



## **2010 Clintonville Farmers' Market Guidelines and Application for Farmer and Cottage Industry Producers**

The 2010 market season heralds the eighth year for the Clintonville Farmers' Market, a 501(c)3 non-profit in Columbus, Ohio. The market grew from the desire of Clintonville merchants and residents to buy local produce and to meet the farmers who grow it. During the past seven seasons, the market has become a destination event. For the 2010 season, the market will expand to 28 Saturday mornings.

The Clintonville Farmers' Market is held on N. High Street in a highly visible retail and residential area just three miles north of The Ohio State University campus. Spaces are available for producers on the west side of High Street directly in front of the businesses between 3489-3559 N. High Street. A limited number of truck-based spots are available.

The market's purpose is to promote and enhance reciprocal relationships between customers, Clintonville residents, merchants and local farm producers. The Clintonville Farmers' Market strives to recapture the spirit of the public marketplace that has connected consumers and farmers for centuries. Each week brings different activities. In 2009, the market tent featured chefs cooking with local produce; agricultural, nutritional and food preservation education; and musical groups. A "Spring Sprout" sale and a Thanksgiving "Harvest Market" at season's end are anticipated events. Welcome to our endeavor—we hope you "grow" from it!

### **The Clintonville Farmers' Market will provide you with:**

#### **Market day support and activities:**

- . An on-site market manager, who manages details of the market and addresses concerns
- . Market volunteers, available for help with tent set-up and miscellaneous needs
- . Signs and information about each producer for each stall
- . Weekly activities such as music, food and cooking demonstrations
- . Directional and parking signage
- . Opportunities for producers to demonstrate or provide educational materials in the market tent
- . Special seasonal promotional events to increase foot traffic

#### **Market promotion:**

- . Weekly e-mail updates to customer households and an updated Web site
- . Press releases/stories and advertising in local newspapers
- . Farm visits to maintain good growing practices by all market growers
- . Producer meetings for market updates and assistance

## General Notes

1. The Clintonville Farmers' Market provides space for growers and cottage industry producers only. Non-market vendors may not set up within the boundaries of the market site, which is provided by the retailers at the market venue.
2. While the Clintonville Farmers' Market works to create a safe environment for all, we are not responsible for any accidents that may occur at the market. With acceptance into the market, every producer/vendor agrees to indemnify and hold harmless the market and any individuals associated with the operation of the market from any and all claims.

## Product & Producer Guidelines

1. All products sold at the market by farmers/growers must be grown in Ohio by the applicant.
2. All products sold at the market by cottage industry producers must be made by the applicant under ODA cottage product rules. Some non-cottage products made in a commercial kitchen, on a small scale, and in limited quantity for direct sale are permitted to be sold at the discretion of the market Board. In the spirit of supporting our local food system, cottage-industry producers are encouraged to source 60% of their ingredients from locally grown items.
3. Produce purchased wholesale is strictly prohibited.
4. CSA producers who include products by other producers in their CSAs may not sell those products at their stalls to the general public.
5. Producers may share a booth only with permission of the market Board.
6. Crafts made by the applicant from items grown on his/her farm are allowed on designated days only, to be publicized by the market Board.
7. The Clintonville Farmers' Market reserves the right to monitor the products offered by each producer and to restrict the sale of any item that does not meet the intent of the market's milieu.
8. Items that are already offered may be restricted in the interest of maintaining diversity.
9. Organizers of the market reserve the right to visit participating farms to validate accuracy of submitted information. Site visits may be unannounced. A map to the farm site is required with the application.
10. In the interest of promoting the agri-education of our community, the market requires a complete description of the growing philosophy and practices on each application: organic, transitional and/or conventional. The market will display this information at producers' stalls.
11. Producers offering samples and cooking demonstrations must comply with all city and state regulations and the instructions of the Market Management Team.
12. Weights and Measures/Appropriate Methods of Sales: Producers must adhere to the guidelines for the sale of produce provided by the City of Columbus, Division of Weights and Measures. If you use a scale it must bear the current seal of inspection from that office. (See contact list below).
13. Labeling/Licensing Regulations: If you sell a product on which sales tax is collected, you are required to obtain a vendor's license. (See contact list below). All cottage industry products must be labeled according to the regulations of the Ohio Department of Agriculture ([www.ohioagriculture.gov/foodsafety](http://www.ohioagriculture.gov/foodsafety)). Organic farmers are encouraged to display their certification. Farmers may not sell under the "organic name" without this certification.
14. Proof of Insurance: All producers must provide proof of insurance **before they are approved to participate**. We require that each producer maintain general liability insurance with limits of not less than one million dollars (\$1,000,000) for general aggregate and products-comp/op agg. Consult with your own agent for assistance in obtaining the insurance. A copy of your certificate of liability must be submitted with your application
15. Proof of Workshop Participation for Food Safety for Fruits & Vegetables: All food growers are required to have taken a session in safe food handling for fruits/vegetables. Courses/workshops will be offered both by OEFFA at the February OEFFA conference ([www.oeffa.org](http://www.oeffa.org)) and through the Clintonville Farmers' Market at the Spring 2010 producers' meeting.

