

Canton Farmers' Market 2010 Vendor Application

I. Information

Business/Farm Name _____

Owner/Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____ County _____

Phone _____ Fax _____ Cell phone _____

Email _____

Website _____

II. Permits and Products

What kind of permit would you like?

Reserved before April 3: _____ Seasonal - \$130 _____ Monthly - \$54 _____ Weekly - \$16

Reserved after April 3: _____ Seasonal - \$144 _____ Monthly - \$60 _____ Weekly - \$18

Provide a **complete list** of the products you will sell at the market and the quantity you intend to bring. Include produce, value-added products, flowers, bakery or other non-produce items you will sell and the degree to which they contain local ingredients, if applicable. Attach extra sheets or photographs, if needed. The more information you provide the better we will reach our customers. If you do not include some products on this list, you may be asked to remove them from your booth if they are found to be questionable or create a surplus of any one item during the market day.

Vegetables: _____

Fruits: _____

Flowers: _____

Baked Goods: _____

Meat: _____

Plants: _____

Other goods: _____

Which of the following best describes your farming practices? Explain your use of pesticides and fertilizer: (For example, is everything sprayed? Insect invasion? Partly organic? Routine? Etc.)

Conventional _____

Minimum Chemical _____

Pesticide Free _____

Certified Organic _____

Other (explain) _____

III. Vendor Space: Each space is 15’x15’: if you extend beyond that, please reserve 2 spaces.

1. Do you require a parked vehicle at your stall (circle)? Yes No
2. If so, what type of vehicle (car, van, box truck, trailer etc)? _____
3. What is the size of your vehicle? _____
4. Do you require electricity at your stall (circle)? Yes No
5. Please look at the attached map and pick out your top three choices for booth locations.
Same as last year or **my choices: 1.**_____ **2.** _____ **3.** _____

The Market Begins June 19th and runs through October 16th. Please check the dates you will attend the market. (*Note: The August 7th market is moved to FRIDAY, August 6th at Aultman Hospital due to Hall of Fame Enshrinement Festival activities in downtown Canton.)

I plan to attend all markets (fulltime vendor)

--Or--

- | | | |
|----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> June 19 | <input type="checkbox"/> July 31 | <input type="checkbox"/> September 11 |
| <input type="checkbox"/> June 26 | <input type="checkbox"/> August 6 (Friday)* | <input type="checkbox"/> September 18 |
| <input type="checkbox"/> July 3 | <input type="checkbox"/> August 14 | <input type="checkbox"/> September 25 |
| <input type="checkbox"/> July 10 | <input type="checkbox"/> August 21 | <input type="checkbox"/> October 2 |
| <input type="checkbox"/> July 17 | <input type="checkbox"/> August 28 | <input type="checkbox"/> October 9 |
| <input type="checkbox"/> July 24 | <input type="checkbox"/> September 4 | <input type="checkbox"/> October 16 |

Please include a summary of your business, for inclusion with marketing materials and publication on the Canton Farmers’ Market website (or attach):

V. Agreement

By signing this agreement, participants acknowledge that they have received and read a copy of the Application, Rules and Regulations and agree to abide by the guidelines and decisions of the SID Board, the Canton Farmers’ Market Manager or other representatives of the Canton Farmers’ Market.

Participants agree by signing to accept the following hold harmless clause:

All authorized vendors participating in the Canton Farmers’ Market agree that they are independent operators and not partners or participants in a joint venture, and shall be individually liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendor’s negligence or that of its employees, agents and associates. All vendors agree to indemnify and save the Canton Farmers’ Market, and its volunteers, the Canton Farmers’ Market Manager, the Downtown Canton Special Improvement District, Inc. Board Members, the Canton Development Partnership, the Downtown Canton Special Improvement District, Inc., the Canton Regional Chamber of Commerce and the City of Canton harmless from any loss, costs, damages and other expenses, including attorney’s fees, suffered or incurred by Canton Farmers’ Market by reason of vendor’s negligence or intentional misconduct or that of its employees, agents and associates; provided that, the vendor shall not be liable for nor required to indemnify Canton Farmers’ Market, and its volunteers, the Canton Farmers’ Market Manager, the Special Improvement District Inc. Board Members, the Canton Development Partnership, the Downtown Canton Special Improvement District, Inc., and the City of Canton for their negligence or that of their servants, agents, employees or associates. It is required that each vendor carry his or her own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused.

Vendors participating in the Canton Farmers’ Market agree that a market representative may visit the farm or facilities when necessary. Prior notice of visits will be given unless it is impossible to do so.

