

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Packet instructions for the 2017 Pickaway County Farmers Market

Please take the time to read all the documents enclosed and sign and date where designated.

1. Welcome letter
2. FAQ's
3. Application
4. Rules & Regulations
5. Rules & Regulations signature page
6. Waiver of Liability & Hold Harmless Agreement
7. Cottage Foods Guide

Applications may be turned in to either of the following:

Pickaway County Farm Bureau
24633 US Highway 23 South
Circleville, Ohio 43113
Attn: Market Manager

Pickaway County Welcome Center
325 W. Main Street
Circleville, Ohio 43113
Attn: PCFM Market Manager

If you have any questions or comments concerning this year's market feel free to contact me. I can be reached at 740-207-1380 or pickawaycountyfarmersmarket@yahoo.com. Don't forget to check us out on Facebook at www.facebook.com/pickawaycountyfarmersmarket. You can also contact the Pickaway County Farm Bureau at 740-474-6284 or the Pickaway County Welcome Center at 740-474-3636.

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Vendors,

First I would like to thank you for your interest and participation in the Pickaway County Farmers Market. My name is Wesley Ebenhack and I am the Market Manager. I hope to make the 2017 farmers market a very fun and successful venture for both you as the vendor and our community. Enclosed in this packet are several documents, which will assist you with the application process for the Pickaway County Farmers Market. These documents include a list of Frequently Asked Questions, the Rules and Regulations between the Pickaway County Farmers Market and Market Vendor, the 2017 Pickaway County Farmers Market Application and Waiver of Liability.

The 2017 market will be held on Saturday morning's beginning on June 3rd through August 26th. The market hours will be 9:00 am until 12:00 pm. There will also be expansions into surrounding areas as needed. Set up can begin at 7:30 am. Cost for participation in the market will be \$100.00 if paid by June 3rd for the 13 weeks or \$10.00 per day, with or without electric.

Spots will be chosen before opening market on June 3rd. If you were a 2016 vendor you may choose to keep your spot similar to last year or choose to have a new spot. That will be your assigned spot for the season. Vendor spots will accommodate one 10x10 tent and one standard size vehicle at this time, but maybe subject to change. Depending on location, the vehicle might have a spot detached but close to tent. As vendors join the market they will be given whatever spot is available. If for some reason you miss a market day your spot may be given to another vendor for that day or the remainder of the season.

If you wish to participate in the 2017 Pickaway County Farmers Market please fill out the forms and turn them in by May 27th to either the Pickaway County Farm Bureau at 24633 US Highway 23 South, Circleville Ohio 43113, Attn: Market Manager or Pickaway County Welcome Center 325 W. Main Street Circleville, Ohio 43113 Attn: PCFM Market Manager. Please note that we as a farmers market encourage our vendors to offer homegrown or homemade products. Independent sales vendors may or may not be approved to participate. All applications are subject to review by our board members and the Market Manager. You will be notified as to whether or not your application was accepted. All decisions are final. You will be required to sign a Waiver of Liability to participate in this year's market. That form is enclosed along with this year's application.

If you have any questions or comments concerning this year's market feel free to contact me at 740-207-1380 or pickawaycountyfarmersmarket@yahoo.com. Don't forget to check us out on [facebook.com/pickawaycountyfarmersmarket](https://www.facebook.com/pickawaycountyfarmersmarket). You can also contact the Pickaway County Farm Bureau at 740-474-6284 or the Pickaway County Welcome Center at 740-474-3636.

I look forward to helping support the community and the local businesses in Pickaway County this year. I look forward to hearing from you in the future. Thank you!

Wesley Ebenhack

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Pickaway County Farmers Market

2017 FAQ's

1. Do all vendors have to have insurance if they are not selling food?

We strongly recommend that all vendors carry a liability insurance policy. Please see the Waiver of Liability & Hold Harmless Agreement. All vendors are required to sign this form.

2. How do I go about getting a spot at the market?

Go to the Pickaway County Farm Bureau, the Pickaway County Visitors Bureau or give us their address or email address and the Market Manager will mail/email it to them. Or you can email the Market Manager at pickawaycountyfarmersmarket@yahoo.com to request information on the market. (All inquiries should be directed to the Market Manager)

3. What is the price to participate in the market?

Seasonal vendors - \$100.00 if paid by June 3rd.

