

The Fairfield Farmers Market - Regulations

The Market Mission: To provide the residents of Fairfield with an opportunity to purchase locally grown and made products directly from the farmers and artisans who produce them in an atmosphere of community and fun, where families gather to play, eat, and learn together.

Location, Dates and Hours of Operation:

Summer Market / Outdoor Season: The market operates outdoors, rain or shine every Wednesday between April and October. The Market is open from 4PM to 7PM with vendor setup from 3-3:45 PM. It is located at The Fairfield Community Arts Center Parking Lot, 411 Wessel Drive, Fairfield, OH 45014.

Winter Market / Indoor Season: The Market operates indoors November –December on the 1st and 3rd Wednesday of each month, indoors at the Fairfield Community Arts Center 4-6:30 PM with vendor setup from 3-3:45 PM. It is located at 411 Wessel Drive, Fairfield, OH 45014

Exact start updates and times for each season are determined by the Department.

MARKET RULES

Vendor Responsibilities:

Product Requirements:

The Fairfield Farmers and Artisan Market is a producer only market. All approved vendors MUST follow the general rule of “Make it, Bake it, or Grow it” within 100 miles of The Fairfield Park in the City of Fairfield. Wholesale products are strictly prohibited. Failure to comply, or discovery of items that do not meet this directive could result in removal from the market.

- 1) Fresh produce, fruit or cut flowers must be grown by the vendor from seed or plants.
- 2) All plants, fruit trees, or vines must be grown by the vendor from seed, cuttings or plugs. Re-potting or resale of purchased mature plants is not permitted.
- 3) All baked goods must be created using raw ingredients, no pre-made mixes or doughs are allowed.
- 4) Honey must be from the vendor’s hives or from hives on the farmer vendor’s property by a beekeeper on a paid or share basis. Processed honey products or bees wax products must be made by the vendor and follow processed food guidelines.
- 5) Artisan products must be made by the vendor using basic raw materials (clay, fabric, weaving materials, yarn, beads, jewelry components, painting supplies, etc.) and have significant “value added” by the work of the artist.

Fees, Insurance and Licensure:

Vendors must complete and submit the Market Application, fees, and certificate of insurance, and any necessary licenses, tax IDs or permits to the Market Supervisor before consideration for inclusion in the market.

- 1) A minimum of \$1 million certificate of liability insurance with “City of Fairfield” named as an additional insured is required with application.
- 2) Vendors are responsible for collection of necessary sales tax where applicable.
- 3) Vendors must comply with County, State and Federal regulations regarding all food preparation, storage, and labeling.
- 4) Vendors are responsible for providing safety in food preparation, and packaging materials.
- 5) Ohio Department of Agriculture Cottage industry standards must be adhered to. All labeling must meet the Cottage Industry Standards or items will be subject to removal from the display.
- 6) All products marked as “organic” or “natural” must have third party certification per United States Department of Agriculture (USDA) standards.



- 7) Certification must be in public view within your space.
- 8) Food items may not be kept on the ground, except in approved containers (coolers, crates)

Booth, Set-Up and Vendor Appearance:

1. Booth Location:

- a. **Summer / Outdoor Season:** Vendors will be provided a parking spot or spots within the Community Arts Center Parking Lot. A 10x10 straight legged tent is preferred.
- b. **Winter / Indoor Season:** Vendors provide their own table for use within the Community Arts Center lobby.
- c. Assigned spaces will remain the same or similar throughout the market season.
- d. Market Supervisor reserves the right to change location assignments and size based on the attendance, crowd flow, and other factors as determined by visitor attendance each week.

2. Vendor Attendance:

- a. Vendors should be on-site, set up, and ready to conduct business 15 minutes prior to market opening.
- b. Sales may continue after market closes for 15 minutes if there are customers actively conducting transactions.

3. Booth Appearance:

- a. Vendors will make their space pleasant and easy to access for the general public.
- b. Vendors are responsible for supplying a canopy with weights equaling 50lbs or more, all equipment for selling and provide clean, safe baskets, or stands to display products.
- c. Tent weights must be secured to the inside of tent poles to avoid tripping hazards to guest, and may not be secured with bungee cords. Rope and tethers are acceptable.
- d. Vendors will have their business clearly identified with signage at least 24 inches by 36 inches.
- e. All pricing must be clearly displayed and remain consistent throughout the market hours.
- f. Vendors will clean up their area before leaving, removing waste, leftovers, equipment, and personal items.