Signature _____ Date _____

** Please attach all copies of applicable inspection forms, licenses or other required documents to this application prior to submission

** Please include payment of seasonal, monthly or weekly fee in the form of cashier’s check or money order, made **payable to the Downtown Canton Special Improvement District**, with this application.

For all full-time vendors, **attach proof of insurance naming the Canton Farmers’ Market and its volunteers, the Canton Farmers’ Market Manager, the Downtown Canton Special Improvement District, Inc. Board Members, the Downtown Canton Special Improvement District, Inc., the Canton Development Partnership, the Canton Regional Chamber of Commerce and the City of Canton as additional insured.** The insurance policy should have \$1,000,000 of general liability insurance. Without payment and proof of insurance, your booth will not be reserved.

Please mail completed application and any additional paperwork to: Canton Farmers’ Market, 222 Market Ave. N., Canton, Ohio 44702. For further information or if you have questions call Market Manager Kelly Blandford Bah at (330) 458-2063.

Canton Farmers' Market 2010 Rules and Regulations

Before applying to the Canton Farmers' Market, please review the Application, Rules and Regulations. Applications are due by **May 4, 2010**. Submit your application to Canton Farmers' Market, 222 Market Ave. N., Canton, Ohio 44702. You can fax completed applications to (330) 452-7786. For more information call (330) 458-2063 or email kellyb@cantonchamber.org.

Dates, Hours of Operation, Operating Guidelines and Location

The Canton Farmers' Market (CFM) is an outdoor market located in the parking lot just west of Court Avenue between 4th and 5th streets NW, bordered on the west by Cleveland Ave. NW in downtown Canton. The market will open Saturday, June 19, 2010 and will run every Saturday through October 16, 2010. Market hours are from 8 a.m. to 11:30 a.m., rain or shine.

The number of market stalls available is limited by the space available. Priority for market spaces will be as follows:

1. Returning vendors who have submitted an application with their paid fees and certificate of insurance by May 4, 2010 subject to compliance with market rules as set forth below, including the right of the Downtown Canton Special Improvement District (SID) Board and the CFM Market Manager to review products sold.
2. New vendors who have submitted their application and membership fee by May 4, 2010, subject to compliance with market rules and subject to the needs of the market for various products as determined by the SID Board and the CFM Market Manager.
3. In case of conflict over priority, the SID Board and the CFM Market Manager may prioritize applications by any method, which may include drawing lots or accepting good exceptions to priority based upon good faith and circumstances beyond the vendor's control. Vendors agree by submitting this application that the decision of the SID Board and CFM Market Manager in these matters shall be final.
4. If the number of applicants exceeds the number of spaces available, the CFM Market Manager shall publish a waiting list, which shall establish priority for new vendors as places become available.
5. Additional applicants will be considered after May 4, 2010 as space permits.

Market Rules

The Canton Farmers' Market is managed and operated by the Downtown Canton Special Improvement District. Vendors are the growers and producers of the fruits, vegetables,

plants, herbs, flowers, eggs, baked goods, meats, dairy products, jellies, jams, honey, syrup and/or other approved products they intend to sell at the market. The Canton Farmers' Market supports local, small-scale farmers' and gardeners by providing a marketing opportunity to sell produce and farm-related items directly to consumers.

All value-added products and handcrafted items are to be made by the vendor, except as allowed by the consignment rules set forth below. ***Secondhand and flea market type items are not allowed.*** The SID Board and the CFM Market Manager shall review and approve all items prior to acceptance of the vendor to the market. Any disputed issue may be appealed in person to the SID Board. The decision of the SID Board shall be final.

Sellers must have all applicable health department, Ohio Department of Agriculture, USDA and any other federal, state or local licenses. The Stark County Health Department will monitor the market for health code compliance. All vendors should contact the Health Department at (330) 489-3327 before the start of the market to ensure compliance. The Canton Farmers' Market is **not responsible** for the enforcement of USDA, ODOA or any other federal, state or local regulations. Should any enforcement agent inspect our market, each vendor is responsible for the compliance of his/her merchandise.

All produce and products sold at the market must be grown and/or produced by market vendors, excepting a small quantity of consigned products. (For consignment policy see below.) By submitting an application, vendors agree that the SID Board, CFM Market Manager or an appointee may inspect their farm or facilities to insure compliance.

Consignment Policy

A vendor may sell up to 20 percent of their booth's produce or value-added products on a consignment basis for another grower or producer. ***Under no circumstances may a grower sell produce that was purchased at wholesale for resale at the Canton Farmers' Market.*** The purpose of consignments is two-fold. First, it allows participation in the market by a local grower with a limited number of products. Second, it widens the variety of products available at the market, which benefits the consumer and promotes the success of the market. The following guidelines apply:

1. Before bringing the consigned product to market, the vendor will request approval from the CFM Market Manager.
2. Consigned produce or products must be brought to the market without vendor prepayment for those items.
3. The product must be grown or produced by the consignor on his or her own farm or facility.
4. The consignor will be subject to all rules of the market, including inspection for compliance with grower requirements.

