terminates its role as host based on the safety and sanitation of the property, the Gahanna Farmers Market lease with vendors is also terminated.

1. No vendor shall bring an animal at any time.
2. All produce, containers, signs, debris and/or trash must be taken with you.
3. Clean up should conclude within 1 hour of market closure.
4. No loud radios or shouting of prices is permitted.
5. Tables, tents, signs, and like materials must not impede pedestrian traffic.
6. Vendors may not use City of Gahanna property for debris removal.

If vendor does not clean market space, such shall constitute a breach under the rules and regulations and will be subject to removal. If vendor is removed from the Market, a refund will not be granted, as all fees are non-refundable and any monies paid by the Vendor to such date shall belong to the Market.

Vendor Space

1. Vendor space will be assigned by the Market Manager.
2. Each space is approximately 10 X 10.
3. Vendors may request a maximum of two spaces.
4. Excessive tardiness or absence may result in a reassignment of space.
5. Vendors are to set their own prices.

Vendors may share one space on the condition that both vendors are approved independently of one another by the Market. Vendors who wish to share space shall submit completed documents (see ADMISSIONS) together. It is the responsibility of the vendors to determine the cost share of the space and shall submit payment together upon approval.

The Market will not approve a vendor for a half space. In the case that one vendor is approved and one is not, the approved vendor will have the option of submitting a new space share vendor or of renting a whole space.

Equipment and Supplies

1. Vendors are to supply their own tables, tents, signs and like materials.
2. Vendors must display an identifying sign for their farm or business.
3. Electricity is not available, please plan accordingly.
4. Vendors shall supply carts or like equipment for transporting supplies.

Pricing

1. Pricing of products is the responsibility of the individual vendor.
2. Prices should be displayed clearly.
3. Dropping prices at the end of the day is strongly discouraged.
4. Vendors are discouraged from giving products away for free or at below-cost pricing, thus undercutting potential sales of other vendors.
5. Prices should reflect fair market value.

6. Vendors shall follow guidelines set forth by the **Ohio Administrative Code, Chapter 901: 6-7 Packaging and Pricing of Food and Nonfood Products.**

Parking

One vehicle per vendor may be parked in the designated area.

Marketing and Community Outreach Participants of the Gahanna Farmers Market are encouraged to assist in promoting the market.

Vendors are encouraged to accept food stamps and coupons where applicable, but only when city, state and federal regulations have been met. Under no circumstances should vendors accept stamps or coupons for goods not approved by said programs.

As an additional service to the community, all still consumable products not being taken back by the vendor can be gathered for donation to a community organization. Please consult the Market Manager for more details.

The vendor agrees to protect, indemnify and hold harmless Make Gahanna Yours Farmers Market, the City of Gahanna, and its employees, volunteers, service vendors or independent contractors from and against any and all causes of action, claims, demands, suits, liability or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of use of market space, the purchase of any item from any vendor, or in connection with any action or claim.

By signing the Rules and Regulations and participating in the Gahanna Farmers Market, you agree to give consent to all photographs, audio recordings, academic work and/or video recordings taken of you or your staff. You understand that such photographs, audio recordings, academic work, and/or video recordings become the property of the Gahanna Farmers Market, and may be used by the Market, parent companies, or others with their consent, for educational, instructional or promotional purposes determined by the Gahanna Farmers Market and its parent companies in broadcast and media formats now existing or created in the future.

I, _____ on behalf of _____
Have read, understand and agree to adhere to the above-stated regulations set forth by the Gahanna Farmers Market. I understand that additional rules and regulations may be implemented for the benefit of the marketplace in the 2019 season and agree to abide by them.

Print Name

Date

Sign Name

Position

Name of Farm or Business

For office use only:

Date application and product plan received _____

Date applicant accepted: _____ Spaces allowed: _____ Date notified _____

Payment received: _____ Date paid: _____

Applicant denied: _____ Date notified: _____