



# Farmers Market

## 2024 Farmers Market Food Truck Packet

Dear Friends,

Franklin Park Conservatory and Botanical Gardens has opened enrollment for its 2024 Farmers Market, operating Wednesdays, June 5–September 11 2024 (14 markets) from 3:30–6:30pm. There will be no market on July 3, 2024.

The Conservatory's Farmers' Market is located outdoors in the parking lot of the Wells Barn, conveniently located 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, handmade items and health and beauty products. We accept WIC and EBT for all qualifying purchases and offer incentive dollars through the Produce Perks Columbus program for fresh produce for all EBT(SNAP) users.

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 to be considered for the market season. Once accepted, copies of required insurance, mobile food license and any necessary permits will be requested.

New food trucks 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,

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

## 2024 Food Truck Rules & 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 assignment. If you have any questions, please contact Michele Bailey, Market Coordinator (referred to as "Coordinator") at 614.715.8034 or [m Bailey@fpconservatory.org](mailto:m Bailey@fpconservatory.org).

**Franklin Park Conservatory and Botanical Gardens Farmers Market (referred to as "Market") provides Food Trucks with:** on-site Coordinator, signage, weekly customer activities, publicity and advertising, access to restroom facilities with accessible patron parking and access to a bus line.

### Sales Regulations

1. Only food trucks committed to sourcing ingredients locally whenever possible may sell at the Market.
2. Food Trucks must obtain all necessary food service permits and licenses relating to production and/or marketing of their products from the State of Ohio and must supply a copy of all documents to the Coordinator by the first day of market attendance.
3. Food Trucks must supply a certificate of attendance from a food safety workshop or course.

### Rules of Operation

1. Coordinator is responsible for space assignments and enforcement of the Market rules. Spaces are 10' x 15' unless other arrangements have been made with the 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 the coordinator's discretion. Vendors should notify the coordinator no later than the end of the business day on the Monday before the Market if they are unable to attend that week.
3. Vendor vehicles other than the Food Truck must be moved to a designated parking area no later than 3:15pm.
4. Vendor is responsible to provide tent, tables, chairs, tent weights, a power source and any other necessary items for their sales area.
5. Prior to commencing sales, vendor must have market prices for all items displayed and a sign identifying business name.
6. Food Trucks are prohibited from accepting EBT and Produce Perks tokens as payment for ready-made food.
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.
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 60 day notice of cancellation must be extended. The Insurance required is outlined below:

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 Aggregates \$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

## **2024 Food Truck Deadlines, Fees & Application Requirements**

1. Market will be open rain or shine, 3:30–6:30pm from Wednesday, June 5, 2024 until Wednesday, September 21, 2024. There will be no market on July 3, 2024.
2. All interested food truck vendors must complete an application, sign and date the attached Food Truck Agreement (the coordinator will fill in the term) and send these documents to Franklin Park Conservatory and Botanical Gardens.

Google Form:

<https://docs.google.com/forms/d/1HVD2zYLF5TAIcp2goObr0t845DSsEaM5YzvFwgRo9dg/e/dit>

By Mail:

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

By Email

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

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

## **2024 Food Truck 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**

## 2024 Food Truck Application

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Emergency contact during market hours: \_\_\_\_\_

Food Truck Menu (attach if necessary):

Products Sourced Locally:

Space Requirements:

Dates requested (circle):

June 5          June 12          June 19          June 26          July 10          July 17          July 24

July 31          August 7          August 14          August 21          August 28

September 4    September 11

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

**You will be notified of acceptance dates into the Market at which time you will need to submit the following: copies of all licenses, permits and certification forms, copy of liability insurance and signed Food Truck Agreement.**