5. Consignment arrangements as to quantity and price are between the vendor and the grower/producer of the item.
6. No items may be offered for sale that are not produced by vendors or consignors, except by written permission of the SID Board or CFM Market Manager, which may be granted if such items are determined to be for the good of the market as a whole and do not detract from other grower/vendors.
7. Non-farm art, crafts and value-added food products produced by a vendor may also be sold with the approval of the SID Board. Farmers who produce value-added and craft items will receive preference over non-farmer artisans in selling these items at the market, dependent on market needs.
8. Value-added products – jams, jellies, salsas, hot sauces and similar products – should use ingredients grown by the vendor or locally grown whenever possible. All value-added products must follow local, state and federal labeling guidelines.

Approved Products

1. All vegetables, flowers, sprouts or herbs grown by the vendor from seed, sets or seedlings.
2. Any fruits, nuts or berries grown by the vendor from trees, bushes or vines on the vendor's property.
3. Any vegetable or berry plant grown by the vendor from seed, seedling, cuttings or division bulbs and seeds propagated by the vendor. Cut flowers or flowering plants may be sold, subject to the SID Board's decision on limiting the number of such market stalls and the amount of flowering plants that can be accommodated at the market. The SID Board and the CFM Market Manager will not allow the sale of split plants from a homeowner's landscape (hostas, daylilies, etc.)
4. Fresh eggs produced by the vendor's poultry
5. Honey produced by the vendor's bees.
6. Fresh baked goods made by the vendor. Vendors who sell home-baked goods must have a home baking registration license obtained by calling the Ohio Department of Agriculture. In addition, pre-packaged baked goods must be labeled with ingredients to meet applicable federal, state and local laws, ordinances and requirements.
7. Value-added agricultural products such as jams, salsas, cheese, dried tomatoes and sauces. Value-added products and prepared food items must meet all applicable federal, state and local health regulations.
8. Chicken, beef, pork, lamb, fish or other types of meat raised by the vendor, must be slaughtered and handled in accordance with applicable regulations.

Vendor must have appropriate licenses and adhere to all applicable federal, state and local laws, ordinances and requirements.

9. Booths for taking orders for animals or animal products (such as a booth taking orders for quantities of meat.)
10. Plant and animal products grown and crafted by the vendor (soaps, garlic braids, herb salves, wreaths, etc.)
11. Indigenous wild crafts made or gathered by the vendor (bark baskets, bittersweet, etc.)
12. Wool, yarn or goods crafted from wool from vendor's own animals.
13. Art or craft items – each vendor's items will be admitted on a case-by-case basis.
14. Other such products that may be approved by the SID Board.
15. All products and vendors require advance approval by the SID Board or the CFM Manager.

Value-Added Product Vendors

Value-added products sold at the Canton Farmers' Market should employ as many local, ingredients as possible.

Application approval is dependent upon the needs of the market for variety and balance (too many bread bakers, not enough salsa vendors, etc.). **Please describe on your application your product, where and how you make it, and what quantities you produce. (i.e. Do you use locally grown ingredients?)**

Vendors must submit a copy of all inspection forms, business licenses (if required) and other documents with their application. All such forms, licenses and other documents must be available for inspection at any time by the CFM Market Manager or any other appropriate CFM representative. If at the time of application a vendor has not yet received the proper forms but is in the process of obtaining them, the vendor may provide proof that he/she has applied for the required forms.

All inspection forms, business licenses and other applicable documents must be obtained and presented to the CFM Market Manager for review at least one week before the market day the vendor wishes to attend. Please note that a delay in providing the appropriate documentation may result in the vendor being excluded from the market.

Labels, where required, must be of a type approved by the Ohio Department of Agriculture. The ODOA will visit the market so it is critical that you keep a copy of your papers in your booth, as well as in our files, or they will likely shut down your booth for the day.

All products must be raised, harvested, prepared for resale, packaged and displayed in accordance with federal, state and local regulations.

Artisan applicants: Art and hand crafted items are a valued part of the Canton Farmers' Market. Artisan vendors will be included as space permits but will typically not exceed 20 percent of participating vendors. Artisans should be prepared to show work or slides of their work to the Market Manager for approval.

