



## Clintonville Farmers' Market 2012 Producer Guidelines

Welcome to the 10<sup>th</sup> season of the Clintonville Farmers' Market! Outdoors three seasons and producer-only, Clintonville is one of Columbus' premier farmers' markets providing customers with the direct opportunity to meet the farmers who grow their food. Our mission is: ***To create a venue where patrons can meet the farmers who grow their food and to educate patrons about the benefits of locally grown produce and products.*** CFM is supported by a market manager, volunteers, and a board of community members, local business people, and market producers. Throughout spring, summer, and fall, CFM provides educational food experiences and promotes/enhances reciprocal relationships among market producers, customers, residents, merchants, and other non-profits.

**2012 Market Dates:** Saturdays, 9 a.m. - 12 noon, May 5 to October 27 with Harvest Market on November 17.

### **Purpose, Definitions, General Requirements:**

The non-profit Clintonville Farmers' Market (CFM) is dedicated to a sustainable local food system, providing space for Ohio farmer/growers and Ohio cottage food operations and small non-storefront processors who source ingredients locally. CFM is **producer-only**. Rules are to ensure the integrity of products sold at CFM. The re-sale of products by farmers/growers or producers is not permitted.

**Farmer/Growers** are those actively involved in planting, growing, and harvesting agricultural product on their own owned or rented land. All produce/plants must be grown in Ohio by the applicant. Requirements:

**Cider:** Must be produced from farmer's own or leased orchard, but may be processed off-farm in a facility that ensures the cider is made with the fruit from that orchard. Name of mill where the fruit is processed must be provided.

**Dairy:** Fresh milk must be 100% from the farmer's own herd. Cheese may be farmstead (i.e., made from producer's own herd) or artisanal (i.e., made from dairy purchased by the producer from a local farm). For artisanal cheese or butter, all milk purchased must be from Ohio farmers. Names of all farms from which maker bought milk must be provided. Yogurt must be made with milk produced by the farmer or sourced from an Ohio farmer with flavoring agents such as fruit or honey procured locally.

**Dried Fruits and Vegetables:** Dried fruits and vegetables must be from farmer's own produce. If dried off-farm, farmer must provide location.

**Eggs:** Eggs must be from farmer's own fowl only.

**Fish:** Fish must be cleaned and caught wild or raised by the farmer. Name of any processor, if applicable, must be provided.

**Flowers, Plants and Trees:** Flowers, plants, bedding plants and trees must be from the farmer's own farm or greenhouse. Producers must start bedding, potted plants or flowers either from seed, cell pack, bulbs, cutting, or plugs. Producers must plant or re-plant all plant material. Re-sale of flowers, plants or trees is prohibited.

**Whole Grains and Dried Beans:** All grain berries and dried beans should be grown 100% by the farmer.

**Grain Products:** Granola, baking mixes, meal, or flour prepared by the farmer or producer must be made fresh and from Ohio produce. Commercial products or mixes are prohibited. Dried fruit for granolas should be produced by the farmer or purchased from Ohio growers.

**Honey and Honey Products:** Honey must be from the farmer's own hives, but may be processed off-farm with the name of the processing facility provided.

**Meat:** Livestock: All meat or meat products must be 100% from the animals raised from weaning by the farmer. Animals may be butchered and/or processed off-farm with the name of processing facility provided. Fowl: All meat or meat products must be 100% from birds raised by the farmer. Animals may be butchered and/or processed off-farm with the name of the processing facility provided.

**Produce:** All vegetables and fruits must be 100% grown by the farmer. Re-sale of produce is prohibited.

**Soaps and Herbal Products:** Must feature the grower's own seasonal ingredients.

**Wool and Pelts:** Must be from the farmer's own animals but may be carded, cleaned, spun, or processed off-farm. For products made with the farmer's wool sold at market, farmer must identify those products made by self and those made by others using producer's materials. Market reserves right to restrict items that do not meet intent of market.

