



# The 2021 Great Sidney Farmer's Market May 29<sup>th</sup> - October 9<sup>th</sup>, 2021

## Operating Rules and Regulations

### Hours:

Saturday - 8:00 a.m. to 12:00 p.m. during the designated months. All vendors are required to be set up and ready for business by 8:00 a.m. No sales should be made after 12:00 p.m. Vendors will be allowed one hour to load and clean up after the market has closed. All vendors must supply their own equipment to be used at the market.

### Definitions of the Types of Vendors Permitted: - Demonstrations are always welcome

#### *Producer:*

A Producer shall be defined as a person who offers for sale, edible grains, fruits and/or vegetables; live plants, trees, shrubs, perishable cut flowers, syrups and sugar, food prepared from such products, including baked goods, jams, jellies, etc. and other general farm or home garden products.

#### *Baker:*

A baker shall be defined as a person utilizing their baking skills and offering for sale baked items such as bread, muffins, cookies, cupcakes, candies, etc.

#### *Crafter:*

A Crafter shall be defined as a person utilizing creative skills and offering for sale arrangements of materials such as wearing apparel, home decorations, jewelry, toys, furniture, wood and metal works, dried flower arrangements, etc.

#### *Artist:*

An Artist shall be defined as a person utilizing specialized creative skills and offering for sale fine art such as sculptures, paintings of acrylic, oil and assemblage, hand-built ceramics and pottery, glass blowing and stained glass, photography, framed or matted works of art, fiber works and weaving.

#### *Food Trucks:*

We welcome food trucks to apply to our market's regular Saturdays (excluding special events that fall on Farmers Market Saturdays). Space and electric is limited.

**NOTE: Please submit a diagram and photo of your set-up that includes measurements (overall length and width). We also ask that you provide your electrical needs (amp service) as well as a photo of your menu and all approved licenses along with your registration form. If the above information is not turned in along with the registration form, we cannot confirm your spot. Thanks!**

**\*If you need water or electric, please call us to check for availability BEFORE turning in your form. \***

#### *Other:*

If you don't fall into any of the above categories, please call or email us to discuss.

#### *Wineries:*

We are a winery friendly market and reserve a space for an Ohio Wine Producer to set up at our market every week. Wineries are required to follow the agreement between the State of Ohio and The Ohio Wine Producers Association. Including filling out a permit and paying for the renting of the space and providing a copy of their insurance policy.

*Note: At this time, we do not allow booth set-up to individuals who are with direct sales companies or individuals who wish to advertise personal political campaigns. You may, however, participate in other various events that we host (i.e. Music & Arts Festival & Fall Fest). Please call our office for more information.*

### **Application:**

- 1) An application MUST be filled out and approved by the market director prior to setting up at the market. **The payment must be turned in with the season permit application.**
- 2) All fees must be paid prior to setting up at the market. We will NOT accept payment at the market itself.
- 3) All applications will be reviewed by the market directors and approved at their discretion.
- 4) We CANNOT guarantee a specific space at the market. Every effort will be made to ensure that you are located in your desired area for Season Pass holders. Weekly vendors will be assigned a space based on what is available at the time of their application and payment.
  - i. ***Please note: spaces located on Poplar Street and the northern most spaces on Ohio Avenue and Main Avenue may be relocated for large community events.***

### **Displaying of Goods and Permits:**

- 1) Vendors are responsible for adhering to product labeling regulations, registering scales and conforming to applicable city, state and federal regulations including securing of any licenses required for the operation of your market space.
- 2) Vendors must have all items for sale properly labeled and prices visibly posted. Vendors are responsible for setting their own prices.
- 3) You will be required to display your Farmer's Market Permit at all times. No set up will be permitted until registration form is completed, full payment has been made, and the Market Director has issued a market permit.
- 4) Vendors are responsible for their own sales tax and necessary permits required by local and state government authorities. Vendors must abide by all laws set forth by all local, state and government authorities, and all laws pertaining to their sales at the market. For questions regarding permits, please call the Shelby County Auditor at (937) 498-7202. For questions regarding City of Sidney tax collection, call (937) 498-8111.
- 5) All vendors selling edible products are required to follow the Cottage Food Selling Regulations set forth by the Shelby County Health Department. These requirements are available at the Shelby County Health Department.
- 6) The selling of dairy products, eggs, meats, canned goods and other processed or potentially hazardous products must meet all legal requirements and be approved/licensed through the Shelby County Health Department with proper permits/licenses displayed at all times.
- 7) A vendor may, at any time, be inspected by the Shelby County Health Department or the Ohio Department of Agriculture. It is the vendor's responsibility to ensure they adhere to any and all regulations pertaining to any and all products.

