

Tippecanoe Farmers' Market Rules and Regulations

Market Operation: The Market will open June 12, 2010 and will continue until September 18, 2010. The Market will be held each Saturday on S. Third Street between W. Main and Dow. Selling will not begin before 9:00 a.m. and will end promptly at 12:30 p.m. each Market day. All vendors must be open and ready for business when the Market is open. All vehicles must vacate the Market site no later than 1:00 p.m.

Set-Up and Clean-Up: Set-up starts at 7:30 a.m. and must be completed by 8:45 a.m. Farmers/vendors are responsible for cleaning all trash and waste within and around their allotted space and maintaining safety in that area. Garbage bins are provided on the Market site for this purpose.

Producer-Only: Farmer's must grow or produce at least 75% of the products they sell. Any items that are not homegrown by the farmer must be obtained in the following local states (OH, IN, KY, MI) and be labeled as such.

Products To Be Sold: Fresh, high-quality fruits, vegetables, herbs, honey, jams and jellies, baked goods, cheese, maple syrup, flowers, bedding plants, potted plants, approved meats, eggs, locally handmade soaps, candles, crafts and other items as approved by the Market Committee may be sold at the Market. Value-added products will be admitted at the discretion of Market Management. All items sold at the market are subject to Market Management approval.

Product Guidelines:

- All products must be of top quality.
- All products produced under certification such as organic, licensed meat, poultry, or dairy products or products requiring inspection, such as baked goods or preserves must display certification or license and have a copy on file with the Market Management.
- All products must have the appropriate federal, state and local licenses.
- Baked goods must follow federal, state, and local health regulations.
- All products sold must be described or represented truthfully. Market must be conducted honestly and legally.
- Packaged food should be properly labeled with name of product, ingredient list (if more than one ingredient), name/address where food is prepared and net weight, volume or numerical count.
- If USDA grades are used by vendors, products must meet minimum standards established for the labeled grades.
- For products sold by the pound a certified scale must be used.

Commitment to Market: Product availability may limit participants' beginning and ending dates; therefore, a schedule will be developed prior to the start of the market season documenting the farmer/vendor commitment to the Market. Market Management will give preference to farmers/vendors who commit to the entire market season and participate on a regular basis.

Notification of Attendance: Farmers/vendors must call or email within 48 hours of a market day if they cannot attend. Failure to provide proper notification may result in termination of farmer/vendor participation at the market.

Vendor Space: One vehicle is permitted per vendor space; all other vehicles must be removed from the immediate market premises. Each vendor is responsible for providing and removing any and all equipment and supplies required to do business on the Market site. This includes signs, tables, tents, chairs, products and equipment used for clean-up purposes.

Signage: Farmers/vendors must clearly display their Market permit, the name of their farm/business and post prices for all items being sold.

Applications: All farmers/vendors must complete an application. The application will provide Market Management with information on contact, farm location, type of farming operation, types of products grown, and business practices.

Farm/Business Visits: Tipp City Farmers Market Management may visit farm/business locations to verify compliance with Market criteria and guidelines. Farmers/vendors should submit a map and directions to their farm/business location along with the Market application.

Cooperative Marketing: Farmers and/or vendors are permitted to share space with another farmer/vendor or sell another's products if the arrangement is beneficial to the Market. A co-op must be pre-approved by Market Management and may not be accepted if similar products are already sold by existing farmers and/or vendors.

Reselling: The resale of items purchased by the vendor shall not be permitted except in the case of ingredients required by those producing prepared or value-added products. However, farmers and/or vendors selling these types of products must prepare them predominately with material they have grown or gathered. Baked goods are exempted from this rule.

Prepared Foods: All food items must be prepared in accordance with applicable local, state, and federal regulations. Food vendors must submit a copy of their food licenses with their application. If accepted, a vendor may be immediately terminated from market participation if they fail to comply with health department regulations.

Noncompliance: The Tipp City Farmers' Market Committee reserves the right to refuse acceptance of any vendor or item that is not in keeping with the rules or quality of the Market's criteria and guidelines.

Reasons to Disallow Participation: Efforts will be made to accommodate all who apply, however, a vendor may not be allowed to participate due to insufficient space, excess supply of the products to be sold, if criteria is not met, and/or guidelines not adhered to. Any complaints, disputes or violations of the rules may be taken by voice to any Market Committee Member. This should be handled before or after the Market so as to not interrupt market sales. Repeated violations of the rules of the Tipp City Farmers' Market may result in suspension or loss of membership. All rules are open to the interpretation of the Farmers' Market Committee.

Conduct and Professionalism:

- All market members must conduct themselves in a professional manner and will maintain a membership of good standing.
- Each vendor must maintain a tidy work area throughout the day.

Miscellaneous:

- Each vendor is responsible for conforming to all city, state and federal laws, including all necessary licenses for the operation of your market space.
- Each vendor is responsible for conforming to all local health department guidelines pertaining to the product they sell.
- Each vendor is responsible for collecting and remitting their own sales tax.
- Vendors should carry the appropriate individual liability insurance for products sold.
- No firearms
- No alcoholic beverages
- Dogs on leash permitted
- At the conclusion of each market day, a market representative will collect market fees as due. At this time, the representative will ask your total gross intake for the day; this information will be used strictly as an information gathering tool to evaluate the growth and attendance of the market. This information will not be shared with any other vendors.

Tippecanoe Farmers' Market, 12 S. Third Street, Tipp City, OH 45371; Ph: 937-667-0883

VENDOR CERTIFICATION

(Please detach, sign and return this certification to the Tippecanoe Farmers' Market.)

By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in this document. I further understand that should I fail to comply with these specified guidelines, my participation in the Tippecanoe Farmers' Market could be terminated.

Signature of Farmer/Vendor

Date