Daily vendors - \$10.00 per day (with or without electric).

Church groups rates will be the same.

4. What do I have to do to be able to sell eggs?

Eggs are a very involved process. The farm would have to be inspected. This vendor must be licensed and best guide is referring them to the Health Department, 740-477-9667. They would need to have refrigeration at the market and proof of refrigeration must be presented before a license is issued. Styrofoam coolers are not permitted for eggs. Containers must be labeled with the name and location of the producer and the date of the market where the eggs are sold.

5. What do I have to do if I want to sell cheese or meats?

Obtain a license/permit to do so. Proper refrigeration is required. Suggest they call the Health Department to get all the guidelines, 740-477-9667.

6. Are you allowed to give out samples?

Yes, samples may be handed out with no obligation to buy.

7. Do I need to furnish my own tent?

Yes, the market does not supply a tent and it is highly recommended that every vendor use a tent. Proper signage must be displayed identifying who they are.

8. What to tell someone inquiring about selling an item not listed on the Cottage Food List.

Refer them to the Health Department 740-477-9667 or www.agri.ohio.gov/foodsafety

9. How big are the spots?

Each vendor is given a 10x10 space for their tent and they are permitted to park their vehicle behind their tent or in a designated spot nearby.

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

10. What does the label have to identify?

- Name of farm or business
- Location of the farm or business
- Ingredients in the item being sold
- Weight of item in both U.S. and metric
- A statement identifying "This product was home produced"

11. Are pets allowed on the property?

No, vendors are not allowed to have pets with them at the market sight. Depending on market location, this might be subject to change.

12. When is the market?

The market will be every Saturday beginning June 3rd and ending on August 26th, 2016. It will open at 9:00 am and close at 12:00 pm.

13. How are vendors chosen for the market?

All applications are reviewed by the board and the Market Manager. Consideration is given to duplications and to whether or not the product being presented is of market value or more geared towards a flea market. Flea market items will not be sold at the market.

14. How are the spaces determined?

Spots will be chosen before the market on June 3rd. If you were a 2016 vendor you may choose to keep your spot similar to last year or choose to have a new spot. That will be your assigned spot for the season. Vendor spots will accommodate one 10x10 tent and one standard size vehicle at this time, but maybe subject to change. Depending on location, the vehicle might have a spot detached but close to tent. As vendors join the market they will be given whatever spot is available. If for some reason you miss a market day your spot may be given to another vendor for that day or the remainder of the season. All daily vendors will be given a space at a first come first serve basis.

Pickaway County Farmers Market
24633 US HW 23 South Circleville, Ohio 43113
740-474-6284 or Market Manager 740-207-1380

Pickaway County Farmers Market Application
June 3 – August 26, 2017

Vendor Info

Name: _____
Business/Farm: _____
Address: _____
City, State, Zip: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____

Vehicle Info

Year: _____ Make: _____ Model: _____
Plate number: _____ Pickup / Car / Van / Box Truck (circle one)

Spot Rental

The daily rate is \$10 per day and \$125.00 for the season if pre-paid by May 21st. There is no extra charge for electric at this time, but maybe subject to change. There will be a limit of 2 spaces per vendor.

Season Info

- Season Application June 3–August 26 , 2017
Number of spots _____ (Limit 2) Electric Required? Yes or No Total \$ _____

- Daily Application (select dates)
 - June 3
 - June 10
 - June 17
 - June 24
 - July 1
 - July 8
 - July 15
 - July 22
 - July 29
 - August 5
 - August 12
 - August 19
 - August 26

Number of spots _____ (Limit 2) Electric Required? Yes or No Total \$ _____

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

If you choose to come at a random basis you only need to fill out one application for the 2017 season. The Market Manager must be notified by the Friday before the market to reserve you a spot. If you show up on Saturday morning you may not be guaranteed a spot.

Please describe your business and what products or produce you will be selling at this year's market:

If you have any questions or comments concerning this year's market feel free to contact me. I can be reached at 740-207-1380 or pickawaycountyfarmersmarket@yahoo.com. Don't forget to check us out on Facebook at www.facebook.com/PickawayCountyFarmersMarket. You can also contact the Pickaway County Farm Bureau at 740-474-6284 or the Pickaway County Welcome Center at 740-474-3636.