**\*\*Please visit the following website for questions on selling food at the market:**  
<https://agri.ohio.gov/wps/portal/gov/oda/divisions/food-safety/home>

## Use of Vendor Space:

- 1) Each vendor is permitted to park at their spot to unload. It is in good practice to park vendor vehicles across the street from assigned spaces to allow the public direct access to the market. It is understandable that some producers work out of a vehicle and need to park at their space. Please be considerate of our customers when choosing how you will park at the market. **\*\*Various special events may impede your ability to park at your assigned location. Should that happen, we will inform you.\*\***
- 2) No smoking is permitted in the vendor spaces.
- 3) Vendors must supply all equipment for selling. It is the responsibility of the vendor to provide clean and safe tables, baskets, stands and other means of displaying products.
- 4) Spaces are on the brick sidewalk around the Shelby County Court Square, within the parking lines on the street.
- 5) You must stay within your designated space(s). Displays shall be so designed as not to block the view of nearby spaces or create hazardous conditions to neighboring vendors or visitors to the market.
- 6) You cannot hammer, pound, drive or attach table legs, tents or canopy legs into the brick or light posts. Do not chip or crack the brick sidewalk, any damage is subject to fines and/or forfeit of permit.
- 7) Walkways must be kept clear for free passage of pedestrians.
- 8) No electricity is provided unless it is marked on the registration form and confirmed by the Market Director. Vendor is responsible for following all City of Sidney regulations for the use of City electricity. Any vendor found using electricity without permission or misusing the electricity may be removed from the market.
- 9) Flea Market/Yard Sale-type set-ups are not permitted.
- 10) Pets are not permitted (except for service animals) in vendor spaces.
- 11) Each space holder must remove all waste and refuse from their space before leaving the market. This refuse must be disposed of by the space holder and taken from the premises. If an area requires cleaning, the vendor will be billed for the cost and may be asked to forfeit their permit. **You cannot overfill the trash cans on the square with your boxes and vendor trash. You must remove excessive trash and dispose of on your own. If we see you leaving excessive trash, you will receive a warning. Any further instances will be grounds for dismissal from the market.**
- 12) If you are a season permit holder and miss more than three (3) consecutive market Saturdays without notifying Sidney Alive of extenuating circumstances, you will lose your assigned spot if someone else requests it or if we must find a spot for a new vendor. PLEASE notify the Sidney Alive office if you plan to miss more than two (2) market Saturdays in a row. As a reminder, Market fees are non-refundable.

**Conduct:**

- 1) All vendors and their parties shall always conduct themselves in a respectful and polite manner.
- 2) Any improper behavior will be subjected to permanent expulsion from the market at the market director's discretion.

**Market Closing:**

Tune in to WMVR/Hits 105.5 and our social media for any information regarding market closing due to weather or any other unforeseen circumstance.

**Other Solicitation:**

No solicitation or sales will be allowed except in designated rental spaces. Vendors may put up their own business signs within their space(s) pertaining to items for sale in the market or featuring their business name. Non-profit organizations must have permission from the market director to set up fundraising booths.

**Liability:**

- 1) Individual insurance coverage is the responsibility of the vendor. Vendors hold harmless the Great Sidney Farmer's Market, Sidney Alive, the City of Sidney, the Shelby County Commissioners, and other sponsoring parties from and against all loss, liability or damage for injuries to persons or property sustained on said premises and from all loss, liability or damage by reason in the use of said facilities for the Farmer's Market.
- 2) All licensing, taxes, certifications, inspections, liability, safety, etc. are the responsibility of the vendor.

The Great Sidney Farmer's Market is a service of Sidney Alive and is provided as a community event. If you should have any questions or comments, please contact the Sidney Alive office by email at [office@sidneyalive.org](mailto:office@sidneyalive.org) or phone (937-658-6945).