



**NECIC North End Farmers Market  
2024 Vendor Application**

The North End Community Improvement Collaborative, Inc. (NECIC) is a nonprofit organization dedicated to improving the quality of life and economic landscape of Mansfield’s North End.

The purpose of the North End Farmers Market (NEFM) is to increase access to fresh food in the North End. Our secondary goal is to encourage entrepreneurship and economic opportunity for North End residents.

Please read and sign the attached North End Farmers Market Rules/Guidelines and information carefully. Submit your completed Vendor Application to NECIC, 134 N. Main St., Mansfield 44902, or email to Suzy Beeson at [suzy@necic-ohio.org](mailto:suzy@necic-ohio.org).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Facebook: \_\_\_\_\_

Website: \_\_\_\_\_

Signature of Parent (If under 18): \_\_\_\_\_

**LOCATIONS & ORIENTATION:**

The North End Farmers Market is located at the NECIC Urban Farm 311 Bowman St., Mansfield, Ohio – just northwest of the intersection of Sixth and Bowman Streets.

**Market will be open:**

Every **Thursday** from **4:00pm - 7:00pm**, June 6<sup>th</sup> through September 26<sup>th</sup>, 2024.

**Vendor orientation is mandatory for new and returning vendors.**

- Mandatory** orientation on **May 23<sup>th</sup>, 3pm @ NECIC Urban Farm located at 311 Bowman St**
- I cannot attend orientation on the above date and need to schedule a private orientation.



**VENDOR BALANCE AND CRITERIA FOR ACCEPTANCE:**

NECIC reserves the right to limit the number of any type of vendor to ensure balance at the market, including consideration of products’ health impacts. Vendor applicants are accepted at our discretion. We consider North End residents’ history at our market, commitment to sell, and overall product balance as part of our selection process. Submitting a vendor application does not guarantee a spot at the market.

**TIMELINE and FEES For Vendors:**

The Vendor fee is **\$10.00 per market** to be paid by cash or with credit card at the start of each market, or a one-time fee of **\$150.00 for the entire season**.

Food truck fee is **\$25.00** per market.

**2024 NECIC North End Farmers Market**

I apply to attend all market dates \_\_\_\_\_

I apply to attend all market dates after \_\_\_\_\_

I am applying to attend the following dates (please circle all that apply):

<b>June</b>	<b>6/6</b>	<b>6/13</b>	<b>6/20</b>	<b>6/27</b>	
<b>July</b>	<del><b>7/4</b></del>	<b>7/11</b>	<b>7/18</b>	<b>7/25</b>	
<b>August</b>	<b>8/1</b>	<b>8/8</b>	<b>8/15</b>	<b>8/22</b>	<b>8/29</b>
<b>September</b>	<b>9/5</b>	<b>9/12</b>	<b>9/19</b>	<b>9/26</b>	

**TABLES & TENTS:**

Vendors are expected to provide their own tables, chairs, and tents. **Weights for your tents are required** for the safety of everyone at the market, customers, and vendors. Initial \_\_\_\_\_

**LICENSING/INSURANCE/PHOTO ID:**

Each vendor must provide a current and valid copy of all licenses and permits necessary for their operation. A copy of the appropriate state license must accompany the vendor application for items such as perennial plants, meat, eggs, dairy, etc.

Vendors are encouraged (but NOT required) to obtain their own insurance against all liabilities and a sales tax license, if applicable, is your responsibility.

**We require that all vendors submit a copy of their photo identification.**

Please check all boxes that may apply to you, and attach all documentation:

- I am required by the state of Ohio to be licensed for an aspect of my business.
- I carry general liability insurance or product liability insurance for this business/farm.
- I am certified organic.
- I have submitted a copy of my photo identification.



**PRODUCTS TO BE SOLD**

The North End Farmers Market is open to vendors of local products. We will allow auction produce to be sold. North End residents have priority for available slots. All produce must be whole and uncut. Other food products must be locally produced. **Please describe the products you plan to sell. If an information, education, and/or outreach booth is requested, please describe the type of information to be distributed.**

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**Please list the products you expect to sell** *(Please attach additional sheet if you run out of space)*

Crop/Product	Date Available

**PRODUCE & PLANT VENDORS ONLY:**

Where were the products grown or produced? Please include all.

My own farm/garden (write address(es) here)

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Wholesale (list wholesale sources)

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Other growers (list name(s) of grower/farm/garden, address, and products sold)

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**HOLD HARMLESS/SIGNATURE:**

North End Community Improvement Collaborative, Inc. does not require vendors to carry liability insurance. The following statement releases NECIC and its employees from liability for any issue that may arise, including illness, injury, property damage, etc.

