

## Medina Farmers Market Rules and Regulations

### Consumable Goods



### Our Mission:

*The mission of the Medina Farmers Market is to provide a venue where local farmers, bakers and gourmet food producers can sell their high quality products directly to the customer. The Market encourages direct communication between consumers and growers, fosters social gathering and community building and promotes nutritious food choices. The Market seeks to educate the consumer about the many benefits to the individual, the community, and the environment of buying locally produced food, and to enhance and enrich the community and culture of Medina County. The Market also provides and encourages local entrepreneurial opportunities and brings energy and excitement to uptown Medina.*

### General Information:

The Medina Farmers Market (MFM) is administered through Main Street Medina (MSM), by MSM Events Management LLC, in cooperation with the City of Medina, Ohio. Rules and Regulations for the Market are established by the Farmers Market Advisory Committee (FMAC) comprised of vendor representatives, citizen representatives, the City of Medina, Main Street Medina, and the Market Manager. Decisions on site at each Market will be the responsibility of the Market Manager.

### Location, Dates and Hours:

MFM will be located at the historic Medina Public Square or on Broadway Street in the City of Medina. The Market will be open every Saturday from mid-May to mid-October on dates established annually by the MFM and City of Medina. The Market will be held both on the grass of Uptown Park and on Broadway Street on the east side of the park. Decisions about set up location will be made by the Market Manager in cooperation with the City of Medina Parks Department. **Market hours are 9:00am to 1:00pm (subject to change if needed by Health Dept). Vendors are to remain at the Market until the ending time. The Market will take place rain or shine.**

### Fee Structure information

The fee structure will be determined annually upon review and approval by the FMAC.

A \$50 deposit must accompany your original application to the market, and must be submitted and received by the published deadline in order to be considered for the upcoming market season. Notifications will be sent out in the first week of February. Vendors accepted into the market may count the deposit as a credit to their full season fee. Deposits will be refunded to any vendor who is not accepted. All fees must be made by either check or money order payable to MSM Events. No cash will be accepted.

Full time vendors will be expected to be at each week of the Market season and will pay the Full Season fees. If a Full time vendor will not be at the Market due to a scheduled vacation, that date needs to be noted on the application, but please note the Full-time vendor fee still applies.

Part-time vendors will be billed \$40 per day for each day that is **checked on their application**. If additional dates are added on, payment for those additional dates above and beyond the initial payment fees need to be paid each week. A check (made out to MSM Events) should be brought to that day's Market & given to the Market Manager.

Full time vendors must have their season fee paid in full annually by July 1. Any past due vendors will not be allowed to set up until the contract is paid in full. Part time vendors must be paid in full by the end of each market day, or they will not be allowed to set up again until contract is current.

Please note, with all things being equal, we will choose to accept a vendor willing to commit to Full-time dates vs. Part -time dates. This has been decided to create a consistent market for our audience, who expects to see their vendors each week in the same locations, which is important to our client base.

Checks returned for non-sufficient funds (NSF) will be charged a \$35.00 fee. Vendors will not be allowed to attend the market until the matter is resolved.

### **Applications:**

This is predominantly a *consumable goods* Market. The majority of what is sold at the Market is grown or produced by the seller, with exceptions as needed and determined by the FMAC and the Market Manager.

MFM is an equal opportunity Market and does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, family status, or military status.

100% of produce/fruits brought to the Market must be grown by the farmer/applicant on land that they own or lease. Growers must be willing to allow a visit to their property by the Market Manager with reasonable notice and be willing to provide information showing proof that the products being sold at the Market were grown/made by them on the property.

Vendors/producers must grow or make their products within a 35 mile radius of Medina. Exceptions to this rule may be made at the discretion of the FMAC or Market Manager. No out of state or items bought at auction are allowed. Failure to adhere to this rule is grounds for immediate dismissal from the Market.

*Approval of selling privileges is limited to a specified period and never exceeds one market season. Each vendor is reviewed annually by the FMAC prior to each market season. Renewal is not guaranteed. Decisions on applications are made by the end of February prior to the new market season and vendors are notified.*

*MFM does NOT offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having choices. However, if MFM believes that the number of vendors selling thoe same or similar products is excessive, duplicate products may be denied entry. **Please note on your acceptance email the items that you were approved to sell at the Market, from the list you provided on your application.***

Upon acceptance into the market all vendors shall provide Emergency Contact information before the market opening day. We may also have some follow up information we may require that the Market Manager can use for future promotions, advertising, etc.

### **Permits:**

Vendors are responsible for all licensing and permits required by law to sell or promote their products.

Vendors must submit copies of all inspection forms, licenses and other necessary documentation with their applications.

Products must be labeled, when required, in accordance with the Ohio Department of Agriculture guidelines.

Products labeled organic must be certified by an accredited organization according to the rules of the National Organic Program. Advertising products as organic must be accompanied by written evidence of organic certification.

### **Acceptance and Space Assignments:**

The MFM aims to balance the needs of the Market (supplying customers with a complete selection of locally grown and made food varieties) with the needs of vendors without overloading the Market with any type of product. The intent is to have the majority of vendors selling locally grown fruits and vegetables in season. A balance of cottage foods and gourmet foods are also an important part of the Market makeup.

The MFM is limited in the number of vendor spaces that it can occupy each week. The precise number will be determined by the Market Manager with input from the FMAC and the City of Medina Parks Department.

Each vendor will be allotted a 12'x12' space. Vendors are required to set up their table 3 feet from the edge of the sidewalk when on the grass. Vendors who need more than one space may apply for a second space. Each single space will be allowed one tent.

