

## **NEOMED Farmers Market MISSION AND OPERATING GUIDELINES**

The 2017 NEOMED Farmers Market summer outdoor season will run from Wednesday, July 5, to Wednesday, Sept. 27. Market hours are 4:00 – 6:00 p.m. An indoor market will follow immediately from Oct. 4-25. The outdoor market takes place in the Northeast Visitor Parking Lot on the NEOMED campus, State Rt. 44, Rootstown. The market moves into the beautiful atrium of the NEW Center for October. The market will operate rain or shine.

The purpose of the NEOMED Farmers Market is to provide local farmers and small business owners with an outlet to sell their goods directly to the community and to provide an opportunity for consumers to buy fresh, locally grown produce and prepared items.

### **HOURS OF OPERATION AND LOCATION**

### **OPERATING GUIDELINES**

**All products must be raised, harvested, prepared for resale, packaged and displayed in accordance with local, state and federal regulations. All vendor stalls and product labeling is subject to periodic inspection by market staff and by the Portage County Health Department.**

The NEOMED Farmers Market is operated for the exclusive benefit of the market's vendors and their customers. Any person who wishes to sell or distribute items or information during the market must obtain prior permission by completing an application and being assigned a space by the Market Manager.

Electricity is not available at the market. All vendors with a need must provide their own power. Vendors are responsible for setting up and taking down their own tents and displays.

All vendors agree to abide by the rules, terms, and conditions of the market, contained herein or as stated by the market management. Vendors will be prohibited from participating in the market for violating these rules. Vendors will also be prohibited from participating, if claims of questionable farming or production practices are substantiated.

**Vendors are prohibited from bringing the following to the NEOMED Farmers Market: firearms, alcoholic beverages, pets, unsupervised minors, or other items not approved for use or sale by the Market Manager.**

### **APPLICATION AND FEES**

All vendors must complete an application each season. All applicants approved for participating in the market give their consent to an on-site inspection. The market reserves the right to inspect at least once per season. An inspection will be performed, with 24 hours notice, in response to complaints of questionable farming or production practices on the part of the vendor.

The non-refundable fee for the 2017 summer season is \$100, if paid by April 30. On or after May1, the fee will be \$150. The fee allows the vendor the use of a stall area equivalent to two parking spaces. The fee applies to all vendors, regardless of planned frequency at the market. **No reimbursement will be made, if a vendor withdraws.** If the fee is not paid in full by the

start of the season, the vendor may be denied participation. Vendors who participate in the indoor market will pay a weekly fee. All fees are used for the operational expenses and publicity of the market.

## **INSURANCE**

Vendors are independent entities and as such are liable for all applicable insurance. Vendors must provide proof of:

- a. General liability insurance, including products liability coverage, in combined single limits of not less than \$100,000 for bodily injury or property damage.
- b. Auto liability coverage with limits of not less than \$25,000 per person injured, \$50,000 bodily injury per occurrence, and \$25,000 for property damage.

## **SETUP AND PARKING**

1. Vendors must be on site and set up and ready for business fifteen (15) minutes before the market opens. Vendors are expected to clean their space and leave promptly when the market closes.
2. Vendors must display all applicable licenses in their stalls.
3. Vendors are responsible for their own display, tables, umbrellas, and tents. Each vendor is responsible for keeping his or her booth space clean and for removing trash and debris from the area before leaving the premises. Trash cans and recycling bins are provided.
4. Vendors must post prices for all items and keep prices consistent. All products must be clearly labeled as required by and in compliance with any and all Federal, State and local laws, regulations and requirements.
5. Vendors are responsible for collecting and remitting their own sales tax.
6. Vendors selling by the pound must use a scale certified in Portage County. Contact the Portage County Weights and Measures Department at 330-297-3581.
7. Vendors should keep their displays up until the market ends. Leaving before the end of the market is disruptive and could result in injury to market visitors or other vendors.
8. Parking for vendors is limited to the area specified by the Market Manager.

## **ENFORCEMENT OF RULES**

The Market Manager, Audrey Hylton, is responsible for enforcing the market rules. The manager will attempt to resolve disputes and violations of the market rules. Continued violations of any rule will result in termination of the agreement between the NEOMED **Farmers** Market and the vendor. No reimbursement of fees will be paid.

Any vendor challenging another vendor's products or practices must file a signed, written complaint with the Market Manager, Audrey Hylton.

**Northeast Ohio Medical University is a smoke-free campus.**

# NEOMED Farmers Market 2017 APPLICATION

**COMPANY OR FARM NAME**

**OWNER'S NAME**

**MAILING ADDRESS** \_\_\_\_\_

Location Address (if different from mailing address)

**TELEPHONE**

**EMAIL** \_\_\_\_\_

**MOBILE PHONE**

**WEBSITE** \_\_\_\_\_

**Please note: By signing this agreement, we anticipate that vendors will participate each week.**

What will you be selling (Please specify in each category that applies):

Fruits and vegetables

Can you meet our General Liability insurance requirements? Y    N    If no, contact the Market Manager.

Cottage Foods

Non-Food Items

Other

If selling produce, which of the following describes your farming practices?

Conventional    Naturally Grown    Certified Organic    Other

Each vendor will have a stall area the size of two parking lot spaces. Vendors are asked to not park vehicles within their stalls, if possible. Do you need to park a vehicle or trailer at your stall? \_\_\_\_\_

Can you meet our Auto insurance requirements? Y    N    If no, contact the Market Manager

**All vendors approved to participate in the NEOMED Farmers Market agree that they are independent operators and not partners, joint ventures, or employees of NEOMED. Such vendors shall be individually and severally liable for any loss, personal injury, deaths, and /or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents, and associates. All vendors agree to indemnify and hold NEOMED harmless from any loss, costs, damages, and other expenses including attorney's fees, suffered or incurred by NEOMED by reason of vendor's negligence or intentional misconduct or that of its employees, agents, and associates. It is recommended that each vendor carry his or her own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused.**

**All products must be raised, harvested, prepared for resale, packaged, and displayed in accordance with proper local, state, and/or federal laws, regulations or requirements.**

I have been given a copy of and agree to adhere to the Farmers Market's rules and regulations. My \$100/\$150 non-refundable Vendor Fee is included.

**Signed**

**Date**

Please return this form, your payment, and copies of any necessary health department licenses (front and back) to NEOMED Farmers Market, attention Chris Mettee, Conference Services, 4211 St. Rt. 44, Rootstown, OH 44272, at least one week prior to the first market in which you intend to participate. Applications may be scanned and emailed to Market Manager Audrey Hylton at [market44manager@yahoo.com](mailto:market44manager@yahoo.com). All payments must be mailed to Chris Mettee or dropped off at the reception desk in the NEW Center. Questions? Contact Audrey at 234.380.7982.

