



Chardon Square Association, Inc.

Preserving the past and promoting the future of Chardon Square

Chardon Square Farmers Market Vendor Rules 2019

Vendor approval will be based on available space, product mix, quality of goods, homemade, handcrafted Farmers Market theme.

Basics

- Market season will run June 7th through September 13th, 2019. Monthly fees paid by vendors covers this period.
- Weekly email updates will be sent out by the Market Manager.
- 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.
- Vendors may not smoke at booth during regular market hours.

State/County/City Compliance

- 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 Geauga County Weights and Measures office: <https://auditor.co.geauga.oh.us/Information/Weights-and-Measures>.
- Vendors are responsible for knowing and acquiring all necessary licensing.
- 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.
- 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.

Market Payment

- Fees will be based on weeks in the month. A discounted fee is available for whole season payment up front.
 - June 7 - Fridays \$70 due.
 - July 5 - Fridays \$70 due.
 - August 5 - Fridays \$87.50 due.
 - September 6 - Fridays \$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 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 a vendor is parked on square, they will be forced to move. No ifs, ands or buts will be acceptable - your customers have parking rights over yours. Space is limited due to other surrounding businesses.

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.
- ALL food vendors must have a tent. Vendors selling food products must be covered to protect from contamination by dust, dirt, insects, rain, etc.
- Vendors are responsible for their own set up and take down of space.
- Each vendor shall display sign stating the producer's name and location and have prices well displayed.
- Price wars between vendors are prohibited.
- Vendor must remove unsold products and clean up area before leaving market. A \$20 fee will be charged if products are left behind.

Exclusivity

- Chardon Square Farmers Market **does not** offer exclusive rights to any one vendor. Customers enjoy having choices.

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.
- Sales per pound must have approved and stamped scale by county weights and measures department (<https://auditor.co.geauga.oh.us/Information/Weights-and-Measures>).

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

(Contact your local Health Department for more information)

- 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.
- Vendors are expected to sell quality goods.
- Sales per pound must have approved and stamped scaled by county weights and measures department (<https://auditor.co.geauga.oh.us/Information/Weights-and-Measures>).

Mobile Food/Prepared Food/Concession

- Prepared food vendors must maintain clean, inspected equipment.
- Vendor offering raw food products to be cooked for sale must use clean, sanitized utensils.
- Foods shall not be displayed or stored on the ground.
- 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 2 compartments, or 3 compartment sinks for proper wash, rinse and bacterial treatments. Other methods must be approved by Health Inspector.
- All perishable foods must be stored at proper temperatures: cold foods to be maintained at 41F degrees or below and hot foods must be maintained at 135F degrees or above.
- Vendors are expected to sell quality goods.

Cottage Food Vendors

(Visit the Ohio Department of Agriculture - Cottage Food Production Operation at <https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety/resources/cottage-food>)

- Cottage Food Production is defined as being made in person's home. Produced 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. Example: Cannot sell home canned salsa, vegetables, applesauce.

Other Vendors

- No flea market, used clothing or home party companies will be permitted.
- Handcrafted items must be made by the vendor.
- Secondhand or flea market type products are not allowed.
- Labels must properly list ingredients.
 - Soaps, essential oil creations, etc.
 - Information through US Food and Drug Administration
 - Homemade Cosmetics, Cosmetic Labeling Guide.

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.

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.

Vendor has read and understands the Chardon Square Farmers Market Vendor Rules. Vendor agrees to abide by these rules through the 2019 season. This is your copy. Vendors will sign at the meeting or first Market of attendance, that they agree with the points listed above.

Bill Smiley

President, Chardon Square Association

Stephanie Talty

Vice President, Chardon Square Association

Catherine (Chuha) Wolcott

Chardon Square Association Farmers Market Manager

Resources

Ohio Department of Agriculture - Division of Food Safety

<https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety>

Cottage Food Production Operation Information

<https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety/resources/cottage-food>

Geauga County Auditor - Weights and Measures

<https://auditor.co.geauga.oh.us/Information/Weights-and-Measures>

Chardon Square Farmers Market Vendor Registration

<https://chardonsquareassociation.org/events/farmers-market/vendor-registration/>