

2016 Uptown Westerville Farmers' Market Rules and Regulations

1. Life is short. Whiners will be dealt with swiftly and severely.

2. All items sold at this Market are to be grown/raised or made in Ohio.

Farmers are to sell what they produce. All produce must be grown in Ohio.

We allow homemade baked goods, cheeses, jams, etc. provided the Vendor-processed foods have met all State and Local regulations and are made in Ohio.

All plants and flowers for sale must be raised in Ohio by the Vendor.

Artisan Food Vendors (non-produce/protein/plant vendors) must make what they sell.

3. Out of respect for our Uptown Westerville dining establishments the Market is not to be a concession area.

Foods are to be packaged for off-premises consumption.

4. Free samples are encouraged and permitted.

Samples for products that need refrigeration must be kept fresh and chilled.

Vendors who grill, cook, or heat samples must have a fire extinguisher nearby.

If a Vendor provides samples, a visible trash receptacle must be provided for Customer discards.

5. One vehicle is allowed for delivery of goods to the Market. Only one vehicle can be parked at the Market site.

The Market Manager will decide which vehicles can be parked at the site and which must be parked elsewhere.

6. Tables and stands used to display and sell goods are to be provided by the Vendor.

7. The Market Manager will assign Vendor location.

8. Vendors should be in place 30 minutes before the Market begins at 3 p.m. and plan to stay through conclusion at 6 p.m.

If a Vendor is not in place by 2:30 p.m., the Market Manager reserves the right to place someone in your spot unless you have notified the Market Manager in advance that you will not be at the Market on time. Market Management also reserves the right to place another Vendor in your spot should you not be using your spot on a specific date.

NO SALES BEFORE 3 P.M.

A level playing field: It is the intent of Market Management to open at 3 p.m. with every Market Vendor ready to do business. Every Vendor is expected to do their best to make that happen.

Vendors are expected to maintain a presence at the market until 6 p.m. (see Rule No. 18). If a Vendor sells out before 6 p.m., that Vendor, as a person(s), does not have to physically staff their sold-out space, but the tent, signage, and a table need to remain until 6 p.m.

9. Vendors must have signs on their tables, hanging as a backdrop, or on their vehicles identifying their farm or business.

These signs must not intrude into the pedestrian walkways.

10. Vendors are to set their own prices.

Prices must be clearly and visibly marked and/or a price list must be displayed.

11. No smoking on Market premises.

12. No loud radios, audio systems, shouting out to Customers, or shouting of prices.

Product promotion must occur within the space assigned or immediately adjacent to the Vendor space and not in any common area.

13. Vendors are to provide their own tent and rain gear.

Since the Market is rain or shine, and this space is a wind tunnel at the slightest breeze, to deal with wind and inclement weather, tie-downs and/or weights are **required** for your tent each week.

This is a rain or shine Market, not a storm or shine Market. In the event of lightning, severe weather, or tornado sirens, the Market will suspend activity until the area is safe.

14. Vendors are to clean their areas, including the parking lot surface: remove all produce, containers, signs, toothpicks, castaways, and trash before they leave.

Look at your space before you leave, does it look the same or better than the way you found it?

15. All Vendors must have Liability Insurance to cover their risks at the Market and provide proof of insurance to the Market Manager. Remember, there are crazy people everywhere.

16. The City of Westerville and the Uptown Westerville Farmers' Market are to be named as secondary insured on your liability policy.

17. To participate in this Market, all Vendors must provide a completed application and payment in full before they will be included on the vendor roster and permitted to set up to do business.

For 2016:

Application must be sent by e-mail or traditional mail no later than Friday, April 1, 2016.

Fee Payment must be paid no later than Friday, April 22, 2016.

If you are a limited engagement vendor: Any vendors that the market sees as limited engagement vendors will continue to pay weekly, but must have their application in by the application due date (April 1, 2016).

Waiting until opening day of the market season to provide either payment and/or a vendor application is not an option.

18. All Vendors are expected to notify the Market Manager if they are running late or are unable to attend the Market.

614.352.1144 or ljfoor@earthlink.net

Vendors are expected to be at every Market they commit to, both full season Vendors and limited engagement Vendors. But life happens, nature happens, farming happens, and in 6 months, emergencies and absences or late arrivals, with notice, that are within reason, are to be expected.

