



## 2024 Springfield Farmers' Market Regulations

### Our Objective:

The mission of the Springfield Farmers' Market is to provide a venue where local farmers, producers, and artisans come together to provide a variety of fresh produce and related products directly to the consumer. The market encourages direct communication between consumers and growers, fosters social gathering and community building, and promotes nutritious food choices.

To stay true to the spirit of the farmers' market, there are several guiding principles with which decisions regarding vendors are made:

- Preference for agricultural products and locally grown food
- Preference for homemade products and food
- Need to maintain balance and variety of products in the market
- Avoidance of mass produced, flea market or artificial items

### Eligibility of Vendors:

1. All new and returning vendors must submit an application and receive approval from the market committee to participate in the farmers' market.
2. Applications may be submitted throughout the season, however those received by the due date will receive first priority.
  - The application must include ALL items that will be sold. Any additional items must go through approval from the market manager.
3. Vendors of handcrafts or non-consumables must submit a photo along with an explanation of process and materials used; prefabricated components must be kept to a minimum.
4. If applying to sell produce, a farm visit will be scheduled after approval.
5. All vendors are required to accept market tokens representing EBT, debit and credit cards as well as any programs run through the market (ex. POP Kids Club, WIC, Produce Perks, Senior Assistance). Any vendor who repeatedly does not adhere to the market token regulations may forfeit their place at the market.
6. The Market Manager reserves the right to prohibit any vendor from the Market at their discretion. An appeal process will be made available.

### Eligibility of Products:

1. All items sold must be grown or produced locally by the vendor or their immediate representatives. Out of state, shipped in, or purchased items are not allowed to be sold at the market.
2. Products must be of high quality and may include produce (agricultural, animal or horticultural), prepared food, and artisan level crafts. All products must be approved by the Farmers Market Committee.
3. No selling of live animals.
4. Food vendors must contact the Clark County Health Department and adhere to all regulations set by the Clark County Dept. of Health and the Ohio Dept. of Agriculture.

### **Market Operation:**

1. Booth space location will be determined at the beginning of the season by the Market Manager, with “Full Season” and “Half Season” vendors given priority.
2. Management reserves the right to move vendor locations on an as-needed basis.
3. Vendors must bring their own tents, tables, and chairs - tent weights are required.
4. Booth contents and signs should not impede pedestrian traffic. A four-foot minimum sidewalk clearance is required by fire code for foot traffic.
5. All vendors are to be setup by 8:45AM and all cars removed from the alley by the start of the market (9AM). Cars are NOT allowed in the alley during market hours (9:00AM-12:30PM).
6. Vendors are expected to be ready by the market start time (9AM) and stay until market close (12:30PM)
7. Vendors are responsible for their own trash removal and for keeping their booth looking presentable during market hours.
8. Vendors are to clean their area before departing. A \$20.00 fine will be assessed for spaces requiring cleanup.

### **General Items:**

1. No radios or “carnival” type behavior, such as shouting of prices, verbally advertising your product from your booth or giving away prizes/free items (with the exception of samples).
2. Prices are set by seller. Blatant competitive behavior is not permitted.
3. Any grievances about the market or about other vendors need to be directed to the market management as soon as a problem arises. Vendors initiating conflict or problems with other vendors or with customers may forfeit their participation in the market.
4. Market managers are responsible for enforcing the regulations of the market and report directly to the Market Committee. If problems persist, the vendor may forfeit their participation in the market.
5. Generators (electric or gas) are not permitted.
6. Smoking is not permitted on the premises of the Farmers Market.

### **Fees and Insurance:**

1. Vendors are responsible for providing their own liability insurance.
2. Booths will be rented for:
  - Full Season, 17 wks - \$250 Paid in Advance (includes MarketFEST)
  - Half Season, 9 wks - \$150 Paid in Advance (\$15 per additional week; incl. MarketFEST)
  - Week by Week Vendor - \$20.00 per week, paid at market.
3. No refunds for fees paid in advance.

