



## **Prairie Township Farmer's Market Information and Rules**

### **Mission**

To offer the community the opportunity to purchase locally grown produce directly from farmers in addition to cottage food and hand crafted products. The market will enhance the economic viability of our local farmers while providing a variety of fresh and nutritional food choices. The market also helps further the development of the Prairie Township community by providing an activity which fosters social gathering and interaction.

### **Days, Hours and Location of Operation**

The Prairie Township Farmer's Market will be held on Monday afternoons from 4 PM to 7 PM – rain or shine – June through September at the Prairie Township Community Center located on 5955 West Broad St., Columbus OH 43119.

The 2019 season will run for 13 weeks starting on Monday, June 10, 2019 and ending Monday, September 9, 2019. There will be no market on Labor Day. Vendors are to set up between 3:00 PM and 3:45 PM and are allowed to sell early. Any vendor not set up by 3:45 PM may be refused participation for that day and vendors should plan to stay until 7 PM. No vehicles are permitted to be moving inside the market area between the times of 3:45 and 7pm.

If you are unable to attend or will be late please email Michael Pollack, Facility Supervisor at the Prairie Township Community Center at [mpollack@prairietownship.org](mailto:mpollack@prairietownship.org) or call at 614-907-7995 as soon as possible. Vendors are expected to give forty-eight (48) hour notice if they are unable to attend the Market on a day they have signed up for. **The Prairie Township Farmer's Market reserves the right to remove vendors who miss 3 consecutive markets.** Money paid will not be refunded. The Prairie Township Farmer's Market reserves the right to cancel participation at future markets should tardiness, quality or other factors impede the Market's success. The Prairie Township Farmer's Market will not cancel the market due to weather conditions.

### **Vendor Information**

Vending spaces will be available on a first come-first serve basis. Vendors must provide their own tables, canopies and/or chairs. Though sales from the vendor's vehicle is permitted, a display table and canopy are recommended though not required.

No walk-up/walk-in vendors will be permitted; only vendors who have previously made application and been approved by Michael Pollack will be permitted to sell at the Market.

Vendor spaces for the full 13 week season are \$100 with parking and \$115 for two spaces. A limited number of week-to-week spaces are also available on a first come, first-served basis at a rate of \$10 per week. Requests for weekly rental should be submitted directly to Michael Pollack.

We will be considering applicants on qualities that will offer the customers the greatest variety of products and highest quality products available.

The vendor may only sell the items listed on his/her application. Items not listed on the vendor's application may be sold only upon the approval of Michael Pollack. Michael Pollack reserves the right to restrict the sale of items that do not meet the intent of the Market or that are already offered by other vendors, in the interest of maintaining a diversity of items to the benefit of all vendors at the Market. Vendors who desire to bring new items must contact Michael Pollack one week prior to their targeted sale date for approval. He will make a determination within 2 business days of the sale request.

Vendors must at all times conduct their business in a fair, honest and legal manner. This includes the legal, truthful, proper labeling of their products. Products may not be misrepresented. The use of false packs or the concealment of poor product beneath a topping or facing of better product is prohibited. Fraudulent, dishonest or deceptive practices are prohibited and will result in the vendor's expulsion from the Market.

The Market is a family-friendly environment; vendors must be courteous at all times. Profanity is prohibited. Disagreements with other vendors, PTCC staff, Township employees or customers must be handled in a civil manner. Any vendor that threatens or engages in loud confrontations will be immediately expelled from the Market.

### **Product Information and Requirements**

**Merchant shall sell only items that they produce and are home grown, homemade or home baked (organic preferred); Warehouse, wholesale, and/or dock produce is not permitted. No brokers, re-sellers or large commercial producers are permitted. Products sold at the market must be grown or produced in Ohio by the applicant, including farm grown produce, baked goods, consumable goods and flowers (including plants, herbs, honey, preserves and flower baskets). Vendors set their own prices.**

We allow: vegetables, seedlings, herbs, preserves, fresh-cut and dried flowers, meats, poultry, seafood, dairy products, homemade baked goods, cheeses, jams, honey, soap lotion etc. , provided that vendors have met all appropriate State and/or Local licensing and labeling requirements. Meeting these requirements is the responsibility of the vendor.

All processed foods and baked goods must be clearly labeled with ingredients in accordance with the Ohio Department of Agriculture specifications. The label must include the words “homemade” or “cottage made.”

The vendor may sell and advertise the vendor’s items as “organic” only if the vendor has been state-certified as organic. A copy of the vendor’s state-certification must be filed with the vendor’s application.

