

## MARKET ON THE GREEN RULES AND REGULATIONS

Products sold at Market at the Green should be home grown or homemade. Market on the Green reserves the right to visit each growing site in order to assure the vendor is growing product on land they own or lease.

**With prior approval** of the market manager, vendors may be allowed to sell a portion of produce grown by others to allow for sharing of resources and cooperation among neighboring growers. Vendors must post clear signage within their allotted space identifying the source of products. The market manager must be provided with the address/contact information of the third party and permission to visit the grower's field for physical verification.

Homemade baked goods, cheese, jams, etc. are permitted provided the processed foods have met all state and local regulations. Prepared food items are required by the Department of Agriculture to be properly labeled. Full list of regulations for Cottage Foods can be found here:

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

All meat and dairy products must be labeled in accordance with ODA guidelines and from an appropriately licensed processing facility. 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

Vendors selling products in which sales tax is collected are required to obtain a vendor's license.

Certified Organic vendors must provide a copy of certification.

Scales must be approved by the Department of Weights and Measures. Please be prepared to produce documentation.

The wholesale purchase of produce (including from the terminal, or the trade of produce at the terminal) **is strictly prohibited.**

All items for sale must be listed on the application. Live animals, flea market or garage sale items, and manufactured items are not permitted.

Submitting an application does not guarantee any vendor a spot for any event. Acceptance to any event may be determined by, but not limited to, the following: product type, diversity, reservation type. Priority will be given to vendors who commit to the entire season.

## MARKET LOGISTICS

The Market on the Green is held on Tuesdays, June 1 through August 31, 2020. Market hours are 4:00pm to 6:30pm and is held RAIN OR SHINE. Vendors may begin setting up at 3:00pm and must be set up by 3:50pm. No sales prior to 4:00pm, unless determined to be in the best interest of the market by the market manager (e.g. extreme weather, unusually large crowds). Vendors are not to begin tearing down prior to 6:30pm unless they have sold out and/or have prior approval by Market on the Green to do so.

All vendors are to notify the market manager 24 hours before a market day if they are unable to attend the market. If setting up late and/or tearing down early, call offs, or no call no shows become a pattern with any vendor, that vendor may be subject to suspension or expulsion.

Vendors will be assigned a 12x12 plot and attached parking space. Vendors are required to supply and set-up a tent/canopy. Weights or tie downs are required for each tent. Vendors are also responsible for providing their own tables, chairs, signs, and all other display items. Vendors must have signs on their tables or in their booths identifying their farm or business.

Stall assignments are made by the market manager. They may be determined by, but not limited to reservation type and date(s), type and diversity of product, previous stall location, and social distancing protocols. Vendors with seasonal reservations will have first priority for location assignments.

Access to electricity is limited. If a vendor requires electricity, they are to see the market manager for availability.

Displays and products for sale must be confined within the boundary line as defined by the Market on the Green.

Growers set their own prices. Growers are strongly encouraged not to under-value their products, as “price wars” and underselling will reduce the profit margin for all vendors.

Vendors are to clean their areas by removing all produce, containers, signs, and trash before they leave. Please leave the market in the same condition it was when you arrived. Trash receptacles will be available only for small amounts of paper (not cardboard boxes).

## PAYMENT

Payment: A discount is given for those vendors who pay in advance for the full season. Discount price is \$140 for 14 Thursdays. Weekly rate is \$15. Payments must be made prior to May 1, 2021. Weekly payments are non-refundable.

*\*\*\*Vendors who pay the seasonal rate and attend at least 13 market days will receive a full refund at the end of the season. Vendor must attend the final market day, August 31, 2021. Vendor must give 24 notice prior to a cancellation. Vendors who attend less than 13 market days will not receive a refund\*\*\**



#### PROOF OF INSURANCE

**It is the vendor's responsibility to obtain premises and physical liability insurance. The City of Whitehall must be listed as additionally insured on this policy. Please contact your insurance agent or the market manager if you need additional information about vendor liability insurance. Proof of liability insurance is required to participate in Market on the Green.**

**Vendors agree to protect market organizers from any legal or financial liability in case of accidents or incidents at the market.**

#### SALES REPORTING

Market on the Green requires sales to be reported by each vendor, weekly. The Market uses the combined sales data captured from all vendors for completing grant applications and to hone marketing strategies.

#### MEDIA RELEASE

By submitting an application, you, the vendor, authorize the City of Whitehall, employees or representatives, to take photographs, video recordings and audio recordings of vendor, vendor's staff, and of vendor's business.

#### CONDUCT

All vendors, and their employees, are required to treat fellow growers, makers, guests, and Market on the Green/City of Whitehall staff with respect and dignity at all times. Vendors must operate their business in a fair and honest way, in order to protect the integrity of the community of growers and makers. A vendor's actions affect the reputation and character of Market on the Green and the City of Whitehall. Grievances or problems are to be directed to the market manager for resolution.

Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, Franklin County, and City of Whitehall.

The Market on the Green, at its sole discretion, may make exceptions or changes to fees and policies as they see appropriate, at any time, any day, for any reason.