If you wish to participate in the 2017 Pickaway County Farmers Market please fill out the forms and turn them in by May 27th. Checks can be made payable to **the Pickaway County Farm Bureau**. Please turn all paperwork into either the Pickaway County Farm Bureau Office or the Pickaway County Welcome Center at:

Pickaway County Farm Bureau
24633 US Highway 23 South
Circleville, Ohio 43113
Attn: PCFM Market Manager

Pickaway County Welcome Center
325 W. Main Street
Circleville, Ohio 43113
Attn: PCFM Market Manager

Please make sure to include:

- _____ Completed application with signature
- _____ Rules and regulation with signature
- _____ Waiver of Liability & Hold Harmless Agreement / Certificate of Insurance (This part will be updated later)

By signing below I agree to comply with all rules and regulations set for by the 2017 Pickaway County Farmers Market.

Print Name

Date

Signature

Position

Name of Farm or Business (if applicable)

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Rules and Regulations

Between the Pickaway County Farmers Market and Market Vendor

The rules and regulations have been established to maintain productive marketplace for both vendors and consumers.

ADMISSIONS

Approval

The approval to participate in the Pickaway County Farmers Market will not exceed one growing season and is based on the receipt of necessary documents including:

1. Completed application, including signature
2. Signed copy of rules and regulations
3. Applicable permits and/or licenses required by the City of Circleville or the State of Ohio
4. Waiver of Liability & Hold Harmless Agreement / Certificate of Insurance

Fees

Fees are due upon approval of your application or can be submitted along with application.

Seasonal vendors - \$100.00 if paid by June 3rd.

Daily vendors - \$10.00 per day (with or without electric).

Both rates are with or without electric. Any vendor requiring electric MUST list need on application.

Insurance

Growers are encouraged to carry product liability insurance.

License/Permits

It is the responsibility of the vendor to obtain and submit copies of all licenses and/or permits, including but not limited to a Mobile Food Operation, Cottage Food Product, and Nursery Dealer License. All vendors must comply with laws, ordinances and regulations set forth by the City of Circleville, Pickaway County, the State of Ohio and the United States.

POLICIES AND REQUIREMENTS REGARDING VENDORS

Vendors

1. Vendors are encouraged to sell what they produce
2. It is required that all produce sold be grown in Ohio, subject to Manager discretion
3. Vendors may supplement from neighboring farms
4. **Produce from neighboring farms must be clearly identified with signage**
5. Products sold by producers should reflect the local agricultural system
6. Products must comply with all city, state and federal regulations
7. All products are subject to approval by the Pickaway County Farmers Market
8. All items must be labeled: ingredients, product identity, name of business, address, city, state and zip.

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

A submission of all required documents does not guarantee participation in the Pickaway County Farmers Market. Your admission to the market will be considered based on product diversity (individual and market) and available space, among other factors. All decisions of the Board of Directors and the Market Manager are final.

Inspection

The Pickaway County Farmers Market, or an appointed third party working on behalf of the market, reserves the right to inspect your farm or establishment, announced or not, to verify compliance with market requirements.

GENERAL MARKET RULES

Market Hours

The Pickaway County Farmers Market will be open every Saturday from 9:00 am to 12:00 pm, rain or shine. The market will begin on Saturday June 3rd and run through August 26th, 2017.

Attendance

If you will not attend, or if you will be late for the market, please contact the Market Manager at 740-207-1380. Repeat instances of tardiness or absence may result in removal from the market.

Arrival and Departure

Vendors may begin set up as early as 7:30 am and be in place at least 30 minutes before the market opens. Vendors may not leave prior to the end of the market without early dismissal by the Market Manager.

Safety and Sanitation

When you leave the property, the area should look like it did when you arrived. The property owner reserves the right to terminate its role as the host site of the Pickaway County Farmers Market based on lack of cleanliness. Vendors failing to clean up after the conclusion of the market are subject to removal from the market.

1. No animals of any kind may be brought on site by any vendor.
2. All produce, containers, signs, debris and/or trash must be taken with you.
3. Clean up should conclude within 30 minutes of market closure.
4. No loud radios or shouting of prices are permitted.
5. Tables, tents, signs and like materials must not impede pedestrian traffic and must be secured to prevent accidents.
6. Vendors may not use this property for debris removal.

