



2019 Farmers' Market Vendor Packet

Dear Friends,

Franklin Park Conservatory and Botanical Gardens has opened enrollment for its 2019 Farmers' Market, operating Wednesdays, June 5–September 4, 2019 (14 markets), 3:30–6:30pm. **This year, there are no fees for farmers, vendors or food trucks to participate!**

The Conservatory's Farmers' Market is located outdoors in the main Conservatory parking lot, just off of East Broad Street and two miles east of downtown Columbus. The market welcomes diverse customers including nearby residents who might otherwise lack access to fresh, locally grown produce. Market patrons have access to free parking and a major bus line.

The Farmers' Market strives to offer a merchant mix of local produce, baked goods, specialty foods, and health and beauty products. We accept EBT for all qualifying purchases and offer incentive dollars through the Produce Perks Columbus program (formerly known as Veggie SNAPS) for fresh produce for all EBT users. Additional programming and information is also offered to patrons, such as cooking and wellness demonstrations and kids' crafts. We also have a variety of food trucks (no more than two per market).

To enroll, please review the attached information. Complete the application and agreement forms and submit by mail or email to the Conservatory at the address below. Once accepted, necessary forms will be sent to be completed and copies of required insurance and any necessary permits will be requested.

New vendors are welcome, so please forward this to anyone who may be interested in participating in this year's market.

Please email or call with questions. Looking forward to seeing you at this year's market!

Sincerely,

Christie Nohle
Farmers' Market Coordinator
614.715.8036
cnohle@fpconservatory.org



Franklin Park Conservatory
and Botanical Gardens

2019 Vendor Rules and Regulations

Read these rules carefully before signing your Application and keep this copy for your records. Failure to observe them may result in suspension or termination of your market assignment. If you have any questions, please contact Christie Nohle, Market Coordinator (referred to as “Coordinator”) at 614.715.8036 or cnohle@fpconservatory.org.

Franklin Park Conservatory and Botanical Gardens Farmers’ Market (referred to as “Market”) provides producers with: on-site market Coordinator, signage, weekly customer activities, publicity and advertising, producer meetings for market updates, access to restroom facilities, accessible patron parking and access to a bus line.

Sales Regulations

1. The following producer-only vendors will be permitted (with approval) to sell at the market:
 - Regional farmers, family members, partners, employees or members of a cooperative farming group
 - Cottage food producers committed to sourcing ingredients locally whenever possible
 - Artisans of handmade goods.
2. Produce, plants and products sold at the market must be grown or produced by the principal farmer/producer (referred to as “Farmer” or “Producer”) according to items listed on the Application form. Please be as specific as possible. Farmer or Producer must notify Coordinator in writing of any changes to this product list. With prior approval from Coordinator, product offerings may be supplemented with products from neighboring Farmers and Producers within a 25-mile radius of applicant’s address for no more than 20 percent of market offerings.
3. **Wholesale produce is strictly prohibited at the market.**
4. The Market reserves the right to inspect and to spot visit any farm or establishment throughout the season. Advance notice will be given and a market employee will arrange visit with a representative unless otherwise permitted.
5. Produce and products must be of the highest possible quality. Any produce sold as “seconds” for processing must be marked as such. Coordinator reserves the right to remove deteriorated produce.
6. All produce or products labeled “organic” must be third party certified according to USDA standards by a recognized organic certifying agency. Verbal or written declaration of organic status, not certified as required, will result in suspension or termination from the Market.
7. Farmers and Producers must obtain all necessary permits and licenses relating to production and/or marketing of their products and must supply a copy of all documents to the Coordinator by the first day of market attendance.
8. Cottage food production operations shall comply with the provisions of Chapter 901:3-20 of the Ohio Administrative Code.
9. The following non-edible items may be sold at the Market: flowers, plants, dried flowers, dried flower arrangements, vine wreaths, gourds, and beeswax candles provided they are included on the product list submitted with the Application. All materials must be found, grown, foraged and/or produced by Farmer or Producer.



