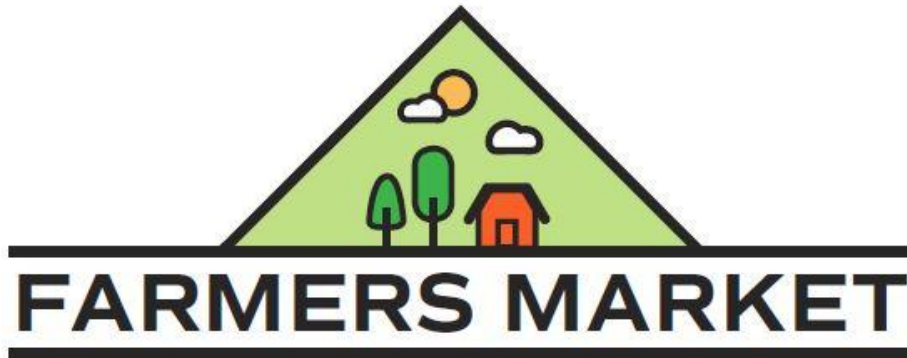


MAKE **GAHANNA** YOURS



134 Douglas Drive, Gahanna, OH 43230

Email: info@makegahannayours.com

Telephone: 614-400-3304

2020 RULES AND REGULATIONS

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

The Gahanna Farmers Market is managed by the Make Gahanna Yours Market Management Team and the Market Manager. The Market Manager will be stationed at a “Welcome Tent” from 2pm to closing each Market Day. The Market Manager may be reached by email at info@makegahannayours.com or by telephone at 614-400-3304.

1. **Registration:** All vendors – Full Season or Weekly – must register in advance for participation in the Gahanna Farmers’ Market by completing and submitting the following:
 - a. A Gahanna Farmers Market 2020 Vendor Application submitted online at <https://www.makegahannayours.com/farmersmarketapplication/>.
 - b. Applications will be reviewed, and vendors will be notified if their applications are accepted, declined or placed on a wait list. Once accepted, vendors will be required to submit all necessary licenses, proof of insurance (see below) and vendor space fees. Accepted vendors will not be permitted to set up at the market until all required paperwork is complete. These documents, including payment, are due April 15, 2020 or by a date determined by the Market Manager and communicated directly to the applicant.

2. Applications will be considered when received at least two weeks prior to a vendor's desired first market date. Vendors accepted after April 15, 2020 for the outdoor market will be required to submit all necessary licenses, proof of insurance (see below) and vendor fees as soon as possible. Accepted vendors will not be permitted to set up at the market until all required paperwork is complete.
3. The number of vendors accepted in each product category will be limited and preference will be given to vendor applicants applying for the full season. Once all available market spaces have been taken, all other applications will be placed on a waiting list and will be contacted as spaces become available.
4. **Early Withdrawals:** Vendors that notify the Market Manager of early withdrawal by May 15, 2020 will be refunded half (50%) of their market space fee. No refunds will be given after May 15, 2020.
5. **Liability Insurance:** Is required by the Gahanna Farmers Market depending upon products carried by the vendor. Please see the three vendor categories below for your specific insurance requirement.

- **Consumable Items:** Vendors carrying produce, meats, cheeses, honey, baked goods, processed and packaged foods, etc., sold for human consumption must provide a Certificate of Insurance in an amount greater than or equal to \$1 Million general liability insurance to cover the vendor's risks while at the Gahanna Farmers Market. **Make Gahanna Yours (dba Gahanna Farmers Market) and City of Gahanna** MUST be listed as Additional Insured(s) on the certificate.

The insurance carrier should use the exact wording shown above in bold print to name the entities. All entities may be listed on one certificate.

- **Non-Consumable Items:** Vendors carrying items such as pet treats, body care products; or performing services such as massages, etc., must provide Certificate of Insurance in an amount greater than or equal to \$1 Million General Liability insurance to cover the vendor's risks while at the Gahanna Farmers Market. **Make Gahanna Yours (dba Gahanna Farmers Market) and City of Gahanna** MUST be listed as Certificate Holders but are not required to be added as additional insureds to the policy.

The insurance carrier should use the exact wording shown above in bold print to name the entities.

- **Arts and Crafts items:** Vendors carrying such items that are handcrafted by the artisan are not required to carry or provide proof of general liability insurance, although it is highly recommended the vendor have general liability insurance for their own protection while at the Market.

All Certificates of Liability must be submitted electronically to info@makegahannayours.com by April 15, 2020 or two (2) weeks prior to attending the market for applications received after April 15th.

6. **Vendor Space/Fees:** Limited Spaces in the following size are available:

Full Season Spaces: (15-week market)

10' x 30' (single space with parking for 1 vehicle) - \$200

Weekly Spaces

10' x 30' (single space with parking for 1 vehicle) - \$15 per market day

7. **Products permitted at Market:** All items proposed to be sold, must be listed on the vendor's application. If vendors wish to add to their original list, they must submit additions to the Market Manager in writing for approval a minimum of one (1) week before they wish to sell the items(s).

