

**Black Swamp Local Food & Farm Co-op
Archbold Area Farmers Market 2017**

Guidelines and Application for Farmers and Cottage Industry Vendors

Archbold Area Farmers Market serves this region by preserving the connection between farmers/producers who provide the benefits of locally grown, high quality agricultural produce or products, and the consumers who provide local farmers, producers, and artisans with a direct economic outlet.

It strives to enhance the quality of life in this community by creating a social opportunity to gather and interact, encouraging downtown foot traffic to strengthen local businesses.

Registration, Fees, Schedules, Space

1. The market will open from 3 PM to 6 PM, every Thursday for 22 weeks, June thru October. The market will proceed as scheduled rain or shine. The market season may be extended at the discretion of the Archbold Area Farmers Market Task Force.
2. The stall rental fee is \$50 per season for a booth the *approximate* size of 12'w or \$10 per week which may be credited to a seasonal booth fee..
3. Vendors signing seasonal agreements will be assigned space before market opening. Priority of location is given by the timeliness of registration and receipt of fees. Records are kept of postmark date on applications for booths per season.
4. Weekly and monthly vendors must submit applications no later than 12 noon on Wednesday before market day. Weekly and monthly vendors receive space assignment on a first come-first serve basis after registration. Contact: valeriekinsman@hotmail.com.
5. There is no fee for non-profit organizations to participate and are restricted to once per season. Organizations must submit applications at least two weeks before preferred market day for approval. Only one non-profit may participate per market day.
6. All fees must be paid in advance of setup and operation. If space is available, vendors may rent more than one booth. **NO CREDIT CARDS ACCEPTED**. Fees must be paid by cash, check or money order payable to: **Black Swamp Local Food and Farm Cooperative**
7. Vendors must supply their own tables, chairs, canopies, tents, etc. No electricity is available.

Product Guidelines

1. **100% Homegrown Certification is available!** Proudly display that you are a local grower by becoming Certified! Products sold at the market under the 100% Homegrown Certification must be grown within 50 miles of Archbold by the vendor. Get your 100% Homegrown Certification application at www.blackswamplocalfood.org.
2. The Archbold Area Farmers Market Task Force reserves the right to monitor the products offered by each vendor and to restrict sale of any item that does not meet the intent of the market's mission.
3. Archbold Area Farmers Market Task Force reserves the right to visit participating farms or vendor workshops to validate accuracy of submitted information. Site visits may be unannounced.
4. Vendors offering samples and cooking demonstrations must comply with all county and state regulations and instructions of the Archbold Area Farmers Market Task Force. All vendors cooking foods on site must have a fully inspected and operational A-B-C fire extinguisher in their stand at all times.

5. Home produced agricultural goods may be sold. Vendors of home produced goods are considered Cottage Food Production Operations and must follow the guidelines of the Ohio Department of Agriculture.
 - a. The ODA website is: <http://www.ohioagriculture.gov/foodsafety>
 - b. Recent expansions were made to the Cottage Industry Laws, please check.

Market Day Logistics

1. The Market sales commence at 3 PM. For the safety of pedestrians, we ask that vendors remain in their booth space until 6 PM even if sold out.
2. Vendors may set up as early as 2 PM and it is recommended that vendors be in their space by 2:45 PM for pedestrian safety.
3. Each vendor must maintain a clean and healthful condition within their assigned stall. Each vendor must remove their garbage and shall not place it in pedestrian trash cans.
4. Vendors must have a sign visibly posted clearly identifying their business with location address. Any permits or licenses required must also be posted.
5. Farmers may not sell under the “organic name” without proper certification.
6. Sell-by-weight items require a certified scale with a current county sticker.
7. All prices must be clearly posted. Each vendor should set his own prices. Prices should be in keeping with fair market value and in consideration of other vendors. Vendors must conform to all local, state, and federal laws in the collection of revenue.
8. Vendors must refrain from using profanity. This is a family friendly market.
9. Smoking is prohibited in the defined market area per uniform food code (3717-1-02.3A)
10. Restrooms facilities will be provided for vendors.

Authority of Archbold Market Task Force and Market Manager

The Archbold Area Farmers Market Task Force is a group of community volunteers and Black Swamp Local Food and Farm Cooperative staff committed to creating a quality Farmers Market in Archbold.

1. All space assignments are made at the discretion of the Archbold Area Farmers Market Task Force whose direct members serve as weekly Market Managers.
2. Space assignments may be changed to accommodate Archbold Area Farmers Market sanctioned special events.
3. The Archbold Area Farmers Market Task Force has sole authority to determine which products may and may not be sold at the market.
4. The Market Manager is the final authority for settling disputes with and between vendors on market day.
5. The Market Manager will assure that all vendor guidelines are being followed.

Contacts For Questions: Black Swamp Local Food and Farm Cooperative

akw@fulton-net.com

Ann Kahrs 419-583-7016 cell

valeriekinsman@hotmail.com

Valerie Kinsman 419-445-6400 cell

Archbold Area Farmers Market 2017 Vendor Application

Date Rec'd _____
Amount Rec'd _____

Date: _____ Seasonal Application: _____ Monthly Application: _____ Weekly Application: _____
 Name: _____ Business Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Day Phone: (____) _____ - _____ Eve Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____
 Email: _____ Website: _____

Product Categories

Describe and list all products that will be sold: (must be locally grown agricultural produce or products)

Licenses and Permits

Attach photocopies of any licenses or permits required by Ohio Dept of Agriculture, Fulton Co Health Dept, or County Offices.

Vendor Fees

Seasonal: \$50* Weekly: \$10

*Includes privileges to sell on Black Swamp Local Food and Farm Cooperative Online Market.

Once application is approved, fees are non-refundable. Make checks payable to:

Black Swamp Local Food & Farm Cooperative

Return completed application and check to:

**Black Swamp Local Food & Farm Cooperative
c/o Valerie Kinsman, Secretary 5328 Co Rd 22
Archbold, Ohio 43502**

Questions? Contact Valerie at (419) 202-6400 or
valeriekinsman@hotmail.com

Weekly/ Monthly Vendors Calendar

Please circle **ONLY** the dates that you want to participate in the Market. These dates are not guaranteed, you will be notified.

| | | | | | |
|-------|---|----|----|----|----|
| June: | 1 | 8 | 15 | 22 | 29 |
| July: | 6 | 13 | 20 | 27 | |
| Aug: | 3 | 10 | 17 | 24 | 31 |
| Sept: | 7 | 14 | 21 | 28 | |
| Oct: | 5 | 12 | 19 | 26 | |

If you are a Non-Profit, you must follow all guidelines concerning ODA, Dept of Health and County regulations as regular vendors. Non-profit groups are permitted only one appearance per season. Please request a date for the market and two alternate dates:
 1st choice: _____ 2nd option: _____ 3rd option: _____

Vendor agrees to indemnify and hold harmless the Archbold Area Farmers Market, Black Swamp Local Food & Farm Cooperative, Sauder Village and its employees and volunteers, from any and all causes of action which may arise from the operation of the Farmers Market, not caused by negligence of the AAFM, and BSLFFC, their employees or volunteers. I grant permission for Archbold Area Farmers Market and Black Swamp Local Food & Farm Cooperative to use any photos or media recordings taken of my products or me in any and all publicity and advertising promoting the Market. *By signing this application, I acknowledge that the agreement has been read and understood, and I will abide by the terms presented in the Market Guidelines.*

Signature: _____ Date: _____