Vendor Space

1. Vendor space will be assigned by the Market Manager.
2. Each space will accommodate a 10x10 tent in addition to a standard size vehicle at this time, but maybe subject to change.
3. Only one vehicle will be permitted per vendor on the lot or 1 per spot rented.
4. Vendors may request a maximum of 2 spaces.
5. Excessive tardiness or absence may result in reassignment of space or dismissal from the market as a vendor.

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Vendors may share one space on the condition that both vendors are approved by the Pickaway County Farmers Market. Vendors who wish to share space shall submit completed documents (see Admissions) together. It is the responsibility of the vendor to determine the cost share of the space and shall submit payment together. The Pickaway County Farmers Market will not approve a vendor for a half space. In the event one vendor is approved and one is not, the approved vendor will have the option of submitting a new space share vendor or renting a whole space.

Equipment and Supplies

1. Vendors are to supply their own tables, tents, signs, chairs and like materials.
2. Vendors must display an identifying sign for their farm or business.
3. Availability of electricity is limited.
4. Vendors shall supply carts or like equipment for transporting supplies.

Pricing

1. Pricing of products is the responsibility of the individual vendor.
2. Prices of products should be displayed clearly.
3. Lowering prices at the end of the market day is strongly discouraged.
4. Vendors are discouraged from giving away products for free or below cost. This can undercut potential sales of other vendors.
5. Prices shall reflect a fair market value.

Parking

No additional "vendors" vehicles will be permitted to be parked in the market area.

Marketing and Community Outreach

Participants in the Pickaway County Farmers Market are encouraged to assist in promoting the market.

DISCIPLINE AND COMPLAINTS

All complaints should be directed to the Pickaway County Farm Bureau via US Mail

24633 US HW 23 South

Circleville, Ohio 43113

ATTN: Market Manager

Grounds for Removal

1. Failure to obey city, state or federal laws and regulations
2. Failure to obey the market rules and regulations
3. Causing an unsafe marketplace for vendors and/or consumers
4. Excessive tardiness or absence
5. Poor quality products or unacceptable customer service

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

The Pickaway County Farmers Market reserves the right to change, modify or delete rules and regulations to preserve the safety and security of said marketplace.

Upon review of these Rules and Regulations, please fill out and sign the signature page indication you have read the Rules and Regulations set forth by the Pickaway County Farmers Market and agree to adhere to these rules and regulations.

Rules and Regulations Signature Page

I, _____ on behalf of _____

Have read, understand, and agree to adhere to the above stated regulations set forth by the Pickaway County Farmers Market. The vendor agrees protect, indemnify and hold harmless the City of Circleville, the owner and its employees, its service vendors or independent contractors. The Market Manager, the Pickaway County Farm Bureau and its employees its employees from and against any and all cause of action, claims, demands, suits, liability or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of use of market space or in connection with any action or claim.

By affixing my signature on this page, I agree to all the Rules and Regulations and understand that failure to comply will result in dismissal from the market.

This being signed on the ____ day of _____ in the year 2017.

Print Name

Date

Sign Name

Position

Name of Farm or Business

Please sign and return this page only to the Market Manager. Keep the set forth rules and regulations for future reference.

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Waiver of Liability and Hold Harmless Agreement

1. In consideration for receiving permission to be a participant in the Pickaway County Farmers Market which location will be determined at a later date, I hereby release, waive, discharge and covenant not to sue the City of Circleville, property owners, servants, agents, and employees, tenants or any member of the Pickaway County Farmers Market, any member of the Pickaway County Farm Bureau and any member of the Pickaway County Visitors Bureau (hereinafter referred to as "releases") from any and all liability, claims, demands, actions and causes of action whatsoever arising out or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releases, or otherwise, while participating in the Pickaway County Farmers Market or while on or upon the premises where the Market is being held.
2. I am fully aware of the risks and hazards connected with being on the premises and participating in the Pickaway County Farmers Market, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the Pickaway County Farmers Market, and I hereby elect to voluntarily participate in the Market, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. **I voluntary assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me as a result of my being a participant in the Pickaway County Farmers Market, whether caused by negligence of releases or otherwise.**
3. I further hereby agree to indemnify and save and hold harmless the releases and each of them from any loss, liability, damage or costs they may incur due to my participation in the Pickaway County Farmers Market, whether caused by the negligence of any or all of the releases or otherwise.
4. It is my express intent that his Release shall bind the members of my family and spouse, if I am alive and my heirs, assigns and personal representative if I am deceased and shall be deemed as a Release, Waiver, Discharge and Covent Not to sue the above named releases.