*North End Community Improvement Collaborative, Inc. and the North End Farmers Market are not responsible for product liability or the paying of sales taxes by individual vendors. The market is not held responsible in any way for any loss of vendor property by theft, vandalism, weather, or anything outside of the control of the market staff or volunteers. Tents are to be anchored and secured properly. In the case that a tent flies away or falls, the vendor will be held liable for any damage, injury, etc. Vendors agree to indemnify and hold harmless NECIC and the North End Farmers Market and assignees from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the North End Farmers Market.*

By signing this application, I agree that:

1. I have read, understood, and agree to the guidelines contained in this application and the attached 2024 Market Policies.
2. I will obtain and provide all applicable permits, licenses, and photo identification from local, state, and federal regulatory agencies.
3. NECIC reserves the right to deny any vendor application or ask a vendor to discontinue participation in the market.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent (If under 18):** \_\_\_\_\_

**NORTH END COMMUNITY IMPROVEMENT COLLABORATIVE, INC. PHOTO RELEASE:**

I, \_\_\_\_\_ give NECIC and their legal representatives and assigns, the right and permission to publish, without my charge, photographs or videos taken of my image.

I do hereby grant permission to NECIC, its agents and others working under its authority, full and free use of video/photographs/audio containing my images/likenesses/voice. I understand these images and sounds may be used for promotional publications, news, research and/or educational purposes.

I do further certify that I am of legal age and possess full legal capacity to execute the foregoing authorization and release form.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent (If under 18):** \_\_\_\_\_

*Note: If you are uncomfortable with photos, a photo release is not required to sell at the market. We will respect your right not to be photographed, but please note we have no control over visiting media outlets.*

**Are you a North End Resident Vendor?** If you're unsure, a North End Street list can be provided.

Yes \_\_\_ No \_\_\_ *If you are not sure, please ask!*



## 2024 SNAP (OHIO DIRECTION CARD) AND FARMERS' MARKET WIC/SFMNP AGREEMENT

The North End Farmers Market accepts SNAP (Ohio Directions Card) and Farmers Market WIC/SFMNP which are processed through North End Community Improvement Collaborative, Inc. Acceptance of SNAP/WIC/SFMNP is expected by ALL vendors who have eligible products. Acceptance of credit cards and checks are at the discretion of individual vendors.

### AGREEMENT:

I agree to follow all the rules as explained in 2024 North End Farmers Market Policies and realize that the privilege of using the SNAP/WIC/SFMNP services is contingent upon following these policies.

I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the Market may immediately suspend or terminate my approval to accept SNAP scrip or Farmers Market WIC/SFMNP, and the offense may result in my dismissal from participating in the North End Farmers Market.

I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

Printed Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent (If under 18): \_\_\_\_\_

### REIMBURSEMENT FROM WIC/SFMNP/SNAP/SNAP MATCH/MARKET BUCKS/RICHLAND COUNTY Bucks:

Each vendor must submit their WIC/SFMNP coupons, SNAP, SNAP MATCH, MARKET BUCKS, RICHLAND COUNTY, and CREDIT CARD coupon totals to NECIC Market Manager at the end of each market to receive reimbursement by NECIC for these sales.

- I am choosing not to accept SNAP/WIC/SFMNP, and I am aware that this may affect my participation in the North End Farmers Market (unless the product being sold does not apply).



**THANK YOU FOR APPLYING FOR THE 2024 MARKET SEASON!  
WE LOOK FORWARD TO WORKING WITH YOU!**

Completed applications can be emailed to Suzy Beeson at [Suzy@necic-ohio.org](mailto:Suzy@necic-ohio.org)  
or mailed to NECIC, 134 N. Main St., Mansfield, Ohio 44902



