

Oakwood Farmers' Market Rules and Guidelines

These Rules and Guidelines have been established to create a market that offers local produce and products to the consumer directly from the producer. Please keep a copy for your records. Failure to observe these rules may result in termination of your market assignment. If you have any questions regarding these rules or joining the market, please contact us at oakwoodfarmersmarket@gmail.com.

LOCATION & HOURS OF OPERATION

- The market shall be located on Orchard Drive and the adjacent public lot (off Far Hills Avenue) immediately behind the Oakwood Retail Center.
- The 2020 Oakwood Farmers' Market hours shall be from 9:00 A.M. to 1:00 P.M. each Saturday, commencing on Saturday, June 6th and ending on Saturday, August 29th, with a Harvest Season extending to October 17th.
- Vendors must arrive no later than 30 minutes prior to market opening time. Latecomers may be denied admission or admitted and located at the market manager's discretion.
- Vendors must set up weekly, rain or shine, and must stay the duration of the market. One vendor's departure affects other vendors – one tent comes down and customers think the market is done for the day.
- At the close of market, all vendors must begin packing up to leave the market site, but may continue to sell as they load. Vendors must leave the market site as soon as possible after the close of the market.
- If a market is cancelled due to severe weather, vendors will be notified in a timely way by email and/or telephone.
- Vendors must email or call the market manager if they will miss a market, giving us notice at least 24 hours in advance, so the market setup can be modified. Failure to do so will affect the return of deposit. Contact us at oakwoodfarmersmarket@gmail.com.

GOODS, PRICING & SALES

- We are a producer-only market. All items sold at this market are to be grown or made locally.
- We allow handmade consumables (e.g. food; health and beauty products) provided that the items have met all state and local regulations.
- Growers are expected to sell only high-quality goods. If goods are of a low grade, the sale of these goods may be prohibited. Lower quality or overripe produce must be labeled as such and can be sold for a discounted price.

- Bakers must sell freshly-baked goods of high quality. No resale of old product (i.e.: product that has lost freshness and taste) is allowed.
- Vendors that locally produce handmade pottery, crafts, etc. are also invited to participate in the market.
- The market shall open each day at 9:00 A.M., and every vendor should be ready for business at that time. Vendors are expected to remain open for business until the conclusion of the market at 1:00 P.M. If a vendor happens to sell out before then, the tent, table, and signage need to remain until 1:00 P.M., although the vendor does not have to maintain a physical presence at the booth. Vendors who choose to leave the market before its close at 1:00 P.M. will not receive their deposit back at the close of the market season.
- Vendors must have signage that clearly identifies their farm or business. This sign may also include the farm's/business' general location, a photo, brief history of farm/ business, description of growing/other practices, and so forth.
- Products and produce labeled organic must be certified according to the United States Department of Agriculture.
- Vendors are to set their own prices. Prices must be visibly posted. The preferred method is to label each individual item or group of items for sale with a price tag. Alternatively, prices may be listed on a large poster board/sign that is readily visible to customers.
- Vendors selling non-edible products, such as flowers, plants, yarn, soap, or other items that are subject to tax should comply with local and state taxes.
 - Start by visiting <http://business.ohio.gov/> and obtain an account on the website mentioned. Then request a "vendor license" (probably "transient vendor license" for most vendors). Call 1-888-405-4089 for help with the vendor license application.
- Free samples are both permitted and encouraged. Food samples must be presented in a safe and sanitary manner. If samples are provided, a visible trash receptacle must be provided for customer discards, such as napkins, cups, utensils, and toothpicks.

BOOTH SPACES

- Sales tables and stands, one vehicle or truck, and tents must be confined within the defined sales area. A standard booth is 10' X 10', and a double booth is 10' X 20'. No "open trunk" sales will be permitted. No stakes may be driven into the ground or parking lot surface.
- Any vehicles not parked within the booth space may park along the adjacent side streets, including Shroyer Blvd., after setup. Vendors may pull their vehicles into the market area during setup, but must park elsewhere once setup is complete.
- Vendors are required to provide their own gear. It is recommended that all vendors use a tent,

canopy, umbrella, or other type of shade (especially since we are a “rain or shine” market). These items should be weighted at all times for the protection of customers and vendors.

