



## **2012 VENDOR HANDBOOK**

### **Welcome**

Since 1999, the Countryside Conservancy has supported community-based food systems throughout Northeast Ohio. This unique non-profit organization helps re-establish farms in the Cuyahoga Valley National Park and runs farmers markets in the greater Akron area. Other programs help up-and-coming farmers find land, connect local growers to chefs and consumers, and educate citizens about the importance of local food systems.

Countryside Conservancy began managing farmers' markets in 2004, and currently manages two summer markets and one winter market in the greater Akron area.

### **Our Purpose**

The purposes of the Countryside Farmers' Markets are three-fold:

**Provide** a venue where local farmers, producers, artisans, and artists can sell their high-quality products directly to the consumer.

**Connect** consumers with a wide array of locally grown and produced foods and goods in a setting that allows them to interact directly with the grower or producer, thereby re-connecting them directly to the source of their food.

**Create** a space that allows for community interaction and enjoyment, informal public education and civic engagement.

### **2012 Market Dates**

The summer market at Howe Meadow, 4040 Riverview Road in Peninsula, will operate starting every Saturday from May 12<sup>th</sup> until October 27<sup>th</sup>, 9:00am until noon.

The weekday summer market at Highland Square at the corner of W. Market St. and Conger Ave., will be open to the public starting every Thursday from May 31<sup>st</sup> until October 4<sup>th</sup>, 4pm until 7pm.

Countryside Winter Farmers' Market at Old Trail School, 2315 Ira Road in Bath will be open twice-monthly on Saturdays from November through April. 2012 dates will be confirmed in August and announced at that time.

## **Criteria for Vendor Selection**

### **General Acceptance**

Countryside Conservancy is dedicated to creating a diverse market with only the highest quality products. Although we reserve unconditional discretion to accept or refuse anyone as a Countryside Farmers' Market vendor, we consider many factors when evaluating applications to sell at our markets.

#### **Agriculture**

Priority is given to those regional farmers and producers who bring product to market that is 100% grown and harvested on farmland that they own and/or operate.

Preference will be given to the most local producer when a space becomes available at the market, without compromising quality.

Farmers have priority over processed or on-premise prepared foods.

Producers who use environmentally responsible growing practices and animal husbandry will be given priority.

### **Product Quality and Presentation**

Consistently high product quality: fresh, flavorful and ripe

Clean and attractive displays

Courteous, customer service oriented, and knowledgeable staff

Foster a connection between the producer and the consumer

### **Conduct and Compliance**

History of compliance with market rules and federal, state and local regulations

Vendor conduct toward customers, fellow vendors, market staff and volunteers

Timely submission of application, licenses and other market correspondence

### **Diversity and Balance of Products**

Unique, unusual or unrepresented products

Duplicate products may be denied entry

### **Food Safety**

Adheres to the highest standards in safe food production and handling practices

### **Seniority**

Number of years vendor has sold at CFM

Number of CFM in which vendor participates

Attendance record

### **Space availability**

Admission to CFM is subject to space availability

## **Processed Foods**

For the purposes of these guidelines, processed foods are defined as value-added farm foods, non-farm processed foods, and on-premise prepared foods.

In addition to the factors and criteria under General Acceptance, processed food and on-premise prepared food must be submitted for product jury. This includes growers with value added products.

### **The products are evaluated on the following factors:**

**Processed Foods Ingredient Sourcing** (in order of priority) Products available locally are preferred to be sourced locally **and** directly from their producers

Grown by processor

Sourced from CFM vendors

Sourced locally and directly

### **Production**

Priority will be given to products processed by the vendor over products produced by a second party or co-packer

### **Artisan Quality**

Flavor  
Smell  
Texture  
Unique and handmade of the highest quality

### **Market Needs**

Market product balance and space availability

### **Labeling/Packaging**

Legal requirements (weight, ingredients, etc.)  
Low environmental impact  
Aesthetics

## **Art**

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In addition to the factors and criteria under General Acceptance, artwork must be submitted for product jury. Second hand (flea-market type products) will not be permitted. The market will allow not more than 10% of spaces to be taken by artists.

## **Vendor Categories**

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**Farmers** are persons actively involved and invested in the planting, growing and harvesting of agricultural product on owned, rented, leased or share-cropped land.

**Producers** are persons actively involved and invested in the growing, raising, harvesting, fishing, wild-crafting or producing of the product sold at the market. A producer may sell fish and seafood products, wild-crafted/foraged products.