**Cottage Food Operations/Processors** are those involved in the processing of farm foods, value-added processed foods, and cottage foods. All products must be made in Ohio by the applicant. Requirements:

**Artisanal Food Products:** Must be made in small amounts, using high-quality and unprocessed ingredients from Ohio growers and producers. Locally available fruits, vegetables and meat in prepared foods should be from the farmer's own production or sourced from Ohio farmers. Preference will be given to prepared foods that use local dairy, eggs, grains or other ingredients where applicable.

**Baked Goods:** Must be freshly baked from scratch using local seasonal ingredients as much as possible. No commercial mixes, crusts or flavored fillings may be used. Bakers who use local ingredients are given preference. At least 50% of ingredients in the fillings of fruit or vegetable pies or tarts must be from the farmer or producers' own production or purchased from Ohio farmers/growers. Local vegetables, fruits and berries, grain berries, and various flours can be frozen, canned, or dehydrated before baking.

**Flavored Oils and Vinegars:** Flavored oils and vinegars must be produced by the farmer using own produce as primary ingredients.

**Preserves, Pestos, Jams, Fruit Butters, Syrups, Purées, Salsas:** Preference will be given to farmers making preserves, pestos, jams, fruit butters, syrups, purées and salsas from own fresh fruits and vegetables grown on their farm. However, artisanal products in this category will be reviewed on a case-by-case basis. Artisanal producers in this category must procure the primary ingredients in these products from Ohio farmers and producers.

(Definition assistance from FRESHFARM regulations; D.C. area)

### **Criteria for Producer Selection by CFM Include:**

1. Stalls are assigned with consideration for product integrity, variety and balance of products, clean/attractive displays, adherence to requirements, and timeliness of reservation/receipt of fees. CFM encourages developing and niche farmers, those using sustainable farming practices and season extension, and producers who foster connections and educate consumers about their products.
2. 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. Items that are already offered may be restricted in the interest of maintaining diversity.

### **General Notes:**

1. CFM provides signage, weekly customer activities like music, food, cooking and educational demos, special promotional events, weekly customer E-updates through E-mails, Facebook, and Twitter, publicity and advertising, farm visits to maintain good growing practices, producer meetings for market updates, a traffic control/safety officer, and customer access to EBT and debit cards.
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 agrees to indemnify and hold harmless the market and any individuals associated with the operation of the market from any and all claims.
3. A producer's failure to comply with market guidelines may result in dismissal from the market.
4. Non-market vendors may not set up within the established boundaries of the market site.

### **Additional Product & Producer Guidelines:**

1. Those staffing producer's booth at CFM must be the applicant or employees or family members of the applicant who can fully and knowledgeably speak about the product.
2. CSA producers who include products by other producers in their CSAs may not sell those products at their stalls to the general public.
3. Producers must submit a list of all products they wish to sell with their application (p. 2 of application). **For Farmer/Growers**, this includes the growing practices section. To promote agricultural education in our community, the market requires a complete description of the growing philosophy and practices on each application. The market will display this information prominently at producers' stalls. **For Cottage Food Operations/Processors** this includes listing products and sourcing of ingredients.
4. Producers must have pre-approval from the market before selling products not listed on the application.
5. **Crafts made by the applicant from items grown on applicant's farm are allowed on designated days only**, to be publicized by the market board. No other crafts are permitted.
6. 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.
7. Sharing of booths is sometimes permitted; those sharing must submit separate and complete applications.
8. **Producers wishing to accept customer EBT (Ohio Direction Card) and debit card tokens must read information and sign/return application attached to this application.** (CFM does not administer WIC/Seniors programs).
9. Weights and Measures/Appropriate Methods of Sales/ Taxes: 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. If you sell a product on which sales tax is collected, you are responsible for obtaining the vendor's license.
10. Labels: All cottage food products must be labeled according to the regulations of the Ohio Department of Agriculture. Organic farmers are encouraged to display their certification. Farmers may not sell under the organic name without this certification.
11. Producers are responsible for acquiring necessary licenses and **must provide market manager with copies of all documents such as licenses, certifications, permits by first day of market attendance.**
12. Insurance: The Clintonville Farmers' Market is not responsible for any loss or damage incurred by producers. All producers must maintain general liability insurance with limits of not less than one million dollars (\$1,000,000) for general aggregate and products-comp/op agg. Producer's business entity name on certificate must match producer's business entity name on this contract. **Producer's insurance agent must complete form as shown with CFM name and CFM address as Certificate Holder and send electronic copy** of completed Certificate of Liability Insurance as attachment directly to Market Manager's E-mail: [laura@clintonvillefarmersmarket.org](mailto:laura@clintonvillefarmersmarket.org). No handwritten information on Certificate permitted.
13. Proof of Workshop Participation for **Food Safety for Fruits & Vegetables is required every other year, with next required due this year, 2012.** Proof of workshop completion is due by first market day. CFM can assist with a list of workshop dates and their locations.