Fees and Reservations

All fees will be used to support the promotion and operation of the market including, but not limited to, the market management and administration, public relations and marketing expenses, market supplies, market fixtures and customary business expenses. Vendors that submit their application and payment before April 3, 2010 with a valid postmark will receive a 10% discount of their fees.

1. Full time vendors (17-18 market days): \$144 (\$130 before April 3)
2. Monthly fee (4 consecutive weeks) for vendor: \$60 (\$54 before April 3)
3. Weekly vendor fee: \$18 per week (\$16 before April 3)
4. Weekly market participation is available to vendors who have limited product but would like to participate in the market on an occasional basis. Such participation will be possible only if there is space available and their inclusion would not throw off the balance of vendors at the market, as determined by the SID Board and the CFM Market Manager.
5. It is the responsibility of the vendor to make the payment of their weekly fees to the CFM Market Manager before 8 a.m. each market day. Personal checks are not accepted for weekly fees.
6. All vendors are independent entities and as such are responsible for compliance with local codes and for paying all applicable taxes and/or federal, state and local fees. Check the local state and other applicable regulations and see how they apply to you. **Each full time vendor must carry his or her own personal and product liability insurance.**

Reservations and Booth Assignments

1. See attached map for dimensions of booth space. Vendor's vehicle, if any, canopy and display tables or booths must stay within the allotted space.
2. Vendors may not spill into another space.
3. Every effort will be made to ensure season-long reservations receive the same space each week. If vendors cannot attend a particular market, they should notify the market manager as soon as possible, but no later than 5 p.m. the Thursday before the market, except for emergencies, in which case they should notify the CFM Market Manager as soon as possible at (330) 458-2063 or (330) 316-6327.

Requests to transfer to an open booth may be granted at the discretion of the CFM Market Manager.

4. Week-to-week assignments are to be made by calling the CFM Market Manager. The assignments will be made on a first come, first served basis, subject to the right of the CFM Market Manager and/or the SID Board to arrange the various booths for maximum positive impact and to accommodate the needs of vendors and customers.

5. Subsequent year reservations are subject to assignment based upon seniority and market needs. Seniority is determined by previous year attendance. Ties will be broken by total market attendance. Ties from this will be broken by lottery.

7. Absence Policy: If a vendor has reserved a weekly space at the market and cannot attend, he or she is expected to notify the market manager 72 hours in advance. In the event that no notice is given the \$18 booth fee must be paid before the vendor may resume market attendance. Exceptions to this rule are illness, accidents, family crisis and other instances deemed to be a legitimate emergency by the SID Board or the CFM Market Manager.

Setup and Parking

No Exceptions

1. Vendors must be on site and set up by **7:45 a.m.** **Vendors are required to clean up after the close of the market.**
2. Vendors may not move their vehicles in or out of the market area during the hours of operation, subject to the discretion of the CFM Manager. Vendors agree to park in a designated vendor parking area if requested.
3. Vendors are independent entities and as such are liable for all applicable insurance.
4. Vendors must clearly display all applicable licenses.
5. Vendors are responsible for their own display, tables, umbrellas, scales and tents. Each vendor is responsible for keeping his or her booth space clean, and to tidy up before leaving. Vendors must remove all trash and dispose of it properly.
6. Vendors must post prices for all items. All products must be clearly labeled and in compliance with any federal, state or local regulations or requirements.
7. Sellers are encouraged to present their product in the best light and offer the highest quality fresh produce.
8. Vendors selling by the pound must use and provide their own certified scale. You must follow the guidelines set forth by the City of Canton, Division of Weights and Measures. If you use a scale, it must bear the seal of inspection from that office.

9. Vendors, their employees and associates shall dress and act in a professional manner with customers, vendors and staff.

10. Vendors must maintain their display set up until the close of the market and may not begin breaking down until 11:15am.

11. The CFM Market Manager and/or SID Board has the right to require a vendor to change his or her display if it is deemed to present a safety risk or otherwise does not comply with market rules.

12. The CFM will provide trash containers as necessary.

Compliance with Market Standards

Enforcing the above rules will be the responsibility of the CFM Market Manager or CFM Staff. After giving the vendor an opportunity to be heard, the CFM Market Manager will determine whether there has been a violation and if necessary, escalate the issue to the SID Board. If the SID Board determines that there has been a violation, they will take whatever action it, in its sole discretion, deems appropriate and just. The SID Board retains the right to limit or revoke any vendor's participation in the Canton Farmers' Market. The SID Board reserves the right to settle all situations not covered by the above rules, based upon its sole discretion as to what is best overall for the market.

The following items are prohibited under all circumstances: firearms, alcoholic beverages, unleashed pets or items not approved by the Canton Farmers' Market.