



N.E.C.I.C North End Farmers' Market  
2020 Vendor Application

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

NECIC launched the North End Farmers' Market (NEFM) to increase fresh food access in the North End, while encouraging entrepreneurship and economic opportunity for North End residents.

Please read and sign the attached North End Farmers' Market Rules/Guidelines and information carefully, then submit your completed Vendor Application to Mona Kneuss, NECIC, 134 N. Main St., Mansfield 44902, or [Mona@necic-ohio.org](mailto:Mona@necic-ohio.org)

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

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

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

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

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

**Your: Facebook:** \_\_\_\_\_

**Your: Website** \_\_\_\_\_

**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 open:**

June 4<sup>th</sup> through September 24<sup>th</sup>, 2020. every **Thursday** from **4:00pm - 7:00pm**,

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

- o **Mandatory** orientation on. **May 28<sup>th</sup>, 4pm @ 311 Bowman St.**
- o I cannot attend orientation on the above date (we will have to do a private orientation)

**VENDOR BALANCE AND CRITERIA FOR ACCEPTANCE:**

N.E.C.I.C. 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 determining process. Submitting a vendor application does not ensure a spot at the market.

**TIMELINE and FEES:**

**The fee is \$5.00 per market to be paid at start of market or \$75.00 for the year.**

**Payment methods are Credit card**

**N.E.C.I. C.’s 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:

<p><b>June</b>  <b>6/4= 6/11 = 6/18 = 6/25</b></p>	<p><b>August</b>  <b>8/6 = 8//13 = 8/20 = 8/27</b></p>
<p><b>July</b>  <b>7/2 = 7/9 = 7/16 = 7/23 = 7/30</b></p>	<p><b>September</b>  <b>9/3 = 9/10 = 9/17 = 9/24</b></p>

**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.

**LICENSING/INSURANCE/PHOTO ID:**

Each vendor must provide a current and valid copy of any and 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, and dairy, etc. Vendors are **encouraged (but NOT required,)** to obtain their own insurance against all liabilities and sales tax license, if applicable. **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 will be selected first. All produce must be whole, uncut. Other food products need to be locally produced. **Please describe the products you plan to sell. If an information, education, and/or outreach booth, please describe type of information 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 N.E.C.I.C. 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 weighted 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 N.E.C.I.C 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 2020 Market Policies.
2. I will obtain and provide all applicable permits, licenses, and photo identification from local, state, and federal regulatory agencies.
3. N.E.C.I.C reserves the right to deny any vendor application or ask a vendor to discontinue participation in the market.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

I, \_\_\_\_\_ give N.E.C.I.C 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 N.E.C.I.C, 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:** \_\_\_\_\_

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

**Are you a North End Resident Vendor?** Street List can be provided. Yes \_\_\_\_\_ No \_\_\_\_\_  
If you are not sure please ask!

## 2020 SNAP (OHIO DIRECTION CARD) AND FARMERS' MARKET WIC/SFMNP AGREEMENT

The North End Farmers' Market accept 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 the vendors.

### AGREEMENT:

I agree to follow all the rules as explained in 2020 North End Farmers' Market Policies and realize that the privilege of using the SNAP/WIC/SFMNP services is contingent on 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 your 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.

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Vendor Signature

Date

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Vendor Name Printed, Please

Business Name

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### REIMBURSEMENT FROM WIC/SFMNP/SNAP/MARKET BUCKS:

Each vendor must submit their WIC/SFMNP coupons, SNAP, SNAP MATCH, MARKET BUCKS, and CREDIT CARD totals to NECIC Market Manager at the end of each market in order 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 2020 MARKET SEASON!  
WE LOOK FORWARD TO WORKING WITH YOU!**

*Completed applications can be emailed to Mona Kneuss at [mona@necic-ohio.org](mailto:mona@necic-ohio.org)  
or mailed to N.E.C.I.C., 134 N. Main St., Mansfield, Ohio 44902.*



## N.E.C.I.C North End Farmers' Market 2020 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 will 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 and Farmers' Market WIC/SFMNP 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, Market Bucks, at the end of each market to the market management. Farmers' Market WIC/SFMNP, Market Bucks, SNAP Scrip and Credit Card transactions will 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 in order 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*
  - Are you a North End Vendor? Street list- *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: Wes Engelbach, Sanitarian Supervisor  
 419-774-5165; [wengelbach@richlandhealth.org](mailto:wengelbach@richlandhealth.org)

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

#### **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 be prepared to openly and honestly share this information. 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 is allowed at the market. This is to protect the garden, customers, and sellers at the market from any harm or danger.**
- While participating in the market, vendors shall not discriminate against any person on the basis 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:

1. 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.
2. Customers are then given SNAP scrip and match in \$1 increments to purchase items.
3. 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.**
4. Customers can save unspent scrip to be used at a future date.