10. Other non-edible items such as personal care products, hand-made crafts and pet food/care products that contain locally sourced ingredients whenever possible are permitted to be sold at the Market.
11. The Market is registered with the Director of the Ohio Department of Agriculture as a farmers' market. Under Ohio law, a person at a registered farmers' market is exempt from the requirement to be licensed as a retail food establishment so long as the person offers for sale:
 - Fresh, unprocessed fruits or vegetables
 - Properly labeled products of a cottage food production operation
 - Maple syrup, sorghum or honey [properly labeled]
 - Commercially repackaged food that is not potentially hazardous

A Farmer or Producer who wishes to sell non-exempt products (for example: poultry, eggs, cheese, and meat) at the Market needs to be verified as an approved source, meet all labeling requirements, and obtain any necessary license to sell retail from their local (county and/or city) health department.

Rules of Operation

1. Coordinator is responsible for space assignments and enforcement of the Market rules. Spaces are 10' x 10', unless other arrangements have been made with Coordinator.
2. Vendors should arrive at least 30 minutes prior to market opening and be ready for market sales to commence at 3:30pm. Latecomers may be denied admission and spots may be reassigned at Coordinator's discretion. **Vendors should notify Coordinator no later than 12:00 on the Monday before the Market whether or not they are attending the following Wednesday. Google form will be sent by way of email each week and vendors are required to respond to the email and complete the form.**
3. Vendor is responsible to provide tent, tables, chairs and any other necessary items for their sales area.
4. Prior to commencing sales, vendor must have market prices for all items displayed and a sign identifying farm/business name and location at their market stand.
5. Any vendor selling fresh fruit or vegetables or other products qualified to be purchased using EBT or Produce Perks (formerly known as Veggie SNAPS), must sign the EBT agreement form and accept tokens as payment.
6. Market scales must be certified through the City of Columbus, Department of Public Safety Sealer of Weights and Measures, 614.645.7397 or <http://publicsafety.columbus.gov> (Support Services/Weights and Measures) and must bear a current seal of inspection.
7. Vendors must operate stand in a safe and sanitary manner. Sales area should be clear of debris and products should be kept off of the ground. Vendors are responsible to clean and remove all trash from their space at the end of the market day. No animals other than service animals may be permitted on premises by vendor.
8. Disagreements with other growers, customers or the Coordinator must be handled in a respectful manner. Failure to adhere to these principles may result in a suspension or termination of your privilege to sell at the Market.



Market Insurance Requirements

Franklin Park Conservatory Joint Recreation District is not responsible for any loss or damage incurred by producers or vendors. Along with the signed Vendor Agreement all vendors must provide a Certificate of Insurance Coverage showing Franklin Park Conservatory Joint Recreation District as Certificate Holder. The Insurance must be provided by an AM Best A rated insurance carrier and a sixty day notice of cancellation must be extended. The Insurance required is outlined below:

1. Insurance coverage for Farmer or Producers. The Certificate must include the following:
 - Farm Liability Coverage including Products Coverage (Products Coverage must extend to all produce sold): \$1,000,000 per occurrence
 - Location: Premises coverage at 1777 East Broad Street, Columbus, Ohio 43203
 - Comprehensive Auto Liability Coverage: \$1,000,000 per accident

2. Insurance coverage for operators of Food Trucks and Non-Farmer vendors. The Certificate must include the following:
 - Commercial General Liability (Occurrence Form):
 - Bodily Injury and Property Damage Liability
 - Each Occurrence \$1,000,000
 - General Aggregate (other than Prod/Comp Ops Liability) \$2,000,000
 - Products/Completed Operations Aggregate \$2,000,000
 - Personal & Advertising Injury Liability \$1,000,000
 - Medical Payments \$10,000
 - Franklin Park Conservatory Joint Recreation District named as Additional Insured on a primary basis noncontributory basis.

 - Comprehensive Auto Liability:
 - Bodily Injury and Property Damage
 - Combined Single Limit Each Accident \$1,000,000



2019 Vendor Deadlines, Fees & Application Requirements

1. Market will be open rain or shine 3:30–6:30pm from Wednesday, June 5, 2019 until Wednesday, September 4, 2019.
2. There are no fees for any vendor who has been approved to sell at the market.
3. All interested vendors, seasonal or day lease, must complete an Application, sign and date the attached Vendor Agreement (Coordinator will fill in the term), and send these documents to Franklin Park Conservatory and Botanical Gardens. Full season applications are due by February 28, 2019.

