

The City of Seven Hills Farmers' Market Policy & Procedures Guide 2018

Welcome to The City of Seven Hills, your host for The City of Seven Hills Farmer's Market. We appreciate your interest! The City of Seven Hills is known for its rich history and supportive community. Seven Hills is a great place to live, work and play and as such provides the perfect location for a successful Farmers' Market. Please carefully read the information included in this guide.

Location:

The City of Seven Hills Farmers' Market is located at 7221 Broadview Road adjacent to the high-traffic intersection of Hillside and Broadview Roads, Seven Hills, OH 44131.

Dates and hours of operation:

- The City of Seven Hills Farmers' Market is open *rain or shine, Thursdays, June 28th through September 27th, 2018. *See inclement weather policy below.
- The Market is open from 4:00PM until 7:00PM with vendor setup beginning at 3:00PM and completed by 3:45PM.
- All vendors must stay until the end of the Market at 7:00PM, with breakdown and clean-up finished by 8:00PM.

Application Information & Acceptance:

- Interested vendors, prior to being permitted to sell at the Market, are required to complete the vendor application form, returning it, application fee + vendor fees to:
 - Jennifer Burger, c/o The City of Seven Hills Farmers' Market, 7777 Summitview Drive, Seven Hills, OH 44131.
 - OR
 - Kathy Holland, c/o The City of Seven Hills Farmers' Market, 7325 Summitview Drive, Seven Hills, OH 44131
- Applications will be reviewed and accepted by the Market Manager. Anyone submitting an application after all spaces have been filled will be placed on a waiting list.
- The City of Seven Hills Farmers' Market will attempt to keep a balance between farm produce/products, baked goods and artisan items.
- By submitting a completed and signed application, Vendor expressly understands that he/she releases The City of Seven Hills Farmers' Market, its directors, managers, officers, employees, volunteers and representatives and agrees to indemnify them against any and all claims and actions, including but not limited to, personal injury, illness, death and property damages arising from or in any way connected with the performance by Vendor, of his/her rights, duties and obligations.

Permitted Market Items:

- Vendor space is available to local growers of fresh farm produce, vegetables, fruits, flowers, honey, herbs, plants, and home baked items. Meat & eggs/Time and Temperature Controlled for Safety (TCS), and high quality handmade artisan products locally produced from home based businesses.
- NO garage sale, flea market or used items are permitted for sale.
- Wholesale purchase of items for resale at The City of Seven Hills Farmers' Market is NOT permitted. Goods shall be grown, baked or otherwise produced by the vendor, with the exception of the sale of small quantities of local but non-vendor produced products. These may be allowed with the permission of the Market Manager. This provides for small quantity consignment sales of adjoining or local farms that will improve the availability of diverse products at the vendor's stand and at the Market in general. A home farm or business visit may be requested by the Market Manager in order to determine compliance.
- All vendors will be required to submit a list of items intended for sale in the upcoming season to The City of Seven Hills Farmers' Market. This list will be utilized in the event of a challenge to the resale policy. If items not on the submitted and approved list are being sold at the Market, the Market Manager will ask the vendor to remove those items immediately.

Vendor Rental Space:

- Vendor spaces are assigned and approved by the Market Manager.
- Vendor spaces are 10 x 10.
- The rental fee is \$5.00 per space, per week and payment for dates chosen to participate in the Market are required to be sent in with application. Please make check payable to The City of Seven Hills.
- Trash containers will be available on site.
- There is NO water or electricity available.
- A Port-a-Potty will be on site.

Vendor's Responsibilities:

- Vendors must carry their own personal and/or product liability insurance policy. It is required that the policy include The City of Seven Hills as an additional insured.
- Vendors are responsible for bringing their own tables, chairs, signage (name of vendor and/or farm) and weather protection (canopy/tent/umbrella). Tents must be secured properly with anchor weights.
- Vendors are required to identify their farm or business with a clearly written or printed sign affixed to their table or stand. These signs need not be professionally produced but must include the name of the business or vendor and its location. All signs must stay within the vendor's space and not interfere with other vendor's display or view.

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- Prior to commencing sales, prices for all items must be visibly posted for the convenience to the customer.
- Vendors must operate their stand in a safe and sanitary manner. Keep the sales area clean of debris.
- Vendors are required to clean up their sites at the conclusion of each market day. All waste must be placed in the trash container on site or taken away by the vendor. This includes (but not limited to) left overs, boxes and crates.
- Disputes not settled by the interested parties may be brought to the Market Manager. The Manager or her designee's decision is final.
- Vendors shall not give produce or other products away for free or at reduced pricing in order to potentially undercut sales of other vendors. This does not include product samples, which are encouraged.
- Organic Certification: Vendors using the term "organic" in reference to their products must provide a copy of their certification with their application and post a copy of this certification at their stand.
- If a vendor would like to state, "Grown Without Using Pesticides", proof will need to be provided to the Market Manager.
- Vendors interested in selling food products that have been prepared by the vendor (Cottage Foods) must comply with Ohio Department of Agriculture guidelines available from the Market Manager or from the ODOA website, <http://www.agri.ohio.gov/foodsafety/> Scroll down to "Cottage Food Regulations." All prepared food products must comply with labeling guidelines available at the Ohio Department of Agriculture website and also listed here:
 - 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.
- Further guidelines can be found here: <http://codes.ohio.gov/orc/3715.023>
Ohio Revised Code, Chapter 3715 Pure Food and Drug Law. Effective Date: 11-21-2001. 3715.023 Labels for cottage food production operation, processor, or beekeeper. (A) A cottage food production operation and a maple syrup or sorghum processor and beekeeper described in division (A) of section 3715.021 of the Revised Code shall label each of their food products and include the following information on the label of each of their food products:
 - (1) The name and address of the business of the cottage food production operation, processor, or beekeeper;**
 - (2) The name of the food product;**
 - (3) The ingredients of the food product, in descending order of predominance by weight;**
 - (4) The net weight and volume of the food product;**
 - (5) Common allergens**
 - (6) In the case of a cottage food production operation, the following statement in ten-point type: "This product is home produced."**

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- It is the vendor's responsibility to meet all Health Department regulations and to obtain any required licenses necessary, if applicable, to operate in Cuyahoga County. For answers to Time & Temperature Controlled for Safety (TCS) food licensing questions you may call the Cuyahoga County Board of Health at (216) 201-2000.
- Vendors may bring their own generator if necessary.

Inclement Weather Policy:

- It is our policy to remain open during most periods of inclement weather; however, where circumstances warrant, due to weather or other unforeseen business interruption, a telephone call and/or text message will be sent as soon as possible, or no later than the hour of 12:30PM on Market Day.

Contact Information:

- Please feel free to contact, Jennifer Burger or Kathy Holland for any questions.

Email Jen: jburger@sevenhillsohio.org

Telephone: 216-524-6262

Email Kathy: kholland@sevenhillsohio.org

Telephone: 216-525-6227

Thank you for your interest in The City of Seven Hills Farmers' Market 2018!

*The City of Seven Hills Farmers' Market; growing community
by inspiring healthy, sustainable, abundant living!*

The Seven Hills Farmers' Market is sponsored by



<https://www.instagram.com/sevenhillfarmersmarket/>