- All produce to be sold must be grown or produced by the vendor. The Market Manager reserves the right to perform an on-farm visit to verify that products are being grown or produced by the vendor. Vendors wishing to carry Ohio grown products not produced by them, MUST seek prior approval from the Market Manager before selling such products. Blemished fruits and vegetables may be removed from the vendor's table at the Managers discretion.
- All meat and dairy products must be from an appropriately licensed processing facility and labeled in accordance with Ohio Department of Agriculture ODA Guidelines. Meat and dairy vendors are required to have a Mobile Retail Food Establishment License or a Temporary Retail Food Establishment License.
- Eggs must be labeled in accordance with Ohio Department of Agriculture (ODA) regulations and vendors are required to have a Mobile Retail Food Establishment License or a Temporary Retail Food Establishment License.
- Homemade baked goods, jams, honey and other cottage-food items made by the vendor are permitted. It is the vendor's responsibility to research and comply with Ohio Department of Agriculture and County Health Department rules and regulations. Copies of all applicable licenses and permits must be submitted along with payment and proof of insurance.
- Handmade arts, crafts, pet accessories and personal care products are permitted. No manufactured wholesale or consignment items will be permitted at the OUTDOOR market. If you are unsure if your product is permitted, please contact the Market Manager prior to applying to the market.

8. **Products NOT permitted at Market:** Live animals, alcohol, tobacco products, firearms, flea market, or garage sale items. NOTE: Manufactured items, including but not limited to Tupperware, Pampered Chef, Avon, etc., are not permitted at the market.

9. **Vendor Setup, Location and Display:**

- The Market Manager will assign vendor locations. These assignments will remain in effect for the season, unless there is a need to condense or expand the overall size of the market.
- Vendors are asked to check-in no later than 2:00pm on their first market day. This will allow time to locate sites and complete set-up. For the remainder of the season, vendors will be expected to be in their spaces and ready to sell no later than 2:45pm and stay until 6:00pm. No vehicles are permitted to be moving inside the market area between the times of 2:45pm and 6:00pm.
- Vendors are responsible for providing and setting up their own tents, tables and stands used to display and sell their goods. The use of tents, canopies, awnings and sun-umbrellas are strongly encouraged. **WEIGHTS OR TIE-DOWNS ARE REQUIRED FOR EACH TENT.**
- Vendors must have signs on their tables or in their booth identifying their farm or business.
- No electricity or refrigeration is available at the market.
- A portable handicap-accessible restroom is available for vendors and customers at the market.
- Organic farmers must display their certificate. Farmers may not sell under the “Organic” name without this certification.
- Vendors are to provide their own rain gear. The market will be open rain or shine.
- In the event of lightning or extreme weather during the market, market activities may be suspended at the discretion of the Market Manager. No fees will be refunded.

10. **Pricing:** Vendors are to set their own prices and must display them clearly in writing at every market.

11. **Teardown:**

- Vendors are to remove all produce, containers, signs, trash, etc., before they leave.

- At the end of each market day, any still consumable vendor products may be donated to the GRIN (Gahanna Residents in Need) Food Pantry. Please consult with the Market Manager for instructions.

12. Licenses and Permits:

- Vendors must comply with all laws, ordinances and regulations of the United States, State of Ohio, Franklin County and City of Gahanna.
- It is the vendor's responsibility to obtain all necessary licenses and permits, in addition to paying fees and taxes that may be required to local and state governments. This includes the vendor's license for goods sold on which sales tax must be collected. A copy must be on display at the Market.

13. Miscellaneous:

- **Returned Check Policy:** Checks returned for non-sufficient funds (NSF), will be charged a \$20 fee. Vendors will not be permitted to attend the market until the matter is resolved.
- **Market Attendance:** If a vendor is unable to attend or will be late, the Market Manager must be notified by 5pm on Saturday by email to info@makegahannayours.com or by voicemail at 614-400-3304. In the event of an emergency on the market day, it is the responsibility of the vendor to call (or text) the Market Manager at 614-400-3304 (Manager Cell Phone). The Market Manager reserves the right to reassign space for the duration of the season if a vendor fails to notify the Market Manager of a non-emergency absence. Vendors with more than two (2) unreported absences may be dismissed from the market.
- ***The Market Manager reserves the right to cancel a vendor's participation in the market if the vendor refuses to comply with market rules or should a vendor's tardiness, product quality or other factors impede the market's success***
- Security is not provided; however, the Gahanna Police Department is aware of the Market and will respond if or when needed. Police officers may be at the market periodically for traffic/parking control.
- The Gahanna Farmers Market is registered with the Ohio Department of Agriculture, Food Safety Division.
- Questions, concerns or grievances are to be directed to the Market Manager. If the vendor feels the issue is unresolved, they can submit a letter, in writing to the MGY Market Management Team, 134 Douglas Drive, Gahanna, OH 43230.

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 2020 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: _____

Contacts and Resources

Gahanna Farmers' Market:

Address- 134 Douglas Drive, Gahanna, OH 43230

Website – www.makegahannayours/farmersmarket.com

Market Manager Email – info@makegahannayours.com

Market Phone (voicemail): 614-400-3304

Cottage Food Production Operations:

Ohio Department of Agriculture, 8995 E Main Street, Reynoldsburg, OH 43068

Food Safety Division:

Website – <https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety>

Email – foodsafety@agri.ohio.gov

Phone – 614-728-6250

Sales Taxes: Ohio Department of Taxation

Website – www.tax.ohio.gov

Phone – 888-405-4039

Food Concessions: Any sample or concession-type foods allowed by the Gahanna Farmers Market must comply with licensing and inspection requirements of Franklin County Public Health (the City of Gahanna's health services provider).

Website – www.myfcph.org

Phone – 614-525-3160