## **2010 Deadlines, Schedule, Fees, and Space**

1. **All applications to participate in the 2010 market season must be submitted by January 29, 2010. All applicants will be notified by February 15, 2010 re: whether or not they have been accepted into the 2010 market. There is a one-time \$20.00 application fee.** All of the above guidelines apply to farmer and cottage industry producers. Failure to comply may result in being dismissed from the market.
2. The market will be open every Saturday for 28 weeks, **May 1 to October 30, 2010** and will proceed as scheduled, rain or shine. A “Spring Sprout” sale will be held on **May 1** and a “Harvest Market” will be held on **November 20**, the Saturday prior to Thanksgiving. Rental fee for each of these days is \$15.00.
3. **Stall Fees:** There are two stall sizes: sidewalk stalls and truck stalls. Sidewalk stalls are 10 x10 parcels on pavement, adjacent to retailers. Truck stalls are larger parcels that accommodate both the selling area and the producer’s vehicle, and are located on paved parking lots. Dimensions vary according to location, and are approximately 200-300 square feet. Sidewalk rental is \$20.00 per market day; truck rental is \$35.00 per market day. If a producer commits to more than 15 market days during the season, the rate is reduced by \$5.00/day. To secure a reservation, payment for 15 market days plus application fee must be submitted by January 29, 2010. The balance of the season’s payments must be made by May 1 to secure a stall.
4. Producers must supply their own tables, chairs, canopies, tents, etc. **No electricity is available.** If you require a generator, please consult with the market Board about options.
5. Stalls are assigned with consideration for variety in the venue and according to timeliness of reservation and receipt of stall fees. Records are kept of the postmark date on applications for booth/season.
6. Incumbent producers may request the same space as prior year. However, booth assignments are not guaranteed. Assignments for the season and each week are made at the discretion of the market manager to assure safety, maximize space and promote diversity in the market venue.

## **Market Day Logistics**

1. Sales commence at 9:00 a.m.
2. The market manager is on site by 8:00 a.m. Producers are to set up between 8:00 and 8:45 a.m.
3. Any producer not set up by 8:45 may be refused participation for that day. Producers are to be prepared for sales to commence at 9:00 a.m. and must plan to stay until 12 noon. Product should be in enough supply to sustain sales throughout market the day. No one is to break down his/her booth prior to 12 noon.
4. Producers who are unable to be at market as planned must notify the market manager.
5. Producers may use High Street parking spaces for loading and unloading only, and are to move their vehicles to designated off-site parking to allow customer and business parking during the public hours of the market. Producer off-site parking is available at the Brevoort Building, 3620 N. High St., next to Wendy’s.
6. All producers are to remove all refuse and containers from their assigned spaces.
7. Do not sweep debris into the street or use the on-site trash receptacles. Take it with you.
8. Restrooms for producers are available at Colonial Candy Shoppe, 3519 N. High St., and at AutoZone at Torrence Road.

