



N.E.C.I.C North End Farmers' Market
2018 Vendor Application

North End Community 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, 199 N. Main St., Mansfield 44902, or Mona@necic-ohio.org

Name: _____ Phone: _____

Business Name: _____ Cell Phone: _____

Address: _____

City: _____ State _____ Zip _____

Email: _____

Web / Facebook: _____

LOCATIONS & ORIENTATION:

The North End Farmers' Market is located at the Blust Avenue Teaching Garden, 417 Blust Ave. Mansfield, Ohio – just west of the Springmill/Bowman intersection. This market will open every Wednesday from **3:00p-6:00p, June 6th- September 26th 2018.**

Vendor orientation is mandatory for new and returning vendors. You have the option of attending one of the two dates indicated below. Located at North End Community Improvement Collaborative, Inc., 199 N. Main St., Mansfield.

Please indicate which mandatory vendor orientation you plan to attend (you only need to attend one).

- I will attend the mandatory orientation on **Monday, April 16th 2018 @ 11am or**
- I will attend the mandatory orientation on **Monday April 23th 2018 @ 5pm**
- I can not attend orientation on either of the above dates (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 RATES:

<u>N.E.C.I.C.'s North End Farmers' Market</u>	
I apply to attend all market dates	
I apply to attend all market dates after _____	
I am applying to attend the following dates:	
June 6/6 6/13 6/20 6/27	August 8/1 8/8 8/15 8/22 8/29
July 7/4 7/11 7/18 7/25	September 9/5 9/12 9/19 9/26

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 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 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.**

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)

Wholesale (list wholesale sources)

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

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 2018 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.

2018 SNAP (OHIO DIRECTION CARD) AND FARMERS' MARKET WIC AGREEMENT

The North End Farmers' Market accept SNAP (Ohio Directions Card) and Farmers' Market WIC which are processed through North End Community Improvement Collaborative, Inc. Acceptance of SNAP/WIC 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 of the rules as explained in 2018 North End Farmers' Market Policies and realize that the privilege of using the SNAP/WIC 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, 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.

Vendor Signature

Date

Vendor Name Printed, Please

Business Name

REIMBURSEMENT FROM WIC/SNAP/MARKET BUCKS:

Each vendor must submit their WIC, 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 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 2018 MARKET SEASON! WE LOOK FORWARD TO WORKING WITH YOU!

Completed applications can be emailed to Mona Kneuss at mona@necic-ohio.org or mailed to N.E.C.I.C., 199 N. Main St., Mansfield, Ohio 44902.



N.E.C.I.C North End Farmers' Market 2018 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 coupons. Market managers reserve the right to choose based on this expectation.
- All vendors are required to turn in all WIC coupons, SNAP Scrip, Market Bucks, at the end of each market to the market management. Farmers' Market WIC, 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:
 - o Prices on all items or sign that states prices - *vendor provides this signage*
 - o Ingredient and identification labels on all packaged products - *vendor provides*
 - o Applicable licenses and permits and photo identification - *vendor provides*
 - o SNAP (Ohio Directions Card) and Farmers' Market WIC signage- *NECIC provides*
 - o 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. **Insurance is strongly encouraged!**

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

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 & 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.
5. All cards must be properly endorsed by NECIC staff.

FARMERS' MARKET WIC COUPONS:

1. Customers will present you with WIC 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 given for these cards. Only authorized Market Bucks issued and endorsed by NECIC staff are redeemable. 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.
2. SNAP cannot buy: hot food, cut flowers, decorative plants, pet food, or non-food items.
3. It is ILLEGAL to exchange cash for SNAP and/or WIC benefits.
4. WIC can buy: **Ohio Grown** fruits, vegetables, and herbs **ONLY**.
5. WIC cannot buy: plants, seeds, baked goods, jams, teas, dairy products, or eggs.
6. Vendors authorized to accept SNAP/WIC must display the sign provided, identifying that they are an authorized SNAP/WIC 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 (419-525-3101) or email Mona Kneuss at Mona@necic-ohio.org no later than Tuesday by 4:00 p.m. with a list of the products you will have for sale on Wednesday. This will be posted on our Facebook page, allowing customers to see what produce, bakery items, crafts, specials, etc. will be available. Those using auction produce have until 1pm on Wednesday to post what they'll be selling. 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:

The garden opens at noon, so set up times can vary. Vendors should be ready for business before the market opens at 3:00pm.

Vendors must supply their own tables. Awnings or tents, if used, 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/.