4. Vendors must demonstrate respect and professionalism to all market participants including, but not limited to: other vendors, market attendees, city officials and Parks and Recreation Department staff.

- a. There is to be no smoking on the market premises.

Failure to comply with any of the requirements for vendors, herein, may result in suspension or revocation of privileges for the vendor to participate in the market.



Vendor Application

Summer: April 27th 2021 – October 16th 2022

Winter: November 2nd 2022 – December 7th 2022

Fee Schedule:

Annual Market - \$125.00

Non-Annual Market - \$15.00 per market

Note: There are approximately 30 market dates per year

Return completed application, payment and insurance to:

The Fairfield Farmers Market, 411 Wessel Drive, Fairfield, OH 45014

Or email completed application to AOSborne@FairfieldOH.gov

Checks are made to City of Fairfield, payment can be made by credit card by phone after acceptance of the supervisor at 513-867-5348.

Vendor Application

Business Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Email: _____

Emergency Contact: _____

Each space costs \$125.00 annually or \$15.00 per market for non-annual vendors.

Note: There are approximately 30 markets per year.

Please provide the following information about your product:

- Farm Product Vendor
- Baked/Processed Foods
- Artisan/Crafter



Please provide a specific list of all items you plan to sell:

Please provide the months that you plan to sell your product:

APR		MAY	
JUN		JUL	
AUG		SEPT	
OCT		NOV	
		DEC	



Vendor Waiver

Agreement and Signature

I have been provided with a copy of the "The Fairfield Farmers Market Regulations" and that I will abide by these rules. I understand that I will be responsible for being aware of and obtaining any and all licenses and inspections as required by the Ohio Department of Agriculture and by the governing Health Department and following all of their requirements. I agree to be on premises for all market dates for the season I have applied for, and I have read the attached emergency procedures. **INITIAL HERE:** _____

I also understand my participation may be terminated without refund of fees for violation of the market rules. I further agree to allow representatives of The Fairfield Farmers Market with prior notice to visit the premises where the products I intend to sell are produced. **INITIAL HERE:** _____

APPLICATION INFORMATION (Completion of this application does not guarantee acceptance into the market.)

Full Name:

Address:

Email Address:

Mobile Phone: Other Phone:

Insurance Provider and Policy Number:

RELEASE OF LIABILITY

Upon the approval of this application, the owner/operator, shall hold harmless, defend and indemnify the City and its officers, officials, employees and volunteers from and against any and all liability, loss, damages, expense, personal injury or death, and costs (including costs of litigation) arising out of or in connection with Owner/Operator's acts or omissions to act in the performance of his/her activities under this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.

By signing below, the owner/operator indicates that they agree, read and understand the regulations stated in this form.

Signature

Date

Director, Parks & Recreation

Date



The Fairfield Farmers Market Emergency Procedures

The following are emergency procedures developed for The Fairfield Farmers Market.

They include, but are not limited to, wind advisory, tornado/severe weather threat, lightening, medical emergency, fire, and theft.

Wind Advisory If, on the day of a market, the National Weather Service issues a wind advisory; vendors should secure their tent accordingly. It is the policy of The Fairfield Farmers Market that all tents must be weighted down on all four corners with a minimum of 50lbs. In the event of a broadcast wind advisory, a vendor may elect to sell without their tent.

Tornado/Severe Weather Threat In the event the National Weather Service issues a tornado or severe weather warning, the market will not open or, in the event that the market is open, will close. If emergency cover is needed, all will go inside the adjacent building.

Lightning Threat Upon discovery of an impending storm, tents will be collapsed if time permits and all persons will be directed to their vehicles or to the adjacent building. Market will resume when the threat has passed if it is still within normal market hours.

Missing Person Should report of a missing person occur, market volunteers upon receipt of a description shall canvas the market area. Emergency personnel will be notified immediately by calling 911. City Personnel will circle the market informing vendors. City Personnel will meet the emergency vehicle.

Medical Emergency In the event of a medical emergency such as a heart attack, stroke, allergic reaction to bee sting, heat exhaustion, food allergy, etc. call 911; area surrounding the emergency will be cleared by city personnel; city personnel will assist to direct emergency personnel to problem area.

Fire Should a fire occur, call 911.

Theft In the event of reported theft, whether reported by a vendor or customer, call 911 immediately. If a suspect is identified, under no circumstances should a vendor nor volunteer approach the individual, but attempt to get a good description.