**Processors** are persons actively involved in the processing of product sold at the market. A processor may sell processed farm foods, value-added processed foods, and on-premise prepared foods.

**Artists** are persons actively involved in the creation of unique, hand-crafted products not meant for consumption.

**Shared Farm Booths** are informal groups of small-scale farmers and/or producers who may or may not share farming resources who apply to share a stall space at the market.

## **Market Rules**

### **General Requirements for All Vendor Categories**

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**Application & Agreement** All prospective vendors must complete and sign a CFM vendor application and agreement.

**Documentation** All vendors must provide the market manager with copies of all relevant documents, such as licenses, certifications, permits, etc. ***Vendors are responsible for knowing and acquiring all necessary licenses.***

**Product Declarations** Vendors are required to submit a complete list of all products they wish to sell with their application. For farmers this includes listing specific varieties of your products. For processed and prepared food vendors this includes specific flavors and a list of ingredients and where they are sourced. **Vendors MUST have pre-approval from the market manager before selling ANY**

**product. Note:** 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 week before they wish to sell the product(s), although we encourage regular communication regarding the desire to add future products. If it is a value-added item, it must be juried prior to being sold at the market.

**Insurance Requirement** CFM is not responsible for any loss or damage incurred by vendors. Liability insurance, naming CFM as an additional insured, is required of all vendors. A copy of the Certificate of Insurance must be provided upon notification of acceptance and prior to attending the market.

**Approval of Selling Privileges** Market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season.

**Exclusivity** CFM does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having choices. However, if CFM believes that the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

**Reselling** Wholesale purchase of items for resale at CFM is not permitted. CFM will operate as a *producers-only* farmers' market (with certain limited, intentional, and purposeful exceptions made at CFM's discretion). Market vendors are the growers and/or producers of the products which they sell.

**Transfer of Space** Vendors may not sublet stall space to others. Market membership is non-transferable to other CFM markets or vendors. If a vendor sells his or her business, market spaces may not be transferred to the new owner.

**Number of Booths** At present no vendors may occupy more than three 10x10 spaces.

**NO DOGS OR PETS** are permitted inside the Countryside Farmers Market area. ***(This policy applies to vendors as well as customers, no exceptions)*** Strict compliance allows CFM to maintain the highest quality of our market and the products sold.

## **Specific Vendor Category Requirements**

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**Farmers** If a farmer farms on land s/he rents or leases, s/he must provide the market with a copy of the signed lease agreements.

**On-Premise Prepared Food Vendor** On-premise prepared food vendors must provide CFM with a copy of a Mobile Retail Food Establishment License from the county in which their business is headquartered.

**Processors** Processors must provide CFM with all applicable copies of licenses as appropriate to their product. Vendors are responsible for knowing and acquiring all necessary licenses.

**Shared Farm Booth** Each shared farm booth member is required to have their own liability insurance. Each booth member must submit a separate application and pay a separate application fee and separate membership dues. Geographical proximity between farms in a shared farm booth is preferred and will be considered when reviewing applications. Signage at the market must include business names, locations and products of each shared farm booth member.

## **Products**

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All products must be grown, raised, produced, caught or gathered by the vendor in Ohio, and must be pre-approved before being sold at the market. Products from neighboring states may be permitted at the discretion of the market management on a case by case basis. The categories and definitions of products to be sold at the market are:

**Farm Products** are those items grown or raised by the farmer upon land that s/he controls through ownership, lease, rental or other legal agreement. These products are fresh fruits and vegetables, nuts, honey, eggs, herbs, meat and dairy products.

**Processed Farm Products** are farm products made from raw ingredients, a majority of which are grown and produced by the farmer. These products include all farm products that must in some way be processed including cheeses, dairy, meats, viticulture, dried fruits and vegetables, juices, jam or other

processed agricultural and livestock food products. Some processed farm products are not processed by the farmer but are processed products which the vendor made from raw ingredients purchased from a local farmer which have been cooked, canned, dried, baked, preserved, or otherwise significantly treated. Those are referred to as value-added products. Thus, CFM recognizes the distinction between processed farm products made by the farmer and those value added products that are purchased and then processed.

**Fish and Seafood Products** are raised or caught by the producer in Ohio waters.

**Nursery Products** are grown or raised by the farmer upon land that s/he controls through ownership, lease, rental, or other legal agreement. Nursery products are fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees, or shrubs that are propagated from seed, cuttings, bulbs, plugs or plant divisions.

