

**2011-2012**

## **Columbus Winter Farmers Market Rules and Regulations**

1. Sellers must make or grow their products to be sold. Sellers must produce in their county of residence, the products they intend to sell. All products must be produced in Ohio. The market committee must approve any other items. The market committee reserves the right to farm inspections, site visits may be unannounced.
2. Produce or items purchased wholesale, or at auctions is strictly prohibited.
3. Items handmade by vender are eligible to be sold. Handmade craft vendors are eligible for limited booth space. NO buy/ sell craft items, you must make what you sell. The market committee reserves the right to inspection and decision.
4. We ask vendors to park to the in the church parking lot to the front of the facility after unloading **Do not block handicap ramp or spaces**, you must move your vehicles to the church parking lot this is so our customers have places to park. **If you do not park in the designated vender parking that is cause for permanent dismissal from the market.** I have tried to refrain from adding this but with everyone who has violated the designated parking it is now in the rules and regulations.
5. **Tables, chairs and stands used to display and sell their goods are to be provided by the vender** as well as a dolly to transport in and out of building. The tables must be set so that aisle way pedestrian traffic is not impeded. All merchandise must be contained inside designated booth confines, no exceptions. All tables are to be covered on 3 sides with a table covering that extends to 2 inches above floor No food items are to be displayed or stored on the ground surface.
6. The CWFM is held at the Clintonville Woman's Club 3951 N. High St. Columbus, Ohio 43214. The hours for the market are 10:00a.m.-1:00p.m. **Vendors must be set up and in place no later than 9:30 a.m. on market day.** No exceptions. You may set up as early as 8:30 a.m. and must be tore down and out by 2 p.m.
7. Vendors must have signage for their booth, identifying their farm or business. These signs must not protrude outside of the booth confines.
8. Vendors are to set their own prices. We ask you not to have price wars or flea market mentality.
9. No radios or shouting of prices.
10. **NO early tardowns**, you must be prepared to maintain your booth until 1 p.m.
11. Vendors are to clean their areas; remove all produce, containers, signs, and any mess or trash at the end of market before they leave. When you leave your space must be as clean as when you arrived you may not use any on site trash receptacles for your debris.

Please do not forget this is a beautiful facility who has graciously and generously worked with us to provide an inside venue to have our winter market, we need to be respectful and treat it as such.

12. The association will not be liable for any accidents at the Farmers' Market location, nor from any claims from consumers in regards to items purchased at the market. All vendors are to have general **LIABILITY INSURANCE with limits not less than \$1,000,000.00 general aggregate** to cover their risks at the market. **Columbus Winter Farmers Market must also be listed on your certificate of liability with a copy submitted with your application.**

13. You must have all applicable licenses, completed application, proof of insurance and fees turned in by the deadline to participate in the market. All applications are subject to approval by the market board. Upon approval you will be notified of acceptance to the market. We appreciate your cooperation with this. We need a copy of each of your licenses such as vendor's licenses, food service, mobile retail, home bakery; whatever license you need to do business we need a copy of it to have on file.

14. No pets permitted at the market.

15. No live or dressed animals may be sold. There will be no sales of raw milk, home canned/frozen items, (without an Ohio Department of Agriculture license) meat (unless state inspected) as specified by the Ohio Department of Agriculture Food Safety Division's rules governing farmers markets. Items that are deemed to be of poor quality may be refused. **The Board of Directors reserves the right to approve or disapprove all items even if proper licenses are held.**

16. It is the vendor's responsibility to obtain all the licenses and permits, and to pay the fees required by Local and State Governments. This includes vendor's license for goods sold for which a sales tax must be collected. For vendors license contact the Franklin County Auditors office at 373 S. High Street, Columbus, Ohio 43215 telephone 614-462-3260. Scales used at the Columbus Winter Farmers Market have to be certified by the Columbus Division of Weights and Measures Department. You may reach them at telephone 614-645-7397; address 240 Greenlawn Ave. Columbus, Ohio 43223.

17. Winter Market participation fees:

To have a space at the winter market you have 2 options: **1.** Pay \$300.00 by September 23, 2011 for all 10 markets to include November 5 & 12, 2011 December 3 & 17, 2011, January 7 & 21, 2012 February 11 & 25, 2012 March 3 & 17, 2012. Plus electric fee if applicable for each market day.

Or **2.** Pay \$40.00 daily for those markets you wish to participate in, all fees are due by September 23, 2010

18. Vendors must use proper labeling for cottage foods as per ODA rules & regulations; these items include jams, jellies, baked goods, honey etc.

19. Only the Columbus Winter Farmers' Market or its representative (as designated by the board of directors) are authorized to sell spaces for the Farmers' Market.

20. You must notify the market manager by noon the day before the market, of your intentions not to participate at market that week. Please call 740-387-3580 to notify.

21. Vendors and their helpers **are not permitted to smoke in the building or outside entrance doors**; you may smoke on the curb of High Street, do not litter or throw cigarette butts on ground or street. The market, building and grounds are a public area.