**NECIC North End Farmers Market**  
**2024 Market Policies**

**APPLICATIONS/VENDING AREA/SIGNAGE:**

- All vendors are required to provide their own table, chairs, and tent. Setup and teardown are done by the vendors themselves. We encourage vendors to help assist others with setup and tear down and to get to know one another.
- Vendor applicants are accepted to sell at the market at the discretion of NECIC. The market management has the final decision concerning who sells at the market. The North End Farmers Market (NEFM) will work to create a balance of products available to customers. Vendors can be removed from the market after the market season begins due to violations of any market policies, or other reasons as determined by the market management. Preference will be given to North End residents (those living in Census tracts 6, 7, and 16) who wish to sell.
- The market management will keep a waitlist for vendors for whom space is not available for their product type as initially requested. If space opens the first person on the list will be contacted. If the vendor does not wish to vend, then the market manager will continue down the list.
- **New and returning vendors are required to attend one Vendor Orientation.** If the vendor cannot attend or applies after the date, arrangements for a separate orientation must be made with the market management.
- Vendors who sell Ohio grown produce, cottage foods such as honey, eggs, meat, breads, muffins, candy, etc. are REQUIRED to accept SNAP, Snap match, Market Bucks, WIC/SFMNP, Richland County, and Credit Card coupons. Market managers reserve the right to choose based on this expectation.
- All vendors are required to turn in all WIC/SFMNP coupons, SNAP Scrip, SNAP Match, Market Bucks, Credit Card, and Richland County coupons at the end of each market to the market management to be reimbursed.
- The market management reserves the right to adjust any vendor's space on the day of the market to maximize the market space and make an inviting space for customers. (i.e., if there have been vendor cancellations, to move vendors closer together.
- All vendors are expected to sign up for a market season set-up time to avoid confusion and traffic congestion. This will be your set-up time for the entire season. All vendors are expected to arrive and set up at their designated time and be prepared to sell the whole 3 hours of each market day. We encourage you to please call if you are going to be late or absent. If you sell out of your goods, you are permitted to leave. Vendors who need to leave early should let market management know.
- If you have not **arrived by 30 minutes prior** to the market and you have not contacted the market management, they will assume you are not coming and can reassign your spot to maximize the market space and for general market appearance.
- Vendors must display required signage at their stall on every market day. This signage includes:
  - Prices on all items or sign that states prices - *vendor provides this signage.*
  - Ingredient and identification labels on all packaged products - *vendor provides.*
  - Applicable licenses and permits and photo identification - *vendor provides.*
  - SNAP (Ohio Directions Card) and Farmers' Market WIC/SFMNP signage- *NECIC provides.*

## **LICENSING AND PERMITS:**

Each vendor is required to have proper licensing and permits for the products being sold. Vendors must abide by all laws pertaining to their sales at the market. **It is not required but strongly encouraged to have insurance.**

Home produced foods are considered Cottage Food Production Operations and these vendors must follow the guidelines of the Ohio Department of Agriculture. For more information on Cottage Food Production, see the attached copy or visit <http://www.agri.ohio.gov/foodsafety/docs/CottageFoodRules.pdf> for rules and guidelines.

For food safety and handling (packaging, and labeling) questions and RFE licensing, contact:

### **Richland Public Health:**

Online: <http://www.richlandhealth.org>  
Contact: Lindsey Pittak, Sanitarian  
419-774-4740; [lpittak@richlandhealth.org](mailto:lpittak@richlandhealth.org)

For food safety, packaging, and labeling information and licensing contact:

### **Ohio Department of Agriculture:**

Online: <http://www.agri.ohio.gov/foodsafety/>  
Ohio Department of Agriculture, Division of Food Safety,  
614-728-6250 or 800-282-1955

## **VENDOR PRODUCT GUIDELINES:**

- The North End Farmers Market works to create a balance of products available to customers, with the majority of vendor spaces available to people selling fresh produce and other food. We value our non-food vendors, but our main goal is fresh food access. Therefore, we restrict the number of non-food vendor spots available.
- All food products must be packaged, stored, and displayed per Ohio Department of Agriculture and Richland Public Health guidelines.
- Auction produce will be allowed at the North End Farmers Market.
- Vendors selling prepared foods must have a label that includes name, address, list of ingredients, “*Home Produced*”, and indicate potential allergens per ODA’s Cottage Food Laws (see attached). Product labels need to be submitted to the market management prior to each market (if introducing a new product) to ensure all guidelines are followed.
- All products not listed on your vendor application should be pre-approved by the market management prior to the market day either by email or phone call.

## **VENDOR CONDUCT GUIDELINES:**

- We will be encouraging market customers to respectfully ask about their food and food sources. You are expected to share this information openly and honestly. Giving a customer false information about your products will result in a violation. The integrity of the market relies on it.
- Vendors must adhere to all city, county, state, and federal laws, and regulations.
- **PARKING:** Vendors will be instructed on the proper parking and unloading procedures on site.
- The North End Farmers Market is a smoke-free environment. Smoking is **prohibited** in the market area.