### **2012 Deadlines, Schedule, Fees, and Space:**

1. Application deadline for 2012 is 1/31/12. The market will notify applicants of acceptance by 2/21/12.
2. The market will be open, rain or shine, each Saturday for 27 weeks, May 5 through October 27 and for a post-season Harvest Market November 17. (A *Spring Sprout Day* might be added).
3. Producers committing to more than 15 market days reduce fees by \$5 each day. Sidewalk spaces are 10' x 10' and are on pavement adjacent to retailers: \$20/day (\$15). Truck spaces are 200-300 sq. ft; exact dimensions vary according to location. Truck spaces are on paved parking lots: \$35/day (\$30).
4. Producers must provide 10x10 tents with safe set-up and weights for windy weather, tables, chairs, etc.
5. No electricity is available.
6. Stalls are assigned as noted on page 1 under *Criteria for Selection*, with receipt of all application components, and by number and timing of market days. Returning producers may request same space as prior year, but same stall 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. The same location each week is not guaranteed.

### **Market Day Logistics**

1. Sales commence at 9:00 a.m. For fairness and safety, there are no sales before 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 could 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 the market day. No one is to break down prior to 12 noon.
4. Producers unable to be at market as planned Sat. must notify the market manager by Thurs. p.m.
5. Producers may use High Street parking spaces for loading and unloading only. Producers are to move vehicles to specified off-site parking to allow customer and business parking during market.
6. Producers shall post all prices. Hawking and aggressive sales techniques are not permitted.
7. There is no smoking in any stall space.
8. Producers offering samples or cooking demonstrations must comply with all city and state regulations and the instructions of the CFM. Producers using grills must have a fire extinguisher.
9. Producers must clean their market site at end of market day. Do not sweep debris into the street or use the on-site trash receptacles; producers are to take all refuse home.

### **Application to Participate in Market:**

See attached, including sample of required insurance form and EBT/debit application form.

### **Some Contacts and Resources:**

- Clintonville Farmers' Market: [www.clintonvillefarmersmarket.org](http://www.clintonvillefarmersmarket.org)
- Ohio Proud: <http://www.ohioproud.com>
- Division of Weights and Measures: 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 43215
- Columbus Health Department: Food Safety 614-645-6747, 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)
- Ohio Ecological Food and Farm Association: [www.oeffa.org](http://www.oeffa.org)
- Innovative Farmers of Ohio: [www.ifoh.org](http://www.ifoh.org)
- Slow Food Columbus: <http://slowfoodcolumbus.org/Welcome.html>
- The Ohio State University Extension
- Cottage Foods: [http://www.agri.ohio.gov/divs/foodsafety/docs/Cottage\\_Food\\_Rules\\_Final6-09.pdf](http://www.agri.ohio.gov/divs/foodsafety/docs/Cottage_Food_Rules_Final6-09.pdf)
- Market grievance/complaint procedure will be available through the market Web site.
- Info on selling at markets: one source is [www.growingformarket.com/categories/SellingAtFarmersMarkets](http://www.growingformarket.com/categories/SellingAtFarmersMarkets)

# Clintonville Farmers' Market 2012 Producer Application

Your name: \_\_\_\_\_  
Your business name, as you'd like it listed: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Business Web Site \_\_\_\_\_

Will you be distributing a CSA from your stall? Y or N ?

If proposing sharing stall with other producer, provide name and address here. (Both required to complete separate applications): \_\_\_\_\_

Provide brief description of your business: e.g. *Three generations of Smiths have farmed on... since 1910. Although begun as a dairy farm, the Smith Family now specializes in ....*

---

I am signing up for these market days (note: an April 28 *Spring Sprout Day* might be added):

May 5 _____	June 23 _____	Aug 11 _____	Sept 29 _____
May 12 _____	June 30 _____	Aug 18 _____	Oct 6 _____
May 19 _____	July 7 _____	Aug 25 _____	Oct 13 _____
May 26 _____	July 14 _____	Sept 1 _____	Oct 20 _____
June 2 _____	July 21 _____	Sept 8 _____	Oct 27 _____
June 9 _____	July 28 _____	Sept 15 _____	and
June 16 _____	Aug 4 _____	Sept 22 _____	Nov 17 _____

I would like:

\_\_\_\_ # of sidewalk spaces @ \$15/day for 15 or more days; otherwise \$20/day X \_\_\_\_ days = \$ \_\_\_\_\_

\_\_\_\_ # of truck spaces @ \$30/day for 15 or more days; otherwise \$35/day X \_\_\_\_ days = \$ \_\_\_\_\_

And, include a \$20 application fee = \$ \_\_\_\_\_ TOTAL

**By January 31, 2012 submit these things to reserve your space:**

1. This signed application form with products/practices sheet.
2. E-mailed copy from your insurance agent of insurance, as specified, p.3 in guidelines.
3. Map to your farm.
4. (Food safety workshop participation for farmers/growers due w/application or by 1<sup>st</sup> market day.)
5. Signed EBT/Debit agreement, if you are participating in CFM wooden tokens program.
6. Check made payable to Clintonville Farmers' Market. Mail to: Clintonville Farmers' Market, P.O. Box 141318, Columbus, OH 43214.

**Once application is approved, fees are non-refundable.**

By signing below, I agree to comply with all rules and regulations set forth in the *Clintonville Farmers' Market 2012 Producer Guidelines*.

Producer Signature \_\_\_\_\_ Date \_\_\_\_\_

Apples  
 Asparagus  
 Basil  
 Beans (Hort)  
 Beans (Lima)  
 Beans (Pole)  
 Beans (Snap)  
 Beets  
 Blackberries  
 Blueberries  
 Broccoli  
 Brussel Sprouts  
 Cabbage  
 Cantaloupe  
 Carrots  
 Cauliflower  
 Celery  
 Celeriac  
 Chard  
 Cilantro  
 Collards  
 Corn (Sweet)  
 Cucumbers  
 Currants  
 Edamame  
 Eggplant  
 Endive and Escarole  
 Garlic  
 Goose/Elderberries, etc  
 Grapes  
 Greens  
 Herbs  
 Kale

Leeks  
 Leafy Lettuce  
 Okra  
 Onions (Dry)  
 Onions (Green)  
 Pac Choi  
 Parsley (Herbs)  
 Parsnips  
 Peaches  
 Pears  
 Peas  
 Peppers  
 Plums  
 Potatoes  
 Pumpkins  
 Quince  
 Radishes  
 Raspberries (Black)  
 Rhubarb  
 Rutabaga  
 Spinach  
 Sprouts  
 Squash (Summer)  
 Squash (Winter)  
 Strawberries  
 Sweet Corn  
 Tomatillos  
 Tomatoes  
 Turnips  
 Watermelon

**Farmers/Growers**  
**List additional items.**

**Cottage Foods/Processors**

**Underline what you will bring and list items you will source locally and from where/whom (e.g. wheat flour from; fruit from...)**

Baked Goods  
 Cider  
 Dairy  
 Dried Fruits and Vegetables  
 Flowers, Plants and Trees  
 Whole Grains and Dried Beans  
 Grain Products  
 Honey and Honey Products

