
City of Centerville

TO: Farmers Market Vendors
FROM: Kristen P. Gopman, Assistant to the City Manager 
SUBJECT: 2017 Farmers Market Applications
DATE: March 2, 2017

Here are the details about the upcoming season...

- * I am excited to begin my 3rd season as the Market Coordinator. Michael Malone will begin his 10th season as the Market Manager.
- * Logistics remain the same – we're fortunate to renew our lease at 892 S. Main again this year. Hours will remain Thursdays, 2:30-6:30pm, rain or shine.
- * Market season will be May 18-October 26.
- * *If you need a later start date or an earlier end date due to product or staff availability, please note on your application with specific dates.*
- * The deposit shall be returned to Vendor at the end of the season as long as the Vendor is current with fee payments, has missed no more than three (3) Market days that were not otherwise noted, and has complied with all terms of the agreement.
- * ***Winter Market*** – This year the Winter Market will be held indoors at the Barn at Benham's Grove, 166 N. Main Street. We will offer a winter market on the 3rd Thursday of November and December 2:00-4:00 p.m. on November 16 and December 21 after the conclusion of the regular season. If you are interested in participating, please be sure to fill out the section on the application as to what products you would have available. The City will provide tables and chairs if needed. If you would like to view the Barn in advance, please notify me and we can set up a tour.
- * REMINDER – as a vendor it is your responsibility to obtain and maintain all required licenses from Public Health of Dayton & Montgomery County and the Ohio Department of Agriculture. You MUST keep a copy of all required licenses

with you at the market. Please, if you do not have the required license to sell a product, DO NOT bring it to the market to sell. Our Market is subject to visits and inspection by both of these agencies, so be prepared for these inspections and know the requirements in order to sell your products.

- * We ask if you are not going to make it to the market on a particular day, please provide notice to the Market Manager, Michael Malone by phone (937.689.5910) at least ***one hour in advance***, so that we may spread out the booths to cover your absence.
- * Don't forget when you order your certificate of liability insurance for the market that you'll need to name the City of Centerville as an ***additional insured***.

Please call or email me with any questions.

Return all applications, signed agreements, copies of required licenses, and Certificates of Insurance to me by ***April 1, 2017*** in order to secure your space in the 2017 Farmers Market.

Thanks you – we are looking forward to a successful 10th year!

Kristen Phillips Gopman
Assistant to the City Manager
100 W. Spring Valley Road
Centerville, OH 45458
Phone: (937) 428-4713
Fax: (937) 435-8720
KGopman@centervilleohio.gov



City of Centerville
Farmers Market



2017 Vendor's Agreement

The Centerville Farmers Market is established for the purpose of providing the Centerville community access to fresh and wholesome goods provided by vendors selling locally grown or produced vegetables, fruits, flowers, herbs, baked goods, meat and poultry products, honey, and agricultural based crafts, and to promote the vitality of Centerville's commerce.

Market Guidelines and Rules of Operation

Goods & Pricing

1. Vendors which participate in the market shall grow and/or prepare their produced goods in Montgomery County or within a county adjacent to Montgomery County. Only high quality, homegrown produce and products will be accepted.
2. *All food products sold shall be in accordance with the definition of "cottage foods production operation" as defined in Chapter 3715 of the Ohio Revised Code.*
3. **Each Vendor is required to have proper licensing and permits appropriate to the products being sold.** Contact Public Health-Dayton & Montgomery County at 225-4460 and the Ohio Department of Agriculture for proper licensing. Scales must be certified by Montgomery County Auditor (225-6309). *Copies of licenses and permits must be submitted with this agreement.*
4. The term "organic" shall not be used without certification under USDA NOP rules. Giving any false information regarding the products being sold is strictly forbidden.
5. The pricing of goods is to reflect the averages of current market prices.
6. Vendors must clearly display their prices.

