



# Farmers Market

## 2023 Farmers Market Vendor Packet

Franklin Park Conservatory and Botanical Gardens has opened enrollment for its Farmers Market, operating Wednesdays, June 7–September 27, 2023 (17 markets), 3:30–6:30pm. **As in the past, this year there are no fees for farmers, vendors or food trucks to participate!**

The Conservatory's Farmers Market is located outdoors in the parking lot of the Wells Barn, between East Broad Street and Franklin Park South, 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 participate in all qualifying food incentive programs -- EBT (SNAP), WIC, Senior Farmers Market Nutrition Program for all qualifying purchases and offer incentive dollars through the Produce Perks Columbus program for fresh produce for all EBT users. Our mission is to provide access to healthy, affordable food, promote economic development and strengthen our relationship with our community.

To apply as a vendor, please review the attached information and complete the application and agreement forms. 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.

We are invested in helping new vendors grow. To that end, we will not be charging a vendor fee in 2023. If however, you feel that the market met or exceeded your sales goals, please consider making a donation to the market or to our Teen Corps program at the Conservatory. New vendors are welcome, so please forward this to anyone who may be interested in participating in this year's market.

We are proud to offer the market as a resource to area non-profit organizations. The market invites community organizations to share information about their work with our market goers.

Organizations with a primary focus aligned with the Franklin Park Conservatory Farmers Market will be considered for participation. Specifically, we ask that partnering organizations have their major focus in at least one of these areas:

1. Charitable 501(c) (3) organizations.
2. Organizations that promote Ohio foods.
3. Organizations that enhance the community, or those who sponsor community improvement projects.

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

Sincerely,

Michele Bailey  
Farmers Market Coordinator | 614.715.8034 | [mbailey@fpconservatory.org](mailto:mbailey@fpconservatory.org)

## 2023 Vendor Rules and Regulations

Please 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 Michele Bailey, Market Coordinator at 614.715.8034 or [mbailey@fpconservatory.org](mailto:mbailey@fpconservatory.org).

**Franklin Park Conservatory and Botanical Gardens Farmers Market provides producers with:** on-site market Coordinator, signage, 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 according to items listed on the Application form. Please be as specific as possible. Farmer or Producer must notify Coordinator in writing 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. Producers are responsible for obtaining all necessary permits and licenses relating to production and/or marketing of their products.
5. 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.
6. 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.
7. 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.

While the Market Manager does their best to avoid over duplication on items for sale at the Market there will be no guaranteed exclusives to any seller for any product.

### **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 are asked to notify Coordinator by the end of the day on Monday before the Market if they cannot attend the following Wednesday.**
3. Vendor is responsible to provide tent with weights, tables, chairs and any other necessary items for their sales area.
4. Prior to commencing sales, vendor must have marked prices for all items displayed and a sign identifying farm/business name and location at their market stand.
5. Any vendor selling fresh fruit, vegetables or other products qualified to be purchased using EBT, WIC or Produce Perks (formerly known as Veggie SNAPS), must sign the EBT agreement form and accept tokens as payment.

### **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 for \$1,000,000 general liability insurance naming Franklin Park Conservatory Joint Recreation District as Certificate Holder.

### **20223 Vendor Deadlines, Fees & Application Requirements**

- Market will be open rain or shine 3:30–6:30pm from Wednesday, June 7, 2023 until Wednesday, September 27, 2023. In the case of cancellation due to inclement weather, the market coordinator will notify vendors by 12 noon on market day.
- There are no fees for any vendor who has been approved to sell at the market.
- 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 May 15, 2023.

By Mail

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

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

**[mbailey@fpconservatory.org](mailto:mbailey@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.

## 2023 Vendor Application

Full Season applications due by May 15, 2023 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: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Number for market day use: \_\_\_\_\_

Emergency Contact (i.e. if something happens to you) : \_\_\_\_\_

### **Farm Details:**

# owned acres \_\_\_\_\_ Location of Parcel

\_\_\_\_\_

# 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 \_\_\_\_\_

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.**

If you are a returning vendor, how many years have you been a vendor at this market: \_\_\_\_\_

Please indicate which permits, licenses and certifications are required for your products:

Vendor's License (required for taxable, non-food items)

Organic Certification or Certified Naturally Grown

Other: \_\_\_\_\_

None: (I sell entirely produce and/or cottage foods)

Does your business accept the following forms of payment at market?

Credit Cards

SNAP/EBT

WIC FMNP vouchers

Please share your social media and website with us:

Any other information that will help our marketing department market your products:

Where else 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)

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

What type of vehicle will you be using at the market?

If your vehicle is larger than a pickup truck what is its total length, including trailer?

Who will be staffing your booth, if other than the owner?

**Please submit this application to Franklin Park Conservatory and Botanical Gardens, Attn. Market Coordinator, 1777 E. Broad Street, Columbus, Ohio 43203 or email to [mbailey@fpconservatory.org](mailto:mbailey@fpconservatory.org)**

**You will be notified of acceptance into the Market at which time you will need to submit the following: copy of Certificate of Liability with the Conservatory listed as Certificate Holder and a completed W-9 (for EBT reimbursement purposes).**

Please share a detailed description of your products including specific varieties of fruits, vegetables,

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:

## 2023 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.

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**Vendor Signature**

**Date**

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**Franklin Park Conservatory Joint Recreation District**

**Date**