By Mail

**Franklin Park Conservatory and Botanical Gardens
ATTN Christie Nohle, Market Coordinator
1777 E. Broad Street
Columbus, Ohio 43203**

By Email (scanned documents only – no photos of forms will be accepted)

CNohle@fpconservatory.org

Accepted vendors will be notified by email, at which point they must submit copies of all licenses, permits and certifications and copy of liability insurance.

4. All vendors are required to attend the Market Vendor Orientation held on **Wednesday, May 22, 2019 from 3:30–5:30pm**. Vendors may bring copies of licenses, insurance forms, etc. at that event. Refreshments will be served.



2019 Vendor Agreement

The vendor agrees to indemnify and hold without reprisal The Franklin Park Conservatory Joint Recreation District (hereinafter the "District"), their employees, and volunteers from any and all liability arising from participation in this event including theft of property/merchandise, damage or injury sustained by exhibitor, his or her representatives, or any other person, caused by fire, theft, water, or accidents of any sort. The undersigned waives any and all claims, legal or otherwise, for personal injury and/or property damage sustained while on the premises occupied by the Farmers' Market event and agrees to hold harmless from any and all actions the District, their employees, or volunteers.

The goods sold shall be produced by the vendor, unless otherwise stated, who hereby agrees to abide by the rules, regulations, and procedures outlined in the Market Rules and Regulations and understands that failure to abide by the rules and regulations may result in expulsion from current and future markets. Photographs of the vendor and/or the vendor's produce may be used for publicity. The District logo may not be used by any entity without prior approval from the District.

Term of Agreement:

This Agreement is for a term of _____, and is effective with all rights and obligations hereunder commencing upon execution hereof by both parties. Notwithstanding the foregoing, the District reserves the right to terminate this Agreement at any time and with five (5) days written notice to the vendor.

Vendor Signature

Date

Franklin Park Conservatory Joint Recreation District

Date



Franklin Park Conservatory
and Botanical Gardens

2019 Vendor Application

Full Season applications due by February 28, 2019 or until positions filled
Partial Season applications due **at least 2 weeks prior** to requested start date, but prefer earlier

Applicant Name: _____ Business name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: (____) _____

Farm Details:

of owned acres _____ Location of Parcel _____

of leased acres _____ Location of Parcel _____

How many acres do you cultivate? _____ Will you be distributing a CSA from your stall? Y N

Are you a third party certified organic grower, producer or processor? Y N Certifying Agency _____

Provide a brief description of your management practices:

Pest control methods _____

Weed control methods _____

Water management practices _____

My farm uses genetically modified organism (GMO) seeds: Y N My farm uses growth hormones (GH): Y N

Will you bring products produced by others? Y N

If yes, please provide a complete explanation on your attached product description form, including the Producer name, business and address.

Please complete reverse side for detailed description of your products including specific varieties of fruits, vegetables, etc.

Where do you currently sell? _____

Vendor requests:

_____ Full season 10' x 10' stall (14 weeks)

_____ Additional stall with full season registration.

_____ Monthly: Circle all that apply: June July August September

_____ Individual Daily Market (Dates) _____

(If no date listed, must notify Coordinator by end of day, Monday before each market)

Please submit this application to Franklin Park Conservatory and Botanical Gardens, Attn. Market Coordinator, 1777 E. Broad Street, Columbus, Ohio 43203 or email to cnohle@fpconservatory.org

You will be notified of acceptance into the Market at which time you will need to submit the following: copies of all licenses, permits and certification forms; copy of Certificate of Liability with the Conservatory listed as Certificate Holder.



Baked Goods (List types):

Beef:

Bison:

Cheese:

Chicken:

Confections:

Corn:

Eggs:

Flowers:

Fruit (List types):

Hand-made items (list all):

Honey:

Jams/Jellies:

Lamb:

Maple Syrup:

Pet:

Personal Items:

Plants:

Popcorn:

Pork:

Sauces:

Salsa:

Soap:

Vegetables (List types):

Other: