

The City of Seven Hills Farmers Market Policy & Procedures Guide 2024

Welcome to The City of Seven Hills, your host for The City of Seven Hills Farmers Market (SHFM) 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. For SHFM details, please read the information 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 2024 Farmers Market is open *rain or shine, on Thursdays, July 11th through October 3, 2024. ***Inclement Weather Policy: It is our policy to remain open during most periods of inclement weather; however, due to severe weather or other unforeseen interruptions, a telephone call and/or text message will be sent ASAP if the market is to be canceled, but no later than the hour of 1:00 PM on Market Day.**

- The Market is open from 4:00 PM until 7:00 PM with vendor setup beginning at 3:00 PM and must be completed before the market starts.
- All vendors must stay until the end of the Market at 7:00 PM, with breakdown and clean-up finished by 8:00 PM.

Application Information & Acceptance:

- Interested vendors, before being permitted to sell at the Market, are required to complete the vendor application form, returning it, and non-refundable application fee 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. Prospective Vendors will be notified as to their acceptance or denial.**
- Vendors applying after all spaces have been filled will be placed on a waiting list.
- 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.

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Permitted Market Items:

- Vendor space is available to local growers of fresh farm produce, vegetables, fruits, flowers, honey, maple syrup, herbs, plants, and home-baked items. Meat & Eggs/Time and Temperature Controlled for Safety (TCS), and high-quality handmade artisan soap/beauty items locally produced by home-based businesses.
- NO garage sale, flea market, or used items are permitted for sale.
- **Vendors are only permitted to sell the items for which they have applied for, and been approved. No additional items may be sold.**
- 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, except for the sale of small quantities of local but non-vendor-grown produce. 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 the Market in general. A home farm or business visit may be requested by the Market Manager to determine compliance.
- All vendors will be required to submit a list of items intended for sale in the upcoming season to SHFM. 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.
- The SHFM will attempt to keep a balance between the needs of the Market, customers, and vendors, without oversaturating the market with any one type of product.

Vendor Rental Space:

- Vendor spaces are assigned and approved by the Market Manager.
- Vendor spaces are 12 x 12 which will accommodate a 10 x 10 foot tent.
- The rental fee is \$5.00 per space, per week. Payment for dates chosen to participate in the Market is required to be sent in by May 24, 2024. Please make check payable to The City of Seven Hills.
- Trash containers will be available on site.
- There is NO 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. A copy of the Certificate of Liability (COL) policy must be provided to the City with the vendor application.
- Vendors are responsible for bringing their own tables, chairs, signage (name of vendor and/or farm), and weather protection (canopy/tent/umbrella). It is the vendor's responsibility **Tents MUST be secured properly at each corner with stakes and anchor weights.**
- Vendors are required to identify their farm or business with a distinctly 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.
- Before commencing sales, prices for all items must be visibly posted and clearly marked for the convenience of the customer.

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- Vendors must operate their stand in a safe and sanitary manner and keep the sales area clean of debris.
- Vendors are expected and required to behave in a way that reflects well on the Market as a whole.
- Vendors may bring their generators.
- Vendors are required to clean up their sites after each market day. All waste must be placed in the trash container on site or taken away by the vendor. This includes (but is not limited to) leftovers, boxes, and crates.
- Disputes not settled by the interested parties may be brought to the Market Manager. The Manager or their designee's decision is final.
- Vendors shall not give produce or other products away for free or at reduced pricing to potentially undercut sales of other vendors. This does not include product samples, which are encouraged.
- Organic Certification: Vendors using the term "organic" about 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", the 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 the ODOA website, <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>
- All prepared food products must comply with labeling guidelines available at the Ohio Department of Agriculture website and also included with this guide.
- Further guidelines can be found here: <https://codes.ohio.gov/ohio-administrative-code/chapter-3717-1> Ohio Revised Code, Chapter 3717-1 State of Ohio Uniform Food Safety Code.
- No alcoholic beverages or firearms are permitted on the premises.

Label Requirements A cottage food production operation, processor, or beekeeper shall label each of their food products and include the following information mandated by Ohio Revised Code <https://codes.ohio.gov/ohio-revised-code/section-3715.023> 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."**

- 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 please contact the Cuyahoga County Board of Health; at (216) 201-2000, www.ccbh.net

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Please feel free to contact Kathy Holland for any questions.

Email Kathy: kholland@sevenhillsohio.org
Telephone: 216-525-6227

Thank you for your interest in The City of Seven Hills Farmers Market 2024!

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

<http://www.sevenhillsohio.org>

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

<https://www.facebook.com/cityofsevenhills/>