**Wild-crafted/Foraged Products** are mushrooms, wild berries, ramps, fiddlehead ferns and other such edibles gathered from public or private land by the vendor.

**Processed Food Products** are: Processed Farm Products, Value-Added Foods, and On-Premise Prepared Food.

**Processed Farm Products** (See description above)

**Value-Added Foods** are processed products which the vendor made from raw ingredients which have been cooked, canned, dried, baked, preserved, including artisan baked goods, spreads, and condiments.

**On-Premise Prepared Foods** are freshly made foods available for sale and immediate consumption on site.

**Processed Non-Food Agricultural Products** are agricultural by-products which the vendor has grown/produced that are not edible, have been altered from their raw state, and are handcrafted or processed by the vendor. These items may include milk based soaps, beeswax candles, pelts, and fiber.

## **General Product Rules**

All products must be grown, raised, produced or gathered by the vendor in Ohio, except as otherwise provided in this document, or deemed appropriate by market management.

Products grown or processed using genetically modified seeds may not be sold at the market.

On occasion, to attract particular types of products not otherwise available at the market, the market may allow consignment arrangements or other sales by persons other than those who grow, raise, produce or gather the product.

On a limited basis, the market may allow some booths that offer services for cooks and gardeners.

All products shall be of good quality as determined by market management.

CFM reserves the right to make product/booth inspections at the market at any time to ensure compliance with market rules.

**All products must be approved by market management for sale at the market.**

**Vendors wishing to add products to their application mid-season must submit a written request for approval at least one week prior to when they wish to sell it.**

## **Specific Product Rules**

**Fruit and vegetable farmers** must submit a list of the varieties of the produce they wish to sell at the market. You may use the form included in the application or attach a copy of seed orders or other similar records.

**Livestock or dairy products** containing growth hormones, such as rBGH, may not be sold at the market.

**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 ODA regulations and vendors are required to have a Mobile Retail Food Establishment License or a Temporary Retail Food Establishment License.

## **Vendors of Processed Farm Products, Value-Added Products, and On-Premise Prepared Food Products must:**

- List all products to be sold at the market on their application
- List all sources of ingredients in the products to be sold at the market. It is expected that the vendor will use raw ingredients that are grown locally, as appropriate for the market.
- Detail any part of the processing not done by the vendor and provide appropriate documentation of any second party processor or co-packer.
- Packaged processed foods must follow all labeling requirements as set forth by the ODA.
- Priority will be given to vendors who use products from participating farms, process the product themselves, and who highlight regional produce and seasonal ingredients.
- **If a vendor would like to introduce a new product into their mix, the new product must be juried a minimum of one week before selling it at the market.**

## **Vendors of Processed Non-Food Agricultural Products must:**

- List all Processed Non-Food Agricultural Products on their application and these products must be approved in advance by market management.
- Specify the sources of the components of the products.
- Products must be handcrafted or processed by the vendor.
- Wool/yarn must be spun by the vendor, preferably from the vendors own animals.
- Pelts must be from the vendors own animals.

**Product Additions** Vendors wishing to add products to their application mid season must submit a written request for approval at least one week prior to when they wish to sell it.

**Temperature Controlled Products**, whenever hot or cold products are sold vendors are required to have a temporary retail food establishment license or a mobile retail food establishment license.

## **General Vendor Guidelines**

Farmers and producers are encouraged to use environmentally responsible methods of production.

Customer queries regarding farming practices should be answered factually and knowledgeably.

Vendors are discouraged from giving produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. This does not include sampling.

Vendors are expected to behave courteously to customers, other vendors, market staff and volunteers, and to conduct themselves professionally at all times. Vendors are not to publicly disparage other vendors, products or markets.

Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes, including picking up any trash in the area and disposing of it in the market trash cans.

In order to measure the market's growth and better represent CFM to outside entities, we request your help in compiling sales figures. Vendors should submit gross sales figures along with market fees each week prior to leaving the market site.

Vendors are discouraged from smoking during market hours.

Vendors may not sell products before the opening bell, except to other vendors, volunteers or market staff

## **Specific Vendor Rules**

**Compliance with Health, Safety and Related Laws** It is expected that all vendors and their employees at the market will inform themselves about and comply with federal, state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.

**Permits and Licenses** Vendors shall provide CFM with copies of any permits and licenses applicable to the sale of their products. Some examples are nursery licenses for bedding plants, organic certification, mobile retail food establishment licenses, and home bakery licenses.