### FARMERS' MARKET WIC/ SFMNP, COUPONS:

1. 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:

1. Market Bucks 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 redeemable.
2. **Market Bucks are only valid in the same calendar year as issued.**

### ADDITIONAL INFORMATION:

1.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.

1. SNAP cannot buy hot food, cut flowers, decorative plants, pet food, or non-food items.
2. It is ILLEGAL to exchange cash for SNAP/ WIC/SFMNP, benefits.
3. WIC/SFMNP can buy **Ohio Grown** fruits, vegetables, and herbs **ONLY**.
4. WIC/SFMNP cannot buy plants, seeds, baked goods, jams, teas, dairy products, or eggs.
5. 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. North End Farmers' Market have a 3-strikes 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 call (419-564-3594) or email Mona Kneuss at [Mona@necic-ohio.org](mailto:Mona@necic-ohio.org) no later than WEDNESDAY by 4:00 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 customer base. Please "like" us on Facebook <https://www.facebook.com/nefm2014> and share with your friends!

## **SET-UP:**

311 Bowman St. will open at 1pm, so set up times can vary. 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 weighed 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/](https://www.facebook.com/nefm2014/). (North End Farmers Market.)

# New Protocols do to COVID 19 for 2020 North End Farmers Market!

## This was taken from The Ohio Farmer Market Network

Together with state partners, the Ohio Farmers Market Network recommends modifying operational conditions including, but not limited to:

- Limit the sale of food to whole, uncut produce and packaged food items. No on-site food preparation will be allowed.
- All ready-to-eat foods must be pre-packaged before arriving at market.
- No sampling of any food is permitted.
- Limit crowds by staggering entry to provide for social distancing of customers.
- Require space between vendor stands of at least 6 feet.
- Provide handwashing stations for customers and vendors where possible. At a minimum, provide alcohol-based hand sanitizer with at least 60% alcohol for customers to use prior to entering market space and throughout.
- Cancel all extracurricular activities including music, children's activities, cooking demos, etc.
- Group like items together (ie. all produce, all bread and baked goods, etc.) to reduce the amount of time searching the market for particular products.
- Ensure that aisles are at least 12 feet wide to provide for ample distancing around vendor spaces.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Consider using tape or chalk to indicate 6 foot distances in and throughout the market space.
- When possible, offer separate operating hours for vulnerable shopping populations.

## Employee, volunteer, and vendor policies:

- Sick employees, volunteers and vendors must stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath) and, at least 7 days have passed since symptoms first appeared.
- Those who appear to be ill upon arrival to market or become sick during the day should be sent home immediately.
- Recommend all vendors wear gloves, regardless of whether or not they handle food.
- Designate one person to handle food and another person to handle payment transactions when possible.
- Take the temperature of all employees, volunteers, and vendors upon arrival, confirming that no person has a temperature of more than 100.4°F [38° C]. If an employee, volunteer, or vendor should register a temperature of 100.4°F [38° C], he/she/they will be sent home immediately.

## Vendor policies:

- All vendors must sanitize their stands regularly, primarily wiping down tables, terminals, cash boxes, etc. Familiarize yourself with the [CDC Guidelines](#) to clean and disinfect surfaces.
- Discontinue use of tablecloths and other porous materials such as baskets.
- Recommend using only materials that can be immediately washed and sanitized after use.
- Clean your hands frequently, ideally between each customer transaction. Follow [CDC recommendations](#) for cleaning your hands.
- Use only new plastic bags for the packaging and sale of goods.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Consider purchasing a contactless chip reader to process customer sales.

## Customer engagement:

- Customers must stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath) and, at least 7 days have passed since symptoms first appeared.
- Encourage shoppers to prioritize only essential food purchasing and discontinue social gatherings.
- Encourage shoppers to send only one member from each household to the market in order to curtail crowds.
- Encourage shoppers to practice the recommended 6' social distancing from one another while at the market.
- Discourage shoppers from touching any products, rather allowing the vendor to select and bag products customers wish to purchase.
- Clean your hands frequently. Follow CDC recommendations for cleaning your hands.
- Discontinue use of reusable bags and materials at this time. Accept only new plastic bags from your farmers and food producers.
- When possible, order directly from farmers and food producers for delivery or pick-up.