- Each vendor is expected to clean his or her area at the end of each day and to keep it neat during the period that the market is open and dispose of all rubbish. There will be trash bins located throughout the market area.
- **Vendors will NOT be allowed to bring their pets to the market. Only service dogs with the proper licensing are allowed at the market. This is to protect the farm, customers, and sellers at the market from any harm or danger.**
- While participating in the market, vendors shall not discriminate against any person because of economic status, race, sex, color, national origin, religion, disability status, height, weight, marital status, gender identity, or sexual orientation. NECIC's market is intended as a point of food access for ALL people. Inclusivity and the creation of a welcoming environment is key to this mission. **Any incident of vendors participating in discriminatory acts at the market will be taken VERY seriously, and market management has the right to terminate your affiliation with the market.**

### **FARMERS MARKET WIC/SFMNP/SNAP PROCESS AND RULES:**

#### **SNAP PROCESS:**

- Customers with SNAP decide how much money they would like to spend. Customers will then visit the NECIC table and tell the staff person how much they want to spend. NECIC processes card transaction for the amount.
- Customers are then given SNAP scrip and match in \$1 increments to purchase items.
- Customers spend scrip with any participating vendor in whole dollar increments **ONLY**. Vendors are encouraged to round up/round down or adjust quantity of food to best match whole dollar increments. **NO CHANGE IS TO BE GIVEN.**
- Customers can save unspent scrip to be used at a future date.

#### **FARMERS MARKET WIC/ SFMNP, COUPONS PROCESS:**

- Customers will present you with WIC or SFMNP coupons in \$5.00 increments. **The entire \$5.00 amount must be spent with only ONE vendor.** No change is to be given if customer does not spend it all. Vendors are not allowed to share coupons.

#### **MARKET BUCKS:**

- Market Bucks **are good on anything** they are given as prizes and incentives to encourage people to shop at the market. Vendors should think of them as gift certificates in \$1 increments. Change will NOT be given for these cards. Only authorized Market Bucks issued by NECIC staff are accepted.

#### **RICHLAND COUNTY CARDS:**

- These are good for fruit, veggies, and honey. Do not give change back.

#### **CREDIT CARD BUCKS:**

- These are good for anything. Do not give change back.



### **ADDITIONAL INFORMATION:**

- SNAP can buy vegetables, fruit, dairy products, eggs, meat, bread, jam, teas, herbs snack mixes, candy, and pastries. They may also buy seeds or plants that produce food.
- SNAP cannot buy hot food, cut flowers, decorative plants, pet food, or non-food items.
- It is ILLEGAL to exchange cash for SNAP/ WIC/SFMNP, benefits.
- WIC/SFMNP can buy **Ohio Grown** fruits, vegetables, herbs, and honey ONLY.
- WIC/SFMNP cannot buy plants, seeds, baked goods, jams, teas, dairy products, or eggs.
- Vendors authorized to accept SNAP/WIC/SFMNP must display the sign provided, identifying that they are an authorized SNAP/WIC/SFMNP vendor.

### **VIOLATIONS:**

A breach of these policies will result in a violation. The North End Farmers Market has a 3-strike policy. However, some of the issues noted above may be escalated immediately to second or third level violations.

**First violation** - a verbal warning from the market management.

**Second violation** - a written warning from the market management.

**Third violation** - written notice of removal from the market signed by market management.

### **FACEBOOK:**

Each week you are encouraged to text (419) 688-2953 or email Suzy Beeson at [suzy@necic-ohio.org](mailto:suzy@necic-ohio.org) no later than WEDNESDAY by 3:00 p.m. with a list of the products you will have for sale on THURSDAY. This will be posted on our Facebook page, allowing customers to see what produce, bakery items, crafts, specials, etc. will be available each week. We encourage you to post to your personal Facebook page and the North End Farmers Market page to increase our customer base. Please "like" us on Facebook <https://www.facebook.com/nefm2014> and share with your friends!

### **SET-UP:**

The gate at 311 Bowman St. will open at 2pm

Vendors should be ready for business before the market opens at 4:00pm.

Vendors must supply their own tables. If awnings or tents are used, they must be correctly set up and weighted down. We encourage you to create a clean and attractive display area. Signs identifying your business are recommended and providing pricing for all produce is required.

### **WEATHER POLICY:**

The NEFM will generally be open rain or shine. Exceptions for severe weather, including heavy rain and high winds, are at the discretion of the Market Manager. In the event of severe weather check for updates on our Facebook page at: [www.facebook.com/nefm2014/](http://www.facebook.com/nefm2014/). (North End Farmers Market.)