**Organic Certification** Vendors wishing to use the term organic must submit a copy of their certification with their application, and post the certification on market days. Vendors without certification may not

make such claims. Vendors of organic produce claiming exemption based on sales of under \$5000 will need to sign an affidavit showing eligibility for the exemption and exclusions from certification.

**Uncertified Claims** Written and verbal declarations regarding pesticide or chemical use which cannot be certified such as unsprayed, no spray, and pesticide free will need a written statement, submitted with the vendor application, attesting how these procedures are followed. Vendors are encouraged but not required to produce the written statement about production methods for any consumer who requests it and have copies of the statement available in his/her stall.

**Offensive Marketing Techniques** Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud repetitive public manner, and selling products in an aggressive way.

**Space Assignment** The market manager will make every effort to give vendors regular locations from week to week. Due to the flux of vendor attendance it is not always possible to do so. Understanding in this matter is appreciated.

**Late Arrivals & No-Shows** Vendors arriving after the market opens more than three times during a given season will be required to pay an additional daily minimum fee, and may be denied a space at the market. Vendors who have reserved a space for the week but do not show up without calling, will be required to pay their minimum weekly fee, and may be denied a space at the market in the future.

**Vendors need to confirm their attendance by Wednesday at 10am.** While we understand that occasionally things come up that will force you to cancel at the last minute, we encourage you to adhere to this as much as possible. In those events when you need to withdraw from the market after the Wednesday deadline, you must notify market management **no later than 24 hours in advance**, except in cases of emergency. (Emergencies are things such as accidents, illness, escaped livestock, etc. Lack of product- unless caused by accident, deer/rabbit/other animal damage- does **NOT** constitute an emergency.) **Cancellation messages must be left on the market cell phone voice mail, and not by text messaging or other forms of communication. 330.524.5615**

**Operations Guidelines** Vendors are responsible for informing themselves and their staff, and expected to comply with individual market guidelines listed in this document. **These guidelines are part of the market rules.**

## **Enforcement**

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1. All rules of the market are enforced by the market manager or his/her designee, who has ultimate on-site authority. Complaints or problems should be directed to the market manager in a timely manner that is not disruptive to the market.
2. CFM reserves the right to visit and inspect the farm or business of any vendor and to request any documents verifying business or employee status. Visits will be made with prior notification when possible, and inspections will only be conducted with vendor present.
3. Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from market.
4. The market management reserves the right to make exception to these rules and guidelines at its discretion.
5. Any instance of physical violence will result in immediate suspension from the market.

## **Grievance Procedures**

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1. Complaints or problems should be directed to the market management in a timely manner that is not disruptive to the market.
2. Vendors who have concerns regarding other vendor compliance, market staff, safety or policies should complete a concern form. Forms will be available at the CFM Information booth. Each form is reviewed by the market manager and/or the Countryside Conservancy's Executive Director or Board when appropriate. The concerned vendor will receive a response within two weeks.
3. A vendor may appeal any decision of the market manager concerning violation of these rules within 30 days. An appeal must be presented in writing to the Market Manager. A decision by the Market Manager (after discussing with the Countryside Conservancy's Executive Director, and the Board if appropriate) shall be issued within 30 days of receipt and constitute a final and binding decision of any appeal.

## **Product Challenge**

Insuring the integrity of the products at our markets is of the utmost importance to us. In order to assist us with addressing legitimate concerns regarding product representation by fellow vendors the following product challenge procedures have been established.

1. Product challenges may be made for misrepresentation of product by a vendor. Vendors may submit a written product challenge form when they believe another vendor is misrepresenting his/her product.
2. A product challenge must be signed by the person bringing the challenge and preferably be supported by physical and verbal evidence of the offense. The product challenge must be made on the day of, or within the week, the violation is observed; challenges alleging wrongdoings on past occasions will not be accepted.
3. There is a \$100 filing fee, which may be shared by a group of vendors. The fee will be returned to the challenger(s) if the claim is verified.
4. A vendor receiving a product challenge must respond to the challenge in writing. Failure to admit or deny a challenge may result in a determination that the challenge is valid.
5. The market manager and Executive Director or designee will conduct a farm site visit in a timely manner to make a determination of the product challenge. If market management deems it necessary, a third party farm inspector will be employed.
6. Product challenge forms are available at the CFM market information booth. Because of their sensitive nature they must be returned directly to the market manager.
7. If a vendor is found in violation of product rules, the vendor will be fined, suspended or removed from the market at the discretion of the market management.