Schedule & Display Requirements

1. The 2017 Farmers Market hours shall be from 2:30 p.m. to 6:30 p.m. on Thursdays commencing on May 18, 2017 and ending on October 26, 2017. Winter Markets will be held on November 19, 2017 and December 21, 2017, from 2:00 – 4:00 pm at Benham's Grove, 166 N. Main Street in the Barn. Vendors must set up weekly rain or shine, and must arrive **no later than one half hour before Market opening time** in order to be prepared for business at the Market's opening time, at which time sales will be permitted to commence.
2. The Market shall take place in the parking lot of the Centerville Shopping Place located at 892 S. Main Street. Vendor spaces shall be allocated and defined by the Market Manager. In no case will the Market block the sidewalks or street right-of-way.
3. Vendors must provide clean and safe tables, baskets or stands to display products. Vendors must display Company/Farm Name with signage. There will be no sales from the surfaces of pick-up trucks, trailers, or other vehicles. *Vendors must display at the Market all licenses and permits required for the products being sold.* Vendors must maintain their area and vehicle (if part of site) in a neat and tidy condition, and must leave the premises within one hour of Market closing, leaving behind no trash or debris.
4. The use of trailers to display and sell goods must be pre-approved by the City of Centerville prior to set up and use. All trailers must comply with the City's zoning and property regulations and will be

approved on a case-by-case basis.

5. Vendor space is limited. The City of Centerville reserves the right to approve/disapprove and/or dismiss vendors upon time of application or at any time during the Farmers Market season when its sole judgment is that the vendor no longer meets the needs of the Market. Decisions will be based on diversity of products and factors relating to overall Market success.

General Vendor Responsibilities

1. Returning Vendors shall deposit \$50.00 and New Vendors shall deposit \$100.00 with the City of Centerville upon signing this agreement, and shall make a weekly payment of \$12.00 per single site/\$20.00 per double site to the City of Centerville to be collected weekly for the use of space at the Market. Any vehicle kept at the point of sales shall constitute a double site. The deposit shall be returned to Vendor at the end of the season as long as the Vendor is current with fee payments, has missed no more than three (3) Market days that were not otherwise noted, and has complied with all terms of this agreement. Market fees are used to help cover the cost of advertising, promotion and site expenses, including managing of the Market.
2. **Vendors shall present a certificate of insurance (minimum of \$1,000,000 policy) indemnifying the City of Centerville against claims of liability and naming the City of Centerville as an “additional insured.” Each vendor is required to carry his or her own product liability insurance.**
3. **Vendors must advise by phone at least one hour in advance of any Market Day its inability to attend by contacting Michael Malone, Market Manager (937-689-5910) or Kristen Gopman, Market Coordinator (937-428-4713).**
4. Vendors assume responsibility for any injury to other Vendors or their property or to any other Market attendee or attendee’s property caused by Vendor’s actions or inactions.
5. Vendors shall demonstrate respect for all Market members (Vendors, Market attendees, City officials, and property owners) by engaging in open and truthful communications of all matters to all appropriate members.
6. All Vendors are responsible for filing the necessary paperwork with the Centerville Income Tax Department (937-433-7151).

Exclusions

1. The Centerville Farmers Market excludes the sale of used, antique, purchased-for-resale, or flea market-type items.
2. The Market excludes vendors who purchase items from growers and/or producers who are not participating vendors of the Market.
3. The Market shall exclude products determined to be of low quality by the Market Manager.
4. Due to current lease restrictions, the Market shall exclude food trucks.

Exceptions

1. In the case of baked goods, vendors are not required to use only locally grown ingredients; however, such vendors shall be required to comply with all Federal, State, and Local requirements concerning the labeling and packaging of such products.
2. A maximum of three vendors may offer for sale beverages such as coffee, teas, or juices as long as they are brewed or produced by the vendor and the vendor is engaged in selling at least 75% other permissible market items.

3. The City of Centerville reserves the right to approve and/or reject vendor applications. Vendor applications will be accepted on a case-by-case basis and approvals given in an effort to maintain the highest quality and variety of products. The City of Centerville reserves the right to visit the growing/producing sites of potential/existing vendors at any time.