Full-time returning vendors will have priority on space assignments. *In the event that a returning or full-time vendor needs to be moved to an alternate space within the market due to site issues, they must do so. Appeal of the decision will be held outside of market hours.* All spaces are assigned by the Market Manager and decisions are final. Vendors who routinely (more than three times without notifying the Market Manager 24 hours in advance) are absent from the Market may be moved to a different space depending on the setup/layout needs of the Market as determined by the Manager. Full-time vendors are expected to be present each week. Reasonable notification of absence will be accepted.

Any food vendor with a large, portable heating or cooking device, using flammable liquids, or open flame will be assigned a vendor space on a hard/concrete surface and not in the grass area of the park.

### **Arrival, Set-up, Departure - Set up time is 7:00am-8:30am**

Vendors must arrive no later than ½ hour before the designated Market start time and be completely set up and ready to sell by the designated market start time. Latecomers may be denied admission or moved to a different location at the Manager's discretion. Notifying the Manager of lateness will help to secure your space.

When setting up on Broadway Street vendors may pull onto the street to unload their equipment and products and then must move off the street. No one will be allowed to pull onto the street after 8:00am. No Exceptions.

At both locations, once vendors have unloaded they must move their vehicles to park away from the Market to allow parking for customers of the Market and surrounding businesses. Vendors are asked to park in the free parking lot behind the Medina County Administration Building at 144 N. Broadway Street.

Vendors are responsible for informing their employees of the parking (and all other) rules of the Market. Vendors who choose not to move their vehicles away from the customer parking areas will get one verbal warning and be required to move their vehicles immediately. If the vehicle(s) is not moved, a \$50 fine will be assessed to be paid before the next Market. A second violation will result in both a \$50 fine and the vendor will not be allowed to set up the week following. Violations beyond two will result in termination from the Market without refund of fees.

Vendors are expected to leave their tents up until the end of the Market time even if they have sold out of product. There are no exceptions to this rule without prior permission of the Market Manager. Vendors may put a sold out sign on their table and leave their booth but may not remove tent/table until the end of the Market.

Each vendor will provide the necessary tent, tables and signage for their space. Items being sold must be posted. A sign identifying the vendor farm/business must be visible. Spaces should be kept clean with no produce on the ground. All tents MUST be properly weighted with 25 pounds per tent pole. Tents must be fire-rated. The Medina County Fire Marshall checks all the tents by the start of each Market to make sure everyone is up to code. Upon inspection, any vendor that doesn't have the weights tied to their tent poles will be required to take it down and must provide weights by the next Market.

At the end of the Market, spaces must be clean and completely free of debris. Garbage cans in the park may not be used by vendors. There is a dumpster located at the corner of Liberty and Broadway Streets for vendor use. Any garbage not taken with the vendor must be placed in the dumpster. Failure to clean up after the Market will result in a \$25 fine and could lead to removal from the Market.

### **General Rules and Compliance:**

The Market Manager reserves the right to admit or reject any vendor.

Vendors are expected and required to behave in a way that reflects well on the Market as a whole.

- Smoking is not allowed in vendor booths or anywhere within the Market.
- Language must be appropriately family friendly.
- Any vendor who has a complaint about another Market vendor is forbidden from speaking directly to that vendor regarding the complaint.
- All complaints or grievances that any vendor has regarding any aspect of the Market must be discussed with the Market Manager at an appropriate time i.e. away from customers and other vendors.
- This extends to social media activity. Any verbal or written activity that the Market Manager or FMAC considers to cast the Market in a negative manner will result in one verbal warning unless the content is so offensive as to require immediate termination.

The Market Manager is always willing to listen to and try to resolve issues and to involve the MFMAAB when necessary and in a private manner. It is the Manager's responsibility to implement Market policies and respond to vendor and/or customer complaints. The Market Manager has complete authority to interpret and implement policy on the Market site. The Manager also has the authority to use his/her best judgement in the absence of a specific policy, up to and including suspension from the Market, provided that such an action is not in conflict with the general mission and objective of the Market.

Vendors not willing or able to comply with Market Rules will be given the opportunity to correct the violation as follows: one verbal warning for first violation, a written warning that may be accompanied

by removal from the Market for the day. If there is a third violation or several violations in a single day, the vendor can be terminated from the Market and will forfeit any fees paid.

Product integrity, parking violations, unacceptable rude behavior (verbal or written), sexual harassment of other vendors or customers are subject to immediate dismissal at the discretion of the Manager.

If a vendor wishes to appeal a decision made by the Manager and FMAC the matter will be brought to the MSM Board of Directors for review.

### **Token and Coupon acceptance and reimbursement:**

EBT (Electronic Benefit Tokens)/SNAP (Supplemental Nutrition Assistance Program) Tokens in \$1.00 increments are available at the MSM Tent using an Ohio Direction card. Tokens can be used like cash at any SNAP eligible vendor (anything except hot foods or nonfood items). No change should be given. Vendors should only accept EBT wooden tokens imprinted with Medina Farmers Market.

Produce Perks (PP) are green coins that are given as a match up to \$20 when EBT tokens are purchased. Produce Perks coins should be redeemed for fruits and vegetables only. No Change is given.

At the end of each Market, a designated Market staff member will come around to record the SNAP or PP tokens you collected that day. A reimbursement check will be mailed at the end of each month.

Western Reserve Senior Coupons are paper coupons in \$5.00 increments used by senior citizens enrolled in the program. Only vendors who are registered with the program may accept these coupons. These are reimbursed through the Western Reserve Senior Program and not by MFM.

Artist and maker, and Community Group participant guidelines and fees are governed by separate documents.

These Rules and Regulations will be reviewed annually and revised when necessary by the FMAC.