## **Fee Structure**

All fees are used to support the development, operation and promotion of the Countryside Farmers' Markets.

### **Fees and Dues**

| <b>Market Season</b>       | <b>Application Fees</b>  | <b>Membership Fees</b>           | <b>Daily Market Fees</b>  |
|----------------------------|--|----------------------------------|---|
| <b>Summer</b>              | \$15 for Returning vendors for one or both summer markets  | \$50 for Howe Meadow Market only | \$15 minimum per 10x10 space or 6% of sales, whichever is greater |
|                            | \$25 for New vendors for one or both summer markets  | \$35 for Weekday Market only     | \$15 minimum per 10x10 space or 6% of sales, whichever is greater |
| <b>Both Summer Markets</b> | See Above  | \$75 for both markets            | \$15 minimum per 10x10 space or 6% of sales, whichever is greater |
| <b>Winter</b>              | We generally only permit those vendors participating in our summer markets to participate in our winter markets; exceptions may be made at the discretion of market management | N/A                              | \$22 minimum per 8 x6 space or 6% of sales, whichever is greater  |

### **Applications will not be reviewed until application fees are received.**

Separate fees apply for the Countryside Winter Farmers' Markets. Accepted seasonal vendors are given first priority for the winter markets before applications will be made available to the public.

**Shared Farm Booth Fees** Each member of a shared farm booth is responsible for application fees as well as membership fees. Weekly fees will be in accordance with other booths, \$15 weekly minimum

**per space.** We request individual sales information for tracking purposes only, but do not require each vendor to submit weekly fees individually.

**Returned Check Policy** Checks returned for non-sufficient funds (NSF) will be charged a \$25 fee. Vendors will not be permitted to attend the market until the matter is resolved.

**Unpaid Fees** Vendors with unpaid fees due at the end of the season will not be allowed to return the following year.

**Community Booths** Educational, community service, and non-profit organizations are eligible to participate in the market, subject to review and approval by market managers – provided space is available. Such organizations will be allowed participation up to once per month per market without incurring fees. Organizations will be required to pay CFM's annual membership fee if participating more than monthly during the season, and the weekly sales fee will be applied and charged if products are sold. Waiving of the fees may be made at the market manager's discretion, and may include instances where a service is being provided to market patrons.

## **Weekly Market Fee Collection Process**

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Market staff will collect **fee collection envelopes** at the end of the market day. Designated market staff will pass out **envelopes** approximately 15 minutes prior to the close of each market. **Vendors should continue to sell product until the market has officially ended.**

### **Process**

- Vendors are to turn in their fee envelopes at CFM information booth **no later than 30 minutes** after the close of the market making sure the following information is filled out properly:
  - Name of Business
  - Gross sales amount
  - Amount included in envelope
  - **Will the vendor be returning next week,** and if not when they will return
- If a vendor has excess tokens after paying their weekly market fees they may redeem these excess tokens for cash at the end of each market. For detailed token buy-back process please refer to Token Buy-Back section below.
- Vendor fees may be paid by token, cash or check.

## **Tokens and Coupons**

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There are two types of tokens which customers purchase can buy goods at the CFM; **EBT tokens** purchased using an Ohio Direction Card (part of the SNAP program) and **DEBIT tokens** purchased with a debit bank card. DEBIT & EBT Tokens **never expire** and can be used vendor booths in place of cash or check.

**NOTE: Tokens should never be given as change** to market customers. If a situation arises that a vendor does not have the proper change they may go to CFM information booth to exchange and/or redeem tokens for cash or larger bills for smaller bills to provide the proper change.

### **Coupons**

- All coupons issued by CFM will state the coupon's dollar value and an expiration date, and will have our logo present.
- Vendors should collect coupons as cash which can be used to pay the daily market fee.

### **DEBIT Tokens**

- **Debit Tokens** are purchased in \$5.00 increments with a \$1.50 transaction fee that helps to cover the cost of the credit card machine. These tokens can be used just like cash at any vendor booth.
- If a token purchase involves giving the customer change, the **change should be given in cash.** (ex. \$28 sale \$30 in tokens = change of \$2.00 in cash. Do not give change in EBT tokens.)

### **EBT Tokens**

- **EBT Tokens** are purchased at the Countryside information booth using an Ohio Direction Card in \$1.00 increments and can be used just like cash at any vendor booth with SNAP eligible products. No transaction fees apply.

- No change is to be given back to customers using EBT tokens.