In signing this release, I acknowledge and represent that:

- a. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed.
- b. No oral representation, statements or inducements apart from the foregoing written agreement have been made.
- c. I am at least (18) years of age and fully competent and
- d. I execute this Release for full, adequate and complete consideration fully intending to be bound by the same.

Participant Signature: _____

Participant Printed Name: _____

Witness signature: _____

Witness Printed Name: _____

Date: _____

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

Labeling Requirement & Ohio Department of Agriculture **Cottage Food Products Guide**

901:3-20-01 Criteria and definitions for cottage food operations.

(A) Pursuant to section 3715.025(B) of the Revised Code, cottage food production operations shall comply with the provisions of Chapter 901:3-20 of the Administrative Code.

(B) Definitions:

As used in Chapter 901:3-20 of the Administrative Code:

(1) "Adulterated" has the meaning stated in section 3715.59 of the Revised Code.

(2) CFR means Code of Federal Regulations.

(3) "Director" means the director of the Ohio department of agriculture.

(4) "Misbranded" has the meaning stated in section 3715.60 of the Revised Code.

(5) "Reduced oxygen packaging" means the reduction of the amount of oxygen in a package by removing oxygen; displacing oxygen and replacing it with another gas or combination of gases; or otherwise controlling the oxygen content to a level below that normally found in the surrounding atmosphere, which is approximately twenty-four per cent at sea level. It includes:

(a) Vacuum packaging, in which air is removed from a package of food and the package is hermetically sealed so that a vacuum remains inside the package; and

(b) Modified atmosphere packaging, in which the atmosphere of a package is modified so that its composition is different from air but the atmosphere may change over time due to the permeability of the packaging material or the respiration of the food. Modified atmosphere packaging includes: reduction in the proportion of oxygen, total replacement of oxygen, or an increase in the proportion of other gases such as carbon dioxide or nitrogen.

(6) All other technical definitions are the same as those found section 3715.01 of the Revised Code.

901:3-20-02 Labeling.

(A) A cottage food production operation shall label each food product and include on the label The information mandated by section 3715.023 of the Revised Code, in addition to the requirements of 21 CFR Part 101 Food Labeling.

(B) Food products identified and labeled in accordance with division (A) of this section are acceptable food products that a retail food establishment or food service operation licensed under Chapter 3717 of the Revised Code may offer for sale or use in preparing and serving food.

901:3-20-03 Cottage food products sampling.

All food products, including those produced and packaged by a cottage food production operation are subject to food sampling conducted by the director of agriculture, or representative the director authorizes, to determine if a food product is misbranded or adulterated. A component of the food sampling conducted under this section may include the performance of sample analyses in accordance with section 3715 of the Revised Code.

Pickaway County Farmers Market

24633 US HW 23 South Circleville, Ohio 43113

740-474-6284 or Market Manager 740-207-1380

901:3-20-04 Cottage food products allowed.

(A) The food items listed below are approved as cottage food products:

- (1) Non-potentially hazardous bakery products;
- (2) Jams;
- (3) Jellies;
- (4) Candy;
- (5) Fruit butters;
- (6) Granola, granola bars, granola bars dipped in candy;
- (7) Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn;
- (8) Unfilled, baked donuts;
- (9) Waffle cones
- (10) Pizzelles;
- (11) Dry cereal and nut snack mixes with seasonings;
- (12) Roasted coffee, whole beans or ground;
- (13) Dry baking mixes in a jar, including cookie mix in a jar;
- (14) Dry herbs and herb blends;
- (15) Dry seasoning blends; and
- (16) Dry tea blends.

(B) Cottage food products may not be packed using reduced oxygen packaging.

901:3-20-05 Prohibitions.

A cottage food operation may not:

- (A) Process potentially hazardous foods;
- (B) Process acidified and low acid canned food;
- (C) Offer for sale adulterated or misbranded food;
- (D) Refuse the taking of samples as authorized by section 901:3-20-03;
- (E) Produce food items not expressly listed in section 901:3-20-04(A);
- (F) Be sold outside the state of Ohio.