Livestock  
 Fowl  
 Fish  
 Eggs

Soaps and Herbal Products  
 Wool and Pelts  
 Pasta  
 Preserves, Pestos, Jams, Fruit  
 Butters, Syrups, Purées, Salsas  
 Flavored Oils and Vinegars

**Underline in the list ABOVE (not exhaustive) what you plan to bring to market and provide timeframe for appearance at market.** (Note: CFM will verify through the season that only items on list come to market unless advance notice is given and items approved.) **If farmer/grower, underline in the list BELOW growing practices and substances you use.**

**Underline practices you use**

Certified Organic  
 Biodynamic  
 Permaculture  
 Agroforestry  
 Season Extension...Tunnels  
 Greenhouse  
 Cover Crops/Green Manure  
 Interplanting  
 Strip Cropping  
 Companion Planting  
 Crop Rotation  
 Contour Farming  
 Conservation tillage  
 No-till  
 Grass Waterways  
 Maintenance of Wildlife Habitat

Irrigation  
 Integrated Pest Management  
 Release of Beneficial Insects  
 Mulching with natural materials  
 Plastic mulch  
 Flame weeding  
 Hand Weeding  
 Pesticide Residue Analysis  
 Soil testing

**Underline substances you use**

Conventional Fertilizers (N-P-K)  
 Mined Minerals/Rock Powders  
 Manure  
 Compost  
 Fish  
 Kelp

Microbial Inoculants  
 Treated Seed  
 Conventional Insecticides  
 Biological Insecticides  
 Botanical Insecticides  
 Pest Repellents  
 Horticultural/Dormant Oils  
 Conventional Fungicides  
 Hydrogen Peroxide/Copper Fungicides  
 Neem Oil  
 Conventional Herbicides  
 Botanical Herbicides  
 Vinegar  
 Corn Gluten Meal  
 Produce Cleaner

**Required insurance:** CFM is not responsible for any loss or damage incurred by producers. All producers must maintain general liability insurance with limits of not less than one million dollars (\$1,000,000) for general aggregate and products-comp/op aggregate. Producer's business entity name on certificate must match producer's business entity name on this contract. Producer's insurance agent must complete form as shown with CFM name and CFM address as Certificate Holder and send electronic copy of completed Certificate of Liability Insurance as attachment directly to Market Manager's E-mail: [laura@clintonvillefarmersmarket.org](mailto:laura@clintonvillefarmersmarket.org). No handwritten information on Certificate permitted. (Even though "ABC" is hand-written below, don't do that!)

ACORD CERTIFICATE OF LIABILITY INSURANCE				CSR CH CLINT-1	DATE (MM/DD/YYYY) 04/28/10
PRODUCER <i>ABC Insurance Company</i>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED  INSURED NAME 1111 Columbus OH XXXXX		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A: <b>INSURANCE COMPANY NAME</b>			
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
<b>COVERAGES</b>					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR		01/01/01	01/01/01	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS					
CERTIFICATE HOLDER			CANCELLATION		
Clintonville Farmers' Market P.O. Box 141318 Columbus, OH 43214			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE		