Sales of single-servings that are not individually labeled is prohibited, but the vendor may offer samples.

Animal sales, concessions, flea market items, used and antique furniture sales are prohibited.

Vendors should reasonably anticipate bringing an adequate amount of products to sell to stay for the entire time the Prairie Township Community Center Farmer’s Market is open to the public. Vendors will not be permitted to leave prior to the closing of the Prairie Township Farmer’s Market.

Any produce which is of lesser quality must be labeled as such. Poor quality produce may be removed by PTCC staff.

The vendor must post a sign at the vendor’s display area identifying the vendor and the source of the products the vendor is selling (example “Eggs from Sunnyside Up Farms, 123 Main Street, Anytown, Ohio”).

### **Market Day Logistics**

Vendor displays must not impede pedestrian traffic on the sidewalk, nor impede vehicular traffic or pedestrian traffic. Displays may not be placed on the Prairie Township Community Center facility.

If a vendor brings a tent or canopy, it must have a safety set-up, and be secured with weights in case of windy weather (no stakes) If selling from the vendor’s vehicle, the vehicle shall not be running. Other tie-down devices and must be no larger than 10’x10’ in size.

No rain gear is provided.

After you unload your display and products, moving your vehicle is requested. This will leave parking spaces for your customers.

No loud radios or shouting of prices.

Refrigeration is not available at the market. We will have limited electricity available. Priority will be given to vendors who require electricity for their product. Vendor is responsible for their own water supply.

Vendors are to clean their areas at the end of the day or when they leave. Failure to clean your site will result in a \$25 fine payable to the Market within one week of being cited. No trash or debris may be left in or near the park. If you brought it with you and it didn't sell, it should leave with you!

No vendor is permitted to bring an animal at any time into the Prairie Township Farmer's Market.

Alcohol and tobacco products may not be sold. Firearms are prohibited. There will be no smoking permitted on the grounds. No alcohol is permitted on site per township ordinance. Alcohol on site is grounds for immediate termination of contract- without refund!

Grievances or problems are to be directed to Michael Pollack for resolution.

### **Marketing**

Prairie Township shall provide signage for the Market, advertising and publicity. Merchant's name may be mentioned in Press Releases, Facebook and advertising occasionally to promote the farmers market. Vendors are encouraged to assist in promoting the Prairie Township Farmer's Market.

### **Liability Insurance and Applicable State License**

All vendors must provide proof of carrying a minimum of \$1,000,000 insurance. **Prairie Township Community Center, 5955 West Broad Street, Galloway OH 43119** must be listed as the certificate holder.

Merchant is solely responsible for any loss of personal or merchant property.

The vendor must comply with all laws, ordinances and regulations of the United States, State of Ohio and Prairie Township. The vendor is responsible for all licensing and permits required by law, and shall submit copies of the same with the vendor's application. Prairie Township uses the Franklin County Health Department regulations and inspectors. The vendor shall also display any required licenses at the vendor's display area on Market days.

For vendor license information contact the Franklin County Auditor's office at 373 S. High Street, Columbus, Ohio 43215, 614-462-3260.

Scales used at the Prairie Township Farmer's Market must be certified by the Franklin County Auditor and must be National Type Evaluation Program (NTEP) approved. For more information

contact the Ohio Department of Agriculture at 614-728-6290 or the Franklin County Auditor division of Weights and Measures at 614-642-7380.

Vendors are not permitted to sell until proof of insurance, license, and all fees have been submitted to the Prairie Township Farmer's Market. All insurance, license, and fees must be paid/submitted at least 2 weeks before you may attend the market.

### **Acceptance**

The Prairie Township Farmer's Market accepts SNAP and Produce Perks. Patrons may swipe their EBT card at the Market Information Booth for the amount requested. Patrons will be given wooden tokens for the amount to buy anything except cut flowers, alcohol and ready to eat food. Vendors may also accept WIC or Senior Coupons if they participate in the program.

### **Violations**

Any vendor reported to be in violation of the 2019 Rules will receive one written warning (by email) and given one week to comply with the policies of the market. Vendors repeating the same violation during the season will forfeit their participation at future markets. Vendors who have three violations within the season (same or different violations) will also forfeit their participation at future markets regardless of corrective action taken.

### **Sales Reporting**

In order to track market trends an anonymous survey will be e-mailed to you each month. Your help in reporting sales figures is greatly appreciated and information will not be shared with the public.