

2011 Haymaker Farmers' Market (HFM Inc.) Rules:

Location: The market is located in the gravel lots along the west side of Franklin Avenue between College and Summit Streets. Entrances are from Summit Street and Franklin Avenue north of the Haymaker Parkway viaduct.

Dates and hours of operation: The market is open rain or shine, Saturdays from late May through the last Saturday of October. The market is open from 9:00 am until 1:00 pm with vendor setup from 8:00 to 9:00 am. Exact start-up dates are chosen yearly after discussion by the market vendors and manager.

1. Interested vendors are required to read the market regulations, sign and complete the vendor application form, and return it to the market manager prior to being permitted to sell at the market.

2. Vendor spaces are 12 feet wide by the depth of the vendor's stand and vehicle allowing for safe passage of vehicles at the rear of the market. Vendor stands backing Franklin Avenue do not accommodate a vehicle, and those vendors must unload, set up, and then move their vehicle to where there is additional vendor parking along the fence at the rear of the market site. Vendors requiring less than 12 feet of frontage or charitable groups are allowed with at least one week's advance permission of the manager to set up as space and location permits.

3. Vendor spaces are assigned and must be approved by the market management, and booth spaces may not be sublet to another vendor without prior approval by manager.

4. Late arriving vendors will be permitted to set up as space permits. If the assigned space of the late arriving vendor has been occupied, an alternative location will need to be used.

5. Vendor spaces may be reserved as such:

Full season:

May 28 - October 29: \$240

Half season:

May 28 - August 13 (12 weeks) \$135

August 20 - October 29 (11 weeks) \$125

Third season:

May 28 - July 16 (8 weeks) \$95

July 23 - September 3 (7 weeks) \$85

September 10 - October 29 (8 weeks) \$95

Daily rate: pay as you go, \$25.00 per day

6. Attendance at each market, while encouraged is not mandatory, but vendors must contact manager with at least 24 hrs advance notice if they are going to miss a day.

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phone: 330.472.5801

7. The 2011 season vending fees were adjusted by the board of directors at the annual spring meeting held on April 23, 2011. Fees are used exclusively to pay for the following market related expenses: market manager stipend, market liability insurance, advertising in the Record-Courier

and other media, sandwich board signs placed around town every Saturday by the manager, production of market branded t-shirts, hats, and shopping bags for sale. Fees paid to the musicians performing through the ["Music @ the Market series"](#), costs associated with the ["Downtown @ the Market"](#) project which is a connection between downtown merchants and the farmers' market, purchase of gravel for the market site, purchase of market umbrellas and stands, rental of a Porta-restroom placed on the site during the market season, fees associated with filing for and maintaining tax exempt status as well as any city, county or State of Ohio permits that may be assessed, postage for mailings, incidental office supplies, fees for market website hosting and url, incidental items that must be purchased to maintain the equipment, umbrellas, stands, benches, or signs.

8. HFM Inc is a not-for-profit corporation; all proceeds will be used for the benefit of the market. Fee scales may be adjusted on a yearly basis by decision of the board of directors or at our annual Spring Market Meeting.

9. Vendors are encouraged to carry their own personal and product liability insurance policy for protection in the event of a lawsuit. Depending on the type of good sold, proof of insurance naming the market as one of the protected parties may be required. The market liability policy only covers Haymaker Farmers' Market Inc. (HFM Inc.), not the vendor.

10. Vendors are responsible for bringing their own tables, chairs, signage and weather protection, (canopy or umbrella). There are a limited number of 8' market umbrellas and concrete stands available for vendors to use free of charge. Vendors are responsible for replacing/repairing these umbrellas and stands if they lose or damage them.

11. Vendors are required to identify their farm or business with a clearly written or printed sign affixed to their table or stand. These signs need not be professionally produced but must include the name of the business or vendor and its location.

12. Vendors are required to clean up their sites at the conclusion of each market day. All waste must be deposited in the trash container on site or taken away by the vendor. The market manager is not responsible for cleaning the market property.

13. By ruling of the Kent Board of Health, pets are not permitted at the market.

14. Disputes not settled by the interested parties may be brought to the manager or his/her representative for arbitration. The manager's or his/her designate's decision is final. The manager may elect to bring the dispute before the market board for decision. If the vendor would like to dispute a decision, then the matter must be presented to the market board within thirty days.

15. Vendors shall not give produce or other products away for free or at reduced pricing in order to potentially undercut sales of other vendors. Dumping large quantities of produce at low prices is not permitted. This does not include product samples or giving good salable produce to charities such as the food bank or homeless shelter. Trading between vendors is permissible.

16. Vendors are not permitted to hawk their products in a loud or repetitive way that interrupts the sales of surrounding vendors, nor are they permitted to pursue sales away from their assigned vendor site.

17. Organic Certification: Vendors using the term "organic" in reference to their products must provide a copy of their certification with their application and post a copy of this certification at their stand on market days. If a vendor would like to state, "grown without using pesticides",

proof will need to be provided to the manager or market board. Proof of exemption eligibility relating to sales volume must be provided to the market manager.

18. Haymaker Farmers' Market Inc. (HFM Inc.) is a producers only market. Wholesale purchase of items for resale at HFM is not permitted. Goods sold shall be grown, baked or otherwise produced by the vendor. "Carrying" or the sale of small quantities of local but non-vendor produced products may be permitted with the permission of the manager or his/her designate. This allows for small quantity consignment sales of adjoining or local farms that will improve the availability of diverse products at the vendors stand and at the market in general. A home, farm, or business visit may be requested by the market manager of the vendor in order to determine compliance. Vendors not in compliance will not be allowed to sell at the market.

19. Allowed products include but may not be limited to:

- locally grown produce, cut and uncut flowers, nursery plants, herbs, soaps and lotions made by the vendor, locally roasted coffees, dried teas as well as decorative goods that incorporate agricultural products grown or gathered from the wild by the vendor.
- locally produced cheeses prepared in licensed facilities sold by the producer or their representatives.
- baked goods, canned jellies, preserves, honey and sorghum. (Covered by home bakery and cottage food guidelines see appendix a, b and c.)
- fresh eggs from the farmer's flock of 500 or fewer hens. (with required retail food establishment (RFE) license from Kent Health Department see appendix d).
- ready to eat foods prepared in inspected and licensed kitchens and sold in compliance with all pertinent health department regulations. (must have RFE license, see appendix e).
- Vendors interested in selling food products that have been prepared by the vendor must comply with Ohio Department of Agriculture guidelines available from the market manager or directly from the ODAG website at <http://www.agri.ohio.gov/FoodSafety/#tog>. Scroll down to "cottage foods" or "home bakery" or "labeling requirements". All prepared food items must comply with labeling guidelines available at the Department of Agriculture website or may be found in appendix c.

20. HFM Inc. will provide the market venue, vendor or exhibitor screening, market liability insurance, advertising, media contacts and promotion, special musician or performance events, fee collection, coordination and community outreach as well as representation with local government entities as needed.

21. The market manager will make all day-to-day operating decisions.

22. The market manager will make annual farm and business visits for product verification along with a board member volunteer at manager's discretion. Every vendor will receive a visit.

23. The HFM Inc. Market Board of Directors will make all other decisions.

24. Vendors or exhibitors not willing or unable to comply with market regulations may be asked to leave the market forfeiting any paid site fees.