Should a circumstance occur on a given Market Wednesday that will cause you to miss the market, or arrive late, notify the Market Manager no later than 2:00 p.m. for an absence, and no later than 2:45 p.m. for a late arrival.

You are encouraged to notify the Market as soon as you know of an absence/late arrival or a potential absence/late arrival, and letting the Market Manager know both verbally and via e-mail or text is both encouraged and appreciated.

Knowing about Vendor presence or absence every single week affects Market Management's ability to Market the Market (see Rule No. 19).

And, if we don't hear from you and you don't show, how do we know you're not lying in a ditch somewhere?

Don't confuse easy-going with easy. This Market has no time for any Vendor who consistently slows set up by leaving Market Management in the dark by arriving late without notice or being absent without notice.

Your absence or presence reflects-on and affects the farmers' market and your fellow vendors; you applied to be here, you are responsible for a business, and carry a driver's license; that tells us there is no reason you can't take your presence at a farmers' market seriously.

Vendors are allowed 2 (two) absences/late arrivals without notice, or without legitimate reason, or if the Market Manager has to call you to find out where you are during the course of the season.

More than two absences/late arrivals without notice or without legitimate reason must result in the loss of space privilege, and dismissal from the Market.

The Market Manager decides when a late-for-market or non-attendance reason is within reason and legitimate.

19. Vendors are encouraged to assist the Market Manager in promoting the Market. Failure to do so will result in all of us wasting our time.

20. Statements beginning with "We should...." or "You should...." will generally be ignored. Ideas presented in "I would like to volunteer for...." will receive immediate and undivided attention.

21. By participating in this Market, Vendors agree to be a part of the Market community and maintain a high standard of conduct.

Uptown Westerville Farmers' Market Vendors are expected to treat others the way they would want to be treated.

Check the ego and pick it back up on your way out.

Ask yourself this question before you speak or act: "How am I helping?"

No verbal or physical negative or bullying interaction with Customers, Market Management, or Fellow Market Vendors. It's not really worth it, harmful remarks made to or about Customers, Vendors, Market Management, or the Market are counter-productive.

This is a one-chance-to-reform policy: one notice to cease and desist, and after that, the Market Manager will exercise the discretion to suspend and/or dismiss.

Please note: if a Vendor's behavior is ever at an egregious level that compromises Market standards to the point of affecting confidence in the Market, personal safety to members of the general public or any Vendor,

Customer, or Market Management team member, the Market Manager will exercise the discretion to dismiss without the option to reform.

Decisions by the Market Manager are final.

See Rule No. 1, Rule No. 19, and Rule No. 23.

22. Vendors may feel free to trade or not trade with other active Vendors. Trading is only permitted between current, active Market Wednesday Vendors.

23. Grievances or problems are to be directed to the Market Manager for resolution. Issues not resolved will be decided by "cage-match" or Jell-O wrestling.

Decisions by the Market Manager are final.

24. It is the Vendor's responsibility to obtain all licenses and permits and to pay the fees required by the local and state governments.

This includes the Vendor's license for goods sold for which a sales tax must be collected. A copy must be provided to Market Manager.

25. Scales should be capable of approval by the Franklin County Auditor's Division of Weights and Measures (614.525.7380 Contact: Agatha Shields).

26. The Uptown Westerville Farmers' Market is a place of business. Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, Franklin County, and City of Westerville.

For food safety, packaging, and labeling questions Franklin County Public Health:

Online: <http://www.myfcph.org/food.php>
Contact: Marisue Madlener
614.525.6669
[msmadlen@franklincountyohio.gov](mailto:mamadlen@franklincountyohio.gov)

For Ohio Department of Agriculture food safety, packaging, and labeling information:

Online: <http://www.agri.ohio.gov/foodsafety/>
Contact: Lowell Lufkin
llufkin@agri.ohio.gov
614.728.6250

Franklin County Public Health and the Ohio Department of Agriculture have inspected, and will inspect, each Vendor at this Market. Inspections may be announced and/or unannounced.

Lowell Lufkin, with the Ohio Department of Agriculture, is known as the “label guru” and is more than willing to review all your labeling, offer advice, and answer your food safety questions. Don’t hesitate to use this valuable resource.

27. When in doubt see Rule No. 1

Contact Information:

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614.352.1144