Definitions

“Local” and “locality” are understood to apply only to products grown, raised, or made within Montgomery County or its bordering Ohio counties.

“Market Coordinator” is understood to mean the person designated by the City of Centerville to coordinate the operations of the Centerville Farmers Market. Responsibilities included but are not limited to the following:

- Review and maintain current vendor applications, permits, licenses, and insurance certificates and ensure deposits, fees, and necessary documents are presented to the City.
- Promote and advertise the Farmers Market.
- Maintain communication with the Market Manager on Farmers Market operations and vendor activities.

“Market Manager” is understood to mean the person designated by the City of Centerville to supervise operations of the Centerville Farmers Market. Responsibilities include but are not limited to the following:

- Record attendance and collect weekly fees.
- Ensure products for sale comply with stated requirements.
- Serve as liaison for Vendors to the City of Centerville. Exercise the authority to deny any Vendor the privilege to sell at the Market site should Vendor break Market rules or regulations.
- Enforce Market hours and direct vendor setup. Ensure cleanup and sanitation of site.

“Produced” is understood to mean:

- In the case of vegetables, fruits, flowers, and herbs that they are grown by the vendor with the vendor’s material participation in the agricultural process.
- In the case of baked goods, breads, cookies, cakes, pies, etc. “produced” means those items that are made within the defined “locality” by the vendor offering them for sale.
- In the case of meat and poultry products, “produced” shall mean that the animals whose products are being sold were raised by the vendor and within the defined “locality.”
- In the case of honey, “produced” shall mean that the hives were tended by the vendor and located within the “locality.”
- In the case of agricultural based crafts, “produced” shall mean that the items being sold were made, built, or otherwise constructed by the vendor and that the items being sold comprise by weight of over 75% agricultural products grown in the “locality.”

“Vendor” is understood to mean the principal or principals who have entered into the Centerville Farmers Market Agreement,” their families and/or employees who materially contribute to the growing and production of the vendor’s items offered for sale.

Growers are expected to sell their produce in accordance with the high business standards as outlined above. Failure to do so violates the terms of this agreement and is grounds for expulsion from the Market and forfeiture of deposit. The undersigned Vendor has read and agrees to the City of Centerville Farmers Market Agreement as written above.

Vendor Name _____

Signature _____ Date: _____

Accepted by Gregory B. Horn, City Manager _____

_____ Date



City of Centerville Farmers Market



2017 Vendor's Application

Note: Please read the Vendor's Agreement prior to filling out the application.

Personal Information

Name _____

Farm or Company Name _____

Address _____

City/State/Zip Code _____

Phone Numbers _____

Hours of Operation _____

Email Address _____

Can we list your email address on the website/brochure? _____

Website Address _____

Is your Farm/Business on any of the following websites (please circle):

Facebook, Twitter, Other _____

What payment methods do you accept (please circle):

Check, Cash, Credit Card, WIC EBT SNAP, Other: _____

About Your Products

What items will you be selling at the Centerville Farmers Market?

(Check all that apply)

Vegetables Bedding Plants Vegetable Plants Baked Goods Eggs

Meat or Poultry Honey Fresh or potted herbs Cut Flowers Dairy

Canned Goods Other _____

What is the primary product you will sell? _____

Interesting facts about you, your farm, your products, your business (for our brochure & website).

Please list other markets where you sell your products.

Would you be interested in participating in the Winter Markets? Note they will be held indoors this year at Benham's Grove.

What items would you have for sale at the Winter Markets?

List any dates here that you will be unable to attend our Market:

Please make sure the signed Vendor's Agreement is attached with the application.

Please make the deposit **check payable to the City of Centerville.**

Return completed application, signed Vendor's Agreement, copies of required licenses, and your annual deposit by April 1, 2017 to:

Kristen P. Gopman
Farmers Market Coordinator
100 W. Spring Valley Road
Centerville, OH 45458
Phone: (937) 428-4713
Fax: (937) 435-8720
Email kgopman@centervilleohio.gov
Website: <http://www.centervillefarmersmarket.com/>

**We look forward to another
successful market in 2017!**