- Vendor displays must neither block the public sidewalk nor impede vehicular traffic in the west alley. Vendor displays may not be located within the city right-of-way (area between the sidewalk and curb).
- **All produce must be kept off the ground.**

VENDOR RESPONSIBILITIES & MARKET CONDUCT

• Each vendor shall deposit \$50 with the Oakwood Farmers’ Market upon signing the Vendor Participation Agreement:

• **This deposit shall be returned at the end of the season *if* the vendor misses no more than 2 markets as a Full Season Vendor or 3 markets as a Harvest Season Vendor, arrives on time for setup, and stays until the designated end of the market, is on-time with payments, and follows all the terms of this agreement. If a vendor withdraws from the market commitment at any time during the season, the deposit will be forfeited.**

• Vendors should write a separate check for the deposit. This check will not be cashed, and will be returned if attendance requirements are met and market guidelines followed. Checks should be made out to the Oakwood Farmers’ Market, and the business name written in the memo line if it is not already on the check.

• In addition, each vendor setting up a standard (10’ X 10’) booth must make a \$10/daily, or \$100/full-season payment, or \$200/harvest season payment, for the use of space at the market. Each vendor setting up a double (10’ X 20’) booth must make a \$20/daily, or \$200/full-season, or \$300/harvest season payment for the use of space at the market.

• Mobile food truck vendors must submit the following to the City of Oakwood: a completed Application for Mobile Food Vehicle, an application fee, copies of documents requested in the application. Mobile Food Vehicles are regulated by Chapter 729 of the Business Regulations Code. Please contact city staff at (937) 297-2920 with any questions.

• **Full-season vendors are given priority for acceptance to the market and booth assignment over daily vendors.**

• ALL vendors will pay in full on the first market day if not before the start of the market season. If you are a daily vendor, please prepay according to the number of dates you have signed up to attend the market.

• The farmers’ market committee reserves the right to approve/disapprove and/or dismiss vendors upon time of application. Decisions will be based on diversity of products and factors

related to overall market success.

- The Oakwood Farmers' Market reserves the right to request product samples for the purpose of assessing quality at any time during the market season.
- **Scales used by vendors must be certified by the Montgomery County Auditor (937.225.6309). Scales must be placed so that they are clearly visible and readable to customers at all times.**
- Vendors who grill, cook, or heat samples or other prepared food must have a fire extinguisher nearby.
- Vendors shall maintain their area in a neat condition, free of trash and debris, and shall clear their space before leaving the premises. All containers, waste, and trimmings must be removed by vendors before leaving the market site and any trash generated at the market must be taken back to their farm or place of business.
- Vendors are encouraged to assist the farmers' market committee in promoting the market.
- By participating in this market, vendors agree to be a part of the market community and maintain a high standard of conduct. Oakwood Farmers' Market vendors are expected to treat others the way they would want to be treated. No verbal or physical negative or bullying interaction with customers, market management, or fellow market vendors.

COMPLIANCE WITH STATE AND LOCAL REGULATIONS

- **All food products must comply with health department regulations and licensing requirements, including those products that must have ingredients listed on the product labeling. For Ohio Department of Agriculture food safety, packaging, and labeling information, visit: <http://www.agri.ohio.gov/foodsafety/>.**
 - These regulations specify, as examples, that vendors selling baked goods must obtain a cottage food license, and vendors selling perishable goods must obtain a food vendor license.
 - The Oakwood Farmers' Market is not responsible for monitoring vendors' compliance with these regulations. Vendors should contact Paul Scaglione with the Dayton & Montgomery County Public Health Department at pscaglione@phdmc.org or 937-224-3790 for assistance with the regulations.
- All vendors must have liability insurance (minimum of \$1,000,000), indemnifying the Oakwood Farmers' Market and naming the Oakwood Farmers' Market as an Additional Insured.

The Certificate Holder should read:

Oakwood Farmers' Market Inc.

71 Wiltshire Blvd. Oakwood, OH 45419

- Vendors should email the certificate to: oakwoodfarmersmarket@gmail.com
- Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, Montgomery County, and the city of Oakwood.

EXCLUSIONS

- Produce purchased wholesale is absolutely prohibited.
- No flea market, garage sale, used, or antique items are permitted for resale.
- No shouting of prices.
- We encourage the use of biodegradable, compostable containers and bags.
- No smoking on market premises.
- No livestock is allowed at the market.

SPECIAL NOTE

- In the event of severe weather, including lightning or tornado-like conditions, the market will suspend activity until the area is safe.
- Security is not provided; however, the Oakwood Public Safety Department (937.298.2122, or 911 for emergency calls) is available and will respond as circumstances warrant.