## **Contacts/Resources:**

Clintonville Farmers’ Market: [www.clintonvillefarmersmarket.org](http://www.clintonvillefarmersmarket.org)

2010 Market Manager: Laura Zimmerman, [laura@clintonvillefarmersmarket.org](mailto:laura@clintonvillefarmersmarket.org)

Ohio Proud: <http://www.ohioproud.com>

Division of Weights and Measures: Cordell Robinson, Sealer, or Craig Parker, Inspector, 614-645-7397, 240 Greenlawn Avenue, Columbus, Ohio 43223

Vendor’s License: Franklin County Auditor’s Office, 614-462-3260, 373 S. High Street Columbus, Ohio 43215

Columbus Health Department: Bob Kramer, Food Safety Program Manager, 614-645-6747, [bobk@columbus.gov](mailto:bobk@columbus.gov), 240 Parsons Avenue, Columbus, Ohio 43215

Ohio Department of Agriculture: Food Safety/Cottage Industry, [www.agri.ohio.gov/FoodSafety/](http://www.agri.ohio.gov/FoodSafety/), 614-728-6250, [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov)

# 2010 Clintonville Farmers' Market

## Application for Farmer and Cottage Industry Producers

Your Name \_\_\_\_\_

Business Name, as you want it listed on your stall sign \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Your Business Web Site \_\_\_\_\_

If proposing sharing stall with another producer, provide name and address here. Both parties required to complete separate applications. \_\_\_\_\_

Provide a 1-2 sentence description of your business and products (e.g. *Three generations of Smiths have farmed on... since 1910. Although begun as a dairy farm, the Smith Family now specializes in organic grass-fed beef...produce....*) \_\_\_\_\_

Provide a 1-2 sentence description of your practices and philosophy, including a general description of types of fertilizers and pesticides used. If you are a cottage industry, please list the type of ingredients you use. \_\_\_\_\_

**I plan to participate in the Clintonville Farmers' Market on the following dates:**

May 1 _____	June 19 _____	Aug 7 _____	Sept 25 _____
May 8 _____	June 26 _____	Aug 14 _____	Oct 2 _____
May 15 _____	July 3 _____	Aug 21 _____	Oct 9 _____
May 22 _____	July 10 _____	Aug 28 _____	Oct 16 _____
May 29 _____	July 17 _____	Sept 4 _____	Oct 23 _____
June 5 _____	July 24 _____	Sept 11 _____	Oct 30 _____
June 12 _____	July 31 _____	Sept 18 _____	Nov 20 _____

**Choose stall space and frequency of participation:**

\_\_\_\_\_ Regular stall space @ \$15.00 per day for 15 or more times; \$20.00 for 14 or fewer times

\_\_\_\_\_ Truck space (sales from truck) @ \$30.00 per day for 15 or more times; \$35.00 for 14 or fewer times

Number of spaces \_\_\_\_\_ x number of days \_\_\_\_\_ x daily fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**By January 29, 2010 at latest, mail:**

- This signed application form
- Advance payment by check to reserve space; balance due by May 1 to secure space (made payable to Clintonville Farmers' Market)
- Copy of insurance (required to participate)
- Proof of food safety workshop participation, if a food grower (by beginning of market season)
- Map to your farm to:  
**Clintonville Farmers' Market**  
**PO Box 141318**  
**Columbus, OH 43214**

**2010 Application fee: \$ 20.00**  
**TOTAL DUE: \_\_\_\_\_**

\_\_\_\_\_ **Insurance attached**  
**(required before approval)**  
 \_\_\_\_\_ **Map to farm attached**  
 \_\_\_\_\_ **Proof of food safety workshop participation, if a food grower (please present by beginning of market season)**  
  
**Once application is approved, fees are non-refundable.**

**By signing below, I agree to comply with the rules and regulations set forth in the 2010 Clintonville Farmers' Market guidelines.**

Signed \_\_\_\_\_ Date \_\_\_\_\_