### **New in 2012: Carrot Cash**

- Countryside Conservancy is a recipient of funding from Wholesome Wave to participate in an incentive program for market customers using their Ohio Direction Cards. For the duration of 2012, customers using their Ohio Direction cards to purchase EBT tokens will receive a dollar-for-dollar match of “Carrot Cash” up to \$20. Carrot Cash tokens – which are orange with green lettering – are only good for purchasing fresh fruits and vegetables as set forth in the terms of the Wholesome Wave grant.

### **Change**

- **Vendors requiring change** may be able to redeem change for larger bills at the CFM information booth. Please note that this service is available only as long as we have change available.

### **Token Buy Back Program - Redemption Process for Excess Token**

CFM will purchase tokens in excess of any vendor’s daily market fees at the information booth after each market. CFM **will not** purchase tokens that **are not in excess** of the fees they owe for the day. Those tokens can be used to pay the daily fees.

- Vendors should count and tally the total of amount of Debit and EBT tokens to be redeemed.
- Market staff will recount totals and exchange tokens for equal to value in cash.

### **Operations Guidelines**

*If members with space reservations cannot attend a market, they should notify market managers no later than the Wednesday prior to the market, except in the case of emergencies. If no notice is given, the \$15 minimum weekly space fee must be paid before the vendor may resume market attendance. Please use the market cell phone to call and apprise us of any situation that would delay you or prevent your participation for the day. 234.738.3640*

### **Space Allocation**

- Each vendor space is 10’x10’.
- Season-long vendors will generally be allowed the same space from week to week, but may be asked to move to accommodate the needs of the market as a whole
- Vendors should understand location may be slightly modified to accommodate market constriction and/or expansion due to fluctuations in vendor attendance.
- Space assignments will be made at the discretion of the market manager in such manner as s/he believes will best serve the general needs of all vendors and customers.
- Allocation of spaces with adjoining parking will be made as fairly as possible.
- Guarantees of spaces with adjoining parking cannot be made.

### **Tents & Equipment**

- Vendors must provide and set-up their own 10’x10’ tent to cover their display. “Pop-up” tents are preferred over umbrellas (they are simple, fast, and stable). We also recommend the color of the tent to be white since it will brighten your sales space.
- Vendors must provide their own tables and equipment necessary for displays.
- Vendors are responsible for the transportation and storage of their equipment.
- Vendors are responsible for providing weights for tents during windy or otherwise inclement weather. CFM markets are held rain or shine, and will only be cancelled if the weather poses a danger to vendors and/or customers.
- Vendors selling products by the pound must use a certified scale. Vendors are responsible for obtaining their own scale certification.

### **Arrival & Departure**

- Vendors must arrive and set up no less than 30 minutes nor more than 120 minutes prior to the opening of the market.

- Vendors should clean up and leave promptly after the end of the market.
- Vendors may not tear down tables and displays until the end of the market.
- Vendors may not move their vehicles in or out of the market area during the hours of operation.
- Once your vehicle is parked, the motor must be turned off during market operation.

### **Booth Set-Up & Display**

- Each producer shall display a sign which states the producer's name and farm/business location.
- Vendors should have products priced and clearly displayed.
- Vendors may not spill into another space without the permission of the market manager and neighboring vendors.
- Vendors are responsible for maintaining the appearance and cleanliness of their own spaces, tables, and displays. They are also responsible for cleaning up their space before leaving.
- Vendors should dress and act in a professional manner at all times during the market.
- There will be NO smoking by vendors in any stall space.
- CFM reserves the right to require vendors to change their space or display to assure safety and compliance with market rules.

### **Application Process, Deadlines & Inquiries**

Applications to participate in the Countryside Farmers' Markets for the 2012 summer season should be submitted by **March 23<sup>rd</sup>** along with application fees. Application forms and fees should be submitted online, or mailed to:

Countryside Farmers' Markets  
 2179 Everett Road  
 Peninsula, Ohio 44264

Once accepted, vendors will be required to submit all necessary licenses, proof of insurance and membership fees. Accepted vendors will not be permitted to set up at the market until all required paperwork is complete.

Market selections for new applicants will be made in a timely fashion.

Once all available market spaces have been taken, all other applicants will be placed on a waiting list, and will be contacted as spaces become available

**Applications once the market season begins are by invitation only.**

Inquiries regarding product needs and space availability at the markets should be directed to Beth Knorr, Market Manager. 330.657.2542 x224 or [farmersmarket@cvcountryside.org](mailto:farmersmarket@cvcountryside.org)