## Information about EBT Clintonville Farmers' Market 2012 Season

- Almost all Supplemental Nutrition Assistance Program\$ or SNAP (formerly food stamps) goes to grocery stores and very little to farmers' markets. CFM wants EBT users to get fresh, nutritious food and local food producers to increase sales w/ EBT \$.
- In Ohio, about \$2 billion SNAP food assistance is distributed annually. In 2007, \$8,000 was redeemed at farmers' markets; 2008: \$28,000; 2010: \$50,000. In 2009, nationwide, less than 1/100 of 1% of SNAP benefits went to farmers' markets and farm stands of total spent in food retailers. \$4.33 million of \$50 billion. Of more than 193,000 retailers participating in SNAP in 2009, only ½ of 1% or just over 900, were farmers markets or farm stands, even though the number of farmers markets in the United States exceeded 5,200 in that year.
- SNAP\$ are filled each month on clients' EBT Ohio Directions Card.
- 2012 will be CFM's second year with the program. Our first year in 2011 went smoothly!
- **The market's ability to accept SNAP benefits could be jeopardized if a farmer commits a SNAP violation while operating under CFM's FNS license. NO:** alcoholic beverages, tobacco products, hot food that is to be eaten immediately, vitamins and medicines or non-food items such as paper products, soaps and any other household item cannot be purchased with the Ohio Direction Card. **NO** taxes or cash returned
- For EBT purchases when using a scale, explore ways you might give a fair exchange to of product for tokens since no change is given; e.g. if their product weight is below the token's value, can you add an extra food item to equal a total fair exchange?
- CFM is part of a local food pantry grant to create incentives to bring EBT users to CFM. We will be actively marketing our EBT and debit capabilities.
- With CFM's purchase of a POS machine to process the EBT/Ohio Directions Card, it was a good time for CFM to offer non-EBT users the ability to swipe a debit card at the market tent for more dollars to spend at your stalls.
- **The next page is an agreement to accept red wooden EBT/Ohio Directions Card tokens. Signing this means you may also accept the green wooden debit card tokens.**
- Thank you for helping CFM to bring your good local food to more people! If you have questions, e-mail the market manager at [laura@clintonvillefarmersmarket.org](mailto:laura@clintonvillefarmersmarket.org).

# EBT Producer Agreement

## Clintonville Farmers' Market 2012 Season

**This agreement is between Clintonville Farmers' Market and \_\_\_\_\_,**  
an authorized food producer. This agreement allows above-mentioned producer to participate in the Food Stamp Electronic Benefits Transfer (EBT) Card Program at Clintonville Farmers' Market (CFM) during the 2012 market season.

Producer is bound by this agreement to follow all guidelines, as set forth by federal and state authorities and CFM. CFM reserves the right to immediately suspend or terminate the producer from the program if CFM observes, or receives evidence of, failure to abide by any of the agreements below. Producer may voluntarily quit participating in the EBT program at any time, but must notify CFM in writing of such action.

**The EBT Card Program will operate in the following manner:**

Patrons who have been issued an authorized EBT Ohio Directions Card may purchase scrip in the form of wooden tokens, up to the amount authorized on card, from designated CFM staff. The patron's EBT card will be debited for the value of the tokens purchased. Patrons will use the tokens only for purchase of eligible foods from authorized CFM producers. Patrons have no time limit on the use of purchased tokens at CFM. At the end of each market day, the designated agent of each authorized producer will bring tokens to CFM staff for recording and a receipt. The producer will then soon receive a reimbursement check in the mail. The only tokens used will be wooden tokens with the unique imprint of CFM and the currency amount. The EBT Card Program will be strictly and carefully monitored at all times by CFM.

**Producer Agreement:**

- Producer agrees to designate a specific person to be an agent for this program. The designated agent shall be responsible for the producer's participation in the program. The designated agent will be the individual that may conduct EBT token redemptions with CFM staff. The designated agent for this producer is: \_\_\_\_\_.
- Producer agrees to accept only CFM wooden tokens and will not accept any other market's tokens and/or printed scrip.
- Producer agrees to accept tokens only for the purchase of food stamp program-eligible foods and food plants and will NOT accept tokens for ineligible items including hot foods, foods eaten on site, pet foods, paper products, soaps and household goods, alcohol, tobacco, and taxes.
- Producer agrees that no U.S. currency will be returned to the customer as change, if payment for product is solely by tokens. The value of the tokens received by Producer will not exceed the posted value of the product purchased by the customer. (Customers will receive full value for their tokens.)
- Producer agrees to not exchange any tokens for U.S. currency with any person except authorized CFM staff.
- Producer agrees to post a sign (to be provided by CFM) identifying Producer's stall as an authorized EBT vendor.

EBT Program Producer \_\_\_\_\_ Date \_\_\_\_\_