



Chardon Square Association, Inc.

Preserving the past and promoting the future of Chardon Square

2017 Chardon Farmers Market Vendor Rules

Basics

- Market season will run June 2nd through September 8th, 2017. Monthly fees paid by vendors covers this period.
- Vendor spaces will be chalked out prior to market start.
- Vendors with assigned spaces may hold those for entire market season, as designated by seniority.
- Market times will be 4pm - 8pm. Vendors must be ready to go BY 4pm with tents up, cars moved and parked in designated area.
- Vendors are encouraged to carry product liability insurance.
- Chardon Square Farmers Market will allow health inspections to take place at any given time through market season.
- Weights and measures (scales) must be certified by the County weights and measures office. Contact: Geauga County Auditor's Office.
- Vendors must comply with all laws, ordinances and regulations of the State of Ohio and the City of Chardon.
- Vendors must respect the City of Chardon's property where the market is held.

Market Payment

- Fees will be based on the number of markets in the month. A discounted fee is available for whole season payment up front.
 - June – 5 weeks, \$87.50 due
 - July – 4 weeks, \$70 due
 - August – 4 weeks, \$70 due
 - September – 2 weeks, \$25 due
- Vendors must pay the first Friday of the month. Failure to pay fees will result in loss of space. Contact market management if there is a problem with any payment option. Any other payment choice must be approved.
- No refunds will be given for pre-paid booths if the market is cancelled due to weather.
- No refunds will be given for prepaid booths for "no show".

Parking

- Vendors are to park in an area specified by management. Must be off site from square parking. Space available for vendors is east of our market, next to Park Elementary. If vendor is parked



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on square, they will be forced to move, no exceptions. Your customers have parking rights over you.

Guidelines

- Vendor must list products they wish to sell during market season, if other product is found being sold during market season, that product will need to be removed.
- Vendor tents must be tied down securely by weights by start of every market.
- Vendors selling food products must be covered to protect from contamination by dust, dirt, insects, rain, etc.
- Each vendor shall display sign stating producers name, location and have prices well displayed.
- Vendor MUST obtain correct licensing to show proof of operation.
- In the event a vendor would sell product on which sales tax is collected he or she is required to obtain a vendor's license.
- Price wars between vendors are prohibited.
- Vendor must remove unsold products and clean up area before leaving market. A \$20 clean-up fee will be charged if products are left behind.

Produce Vendors

- A grower is a person/organization who raises his/her own products on his/her own land.
- NO PRODUCE FROM OUTSIDE THE STATE OF OHIO MAY BE SOLD.
- Growers selling products labeled "organic" must have appropriate State of Ohio certification.
- Vendors are expected to sell quality goods.

Pre-Packed Meat/Egg/Dairy/Frozen Meat Vendors

- Selling of dairy products, eggs, meats, canned foods and other processed or potentially hazardous materials must meet legal requirements.
- A vendor who sells meat or meat products in which meat is the sole or primary ingredient must raise the animal from which the meat comes.
- Meat products must be sold as packaged by the State approved processing facility.
- Foods shall not be displayed or stored on the ground.
- Food that is unsafe shall be discarded.

Mobile Food/Prepared Food/Concession

- Prepared food vendors must maintain clean, inspected equipment.
- Vendors offering raw food products to be cooked for sale must use clean, sanitized utensils.
- Foods shall not be displayed or stored on the ground.



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- Food that is unsafe shall be discarded.
- Food contact surfaces of equipment used in the preparation display must be clean and sanitary.
- Gloves must be worn when handling foods. Hands must be washed to prevent contamination of food, especially after using the toilet or handling raw meat/poultry.
- Prepared food vendor must be in compliance with Food Safety rules.
- Prepared food vendor must have two or three compartment sinks for proper wash, rinse and bacterial treatments. Other methods must be approved by the health inspector.
- All perishable foods must be stored at proper temperatures. Cold foods must be maintained at 41°F or below and hot foods must be maintained at 135°F or above.

Cottage Food Vendors

- Cottage Food Production is defined as being made in person's home. Produces food items that are not potentially hazardous including bakery products, jams, jellies, candy, and fruit butter.
- Cottage Foods must be labeled correctly.
 - Example: Statement of Identity, name of product. Net weight of product. Ingredient list, listed in order of predominance by weight. Vendor name and address of place the product is made. In 10 point text : "This Product is Home Produced".
 - Cottage Food Production does not include low acid food (beans, cucumbers, cabbage, pudding), cheesecakes, pumpkin pies, custard pies, cream pies, etc.

Other Vendors

- Handcrafted items must be made by the vendor. Secondhand or flea market type products are not allowed.
- Labels must properly list ingredients for products such as soaps, essential oil creations, etc.

Market Concerns

- Vendors or customers who suspect that another producer is violating any market rules should report to the Market Manager. Vendors shall not address any violation or issue themselves.
- Vendors are expected to conduct themselves courteously. Arguments, harassment, name calling, profane language and fighting in the market area WILL NOT be tolerated.
- Violation of any of the above Vendor Rules may cause forfeiture of the right to continue as a Market participant. The Market Manager will give verbal notice of a violation to the vendor. The vendor is then expected to correct the violation right away or could face expulsion of the Market.



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Vendor shall hold free from harm from Chardon Square Farmers Market, the Chardon Square Association, and the City of Chardon for any loss, damage, or expenses including attorney fees which they suffer or incur by reasons of vendor's negligence or intentional conduct, or that of its employees, agents or associates.

Heather Hudson Means

President, Chardon Square Association

Catherine Chuha

Chardon Farmers Market Manager

I have read and understand the 2017 Chardon Farmers Market Vendor Rules and agree to abide by these rules through the 2017 season.

Name (please print)

Signature

Date