

Hambden Township Farmers Market Vendor Bylaws 2018

Basics:

- Market season will run Wednesday's in June through August 2018. Monthly fees paid by Vendors covers this period.
- Vendor spaces will be chalked out prior to market start.
- Vendors with assigned spaces may hold those for entire market season, as designated by seniority.
- Market times will be 3:00-7:00 PM. Vendors must be ready to go by 3PM with tents up, cars moved and parked in designated area.
- Vendors are encouraged to carry product liability insurance.
- Hambden Township Farmers Market will allow Health Inspections to take place at any given time through market season.
- Weights and measures (scales) must be certified by the County weights and measures office. Contact: Geauga County Auditor's Office at 440-279-1615.
- Vendors must comply with all laws, ordinances and regulations of the State of Ohio and the Township of Hambden.
- Vendors must respect the Hambden Township property where the market is held.
- No electricity is provided.
- Generators should not be disruptive to the market experience.
- Sellers are responsible for all appropriate labeling and obtaining any necessary permits/licenses based on their products.

Market Payment:

- Fees will be \$10 per week. First-time vendors will receive their first week at no charge. Payment is due the first Wednesday of each month.
- Vendors must pay the first Wednesday of the month. Failure to pay fees will result in loss of space.
- Checks only. Checks should be made out to Hambden Township.
 - Contact market management if there is problem with any payment option. Any other payment choice must be approved by the market manager.
- No refunds will be given for pre-paid booths if the market is cancelled due to weather.
- No refunds will be given for prepaid booths for "no show".
- Cancellations will be determined by the market manager.

Parking:

- Vendors are to park in the area specified by management. Must be off site from Market. If Vendor is parked in an unauthorized area, they will be required to move.

Guidelines:

- Vendor must list products they wish to sell during market season on their application. Any changes to the product lineup during the season must be approved by the market manager. Items or products not authorized by the market manager or the Hambden Township Farmer's Market will need to be removed.
- Vendor tents must be tied down securely by weights by start of every market.
- Vendors selling food products must be covered to protect from contamination by dust, dirt, insects, rain, etc.
- Each vendor shall display a sign stating producers name, location and have prices well displayed.
- Vendor MUST obtain correct licensing to show proof of operation.
- In the event a vendor would sell product on which sales tax is collected he or she is required to obtain a vendor's license.
- Vendor must remove unsold products and clean up area before leaving market. A \$20 fee will be charged if products or debris are left behind after 8:00 PM.

Produce Vendors:

- A grower is a person/organization who raises his/her own products on his/her own land.
- NO PRODUCE FROM OUTSIDE THE STATE OF OHIO MAY BE SOLD unless prior approval is given by the market manager or the Hambden Farmer's Market.
- Growers selling products labeled "Organic" must have appropriate State of Ohio certification.
- Vendors are expected to sell quality goods.

Pre-Packed Meat/Egg/Dairy/Frozen Meat Vendors:

- Selling of dairy products, eggs, meats, canned foods and other processed or potentially hazardous materials must meet legal requirements.
- A vendor who sells meat or meat products in which meat is the sole or primary ingredient must raise the animal from which the meat comes.
- Meat products must be sold as packaged by the State approved processing facility.
- Foods shall not be displayed or stored on the ground.
- Food that is unsafe shall be discarded.

Mobile Food/Prepared Food/Concession

- Prepared food vendors must maintain clean, inspected equipment.
- Vendor offering raw food products to be cooked for sale must use clean, sanitized utensils.
- Foods shall not be displayed or stored on the ground.
- Food that is unsafe shall be discarded.
- Food contact surfaces of equipment used in the preparation display must be clean and sanitary.
- Gloves must be worn when handling foods. Hands must be washed to prevent contamination of food, especially after using the toilet or handling raw meat/poultry.
- Prepared food vendor must be in compliance with Food Safety rules.
- Prepared food vendor must have 2 compartments, or 3 compartment sinks for proper wash, rinse and bacterial treatments. Other methods must be approved by Health Inspector.
- All perishable foods must be stored at proper temperatures: cold foods to be maintained at 41F degrees or below and hot foods must be maintained at 135F degrees or above.

Cottage Food Vendors:

- Cottage Food Production is defined as being made in person’s home. Produces food items that are not potentially hazardous including bakery products, jams, jellies, candy, and fruit butter.
- Cottage Foods must be labeled correctly per Ohio Revised Code 3715.
 - Example: Statement of Identity, name of product. Net weight of product. Ingredient list, listed in order of predominance by weight. Vendor name and address of place the product is made. In 10-point text: “This Product is Home Produced”.
 - Cottage Food Production as per Ohio Revised Code 3715.025 **does not** include low acid food (beans, cucumbers, cabbage, pudding), cheesecakes, pumpkin pies, custard pies, cream pies, etc. and will not be approved for sale at the Hambden Farmer’s Market for safety purposes.

Other Vendors:

- Handcrafted items must be made by the vendor. Secondhand or flea market type products are not allowed.
- Labels must properly list ingredients.
 - Soaps, essential oil creations, etc.

Market Concerns:

- Vendors or customers who suspect that another producer is violating any market rules should report to the Market Manager.
- Vendors shall not address any violation or issue themselves.
- Vendors are expected to conduct themselves courteously.
- Arguments, harassment, name calling, profane language and fighting in the market area WILL NOT be tolerated.
- Vendors will abide by the park rules as provided (see attached) and posted at the park.

Violation of any of the above Vendor Rules may cause forfeiture of the right to continue as a Market participant. The Market Manager will give verbal notice of a violation to the vendor. The vendor is then expected to correct the violation right away or could face expulsion from the Market **and** the loss of **all** prepaid fees.

_____ Vendor Signature

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