

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

RULES AND REGULATIONS

Mailing Address: **P.O. Box 826**, Wilmington, OH 45177 | www.clintoncountyfarmersmarket.com

WHO CAN BE A VENDOR

A **vendor** is considered any individual approved to participate at the Clinton County Farmers Market. Vendors will be from Clinton County or one of the contiguous counties (Greene, Warren, Brown, Fayette, Clermont, or Highland).

Grower vendors are small-scale farmers/gardeners who grow or produce their own produce, plants, herbs (dried, fresh, or potted); or on whose farm produces its own products including eggs, honey, maple syrup, or meat. **Ninety percent** of the products sold by growers must come from their own farm/garden.

Other vendors are vendors who sell non-produce items such as home baked goods (cookies, pastries, pies, and breads), homemade jam or jelly, homemade soaps, homegrown flowers, homemade soup mixes or homemade spice mixes, homemade soaps, and homemade dog biscuits. These also include homemade craft items such as pottery, jewelry, paintings, fibers, or sewn items. **Ninety percent** of the products sold by the vendor must come from their home business.

WHAT CAN BE SOLD

1. Vendors must sell only those products which they themselves have grown or produced. All produce or products sold at the Clinton County Farmers Market must come from Clinton County and the immediately adjacent counties.
2. Vendors will be allowed to sell a percentage (**not greater than 10%**) of produce or products produced by others from Clinton County and the immediately adjacent counties- **ONLY with prior approval of the Market Management.**

This rule will apply to ALL ITEMS.

- a. All items **NOT** grown/produced/made by the Vendor must be labeled with the specific producer's name, address, and phone number and meet all labeling requirements when applicable.
 - b. If not labeled with the other producer/maker's information or appropriate labeling requirements, the vendor will NOT be allowed to sell the product at the Market.
3. **No resale of grocery/warehouse or auction- purchased produce or products purchased from a retail or warehouse store or auction will be allowed.**
 4. Produce and non-produce items that are permitted include home grown produce (vegetables and fruits), bedding plants, potted or fresh/dried herbs, flowering plants including dried or fresh flowers, honey and honey products, homemade jams and jellies, maple syrup, meat products such as poultry, beef, lamb, pork; eggs, homemade baked goods/candies, homemade dog/cat treats, and cottage crafts.
 5. Unique non-food items will be considered for sale only upon approval of the Clinton County Farmers Market Management.
 6. **Any produce that is being sold and not "freshly harvested" but held over from a previous season must be labeled as such. Example : "Harvested in 2022"**
 7. The Market Management reserves the right and will schedule regular visits/inspections to all sites of production in order to assure compliance with Market rules.
 8. Any vendor not following these rules can be expelled from the Market at the discretion of the Clinton County Farmers Market Management.
 9. **The Market does not guarantee any vendor the exclusive right to sell any one product.**

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

These guidelines will be updated as additional guidance is received from ODA, ODH, and CCHD regarding COVID-19 response.

General Policies and Guidelines

1. The 2023 CCFM will function as an outdoor market.
2. The 2023 CCFM will be held on Saturdays mornings beginning on May 13, 2023 and continuing through October 14, 2023 as the season dictates. Any change in the end date of the 2023 Market will be made by a consensus of all vendors and the Market Management.

General Health- related Policies for Staff, Volunteers, Vendors

1. Market staff, volunteers, and vendors who are ill must stay home and not return to the market until they are free of fever for at least 24 hours without fever-reducing medication and improvement of other infectious symptoms (such as cough, vomiting/diarrhea).
2. Market staff, volunteers, or vendors who appear to be ill upon arrival to the market or become sick during the market will be sent home immediately.
3. All market staff, volunteers, and vendors may elect to wear a face covering.
 - a) If CDC or local and state health recommendations require face covering, staff, volunteers, and vendors will be required to wear a face covering while at the Market.
4. Upmost importance is the frequent cleaning of hands.
 1. It is recommended that each vendor have hand sanitizer at their booth.
 2. Hand sanitizer will be located at the Market booth and kids' activity table.
 3. A handwashing station will be available for the customers, vendors, and staff.
5. CCFM staff and volunteers will be required to follow general social distancing guidelines as recommended by local/state health authorities.
6. Table covers and containers for holding produce/products should be made of materials that can be easily cleaned after use.
7. It is recommended using only new paper bags or plastic bags for packaging and sale of products.
8. Sampling will be allowed as long as samples are offered in individual containers.
9. On-site food preparation demonstrations will be allowed with any sampling being offered in individual containers. These demonstrations must be approved by the Market Management.
10. Vendors will be set up with a minimum of 6 ft. spacing between vendor booths

Days and Hours of Operations-2023 CCFM Market

1. The 2023 Clinton County Farmers Market will be open from 8:30 a.m. to 12:00 p.m. on each market day in the parking lot of the Clinton County Courthouse at the corner of Walnut and Sugartree streets.
 - a. Vendors should arrive no later than 7:45 a.m. to set up their booths to ensure they are ready for customers by 8:15 a.m.
 - b. Vendors who are unable to come to a Market on a given Saturday are to contact Sally Buchanan at 937-725-1643 as soon as possible or not later than 12:00 noon on Friday prior to the Market or in an unexpected absence by 7:30 a.m. on the day of the Market **preferably by text or a phone call.**

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

MEMBERSHIP AND FEES

Membership/Application Process:

1. In order to acquire a membership for the Clinton County Farmers Market, interested vendors shall complete a Membership Application Form. See attached.
2. Members must be from Clinton County and adjacent counties to Clinton County, i.e. Highland, Brown, Warren, Fayette, Clermont, and Greene.
3. No participation in the Clinton County Farmers Market will be allowed without appropriate acceptance of paperwork and payment by the Market Management.
4. Late applications will be accepted if approved by the Market Management. A two week waiting period will be required to ensure all necessary paperwork is received and training has been accomplished *unless the waiting period is waived by the Market Management.*
5. Initial seasonal membership applications will be accepted beginning March 14, 2023.
6. Interested vendors must complete a Membership Application Form (see attached) and send it to the Farmers Market management postmarked no later than April 21, 2023 with your full payment and required documentation.
7. A vendor will be notified of their acceptance to the Clinton County Farmers Market after a review of the membership form, receipt of payment and all necessary documentation. An on-site visit will be made by the Market Management prior to final acceptance.
 - a. Each approved vendor will receive a sign for display at their booth from the Market Management.
 - b. Signs will include name of the vendor, farm or business name, and address (city & state).
 - c. Members must display their signs from the Market administration at their booth as proof of membership. Additional signs will be provided to vendors who accept WIC, SNAP, or COA senior farm market vouchers which are to be posted at each market.
8. The Clinton County Farmers Market *has the right to refuse an application.* Vendors not permitted to be involved at the Market include but not limited to
 - Catalog sales, independent consultants
 - Political organizations/groups
 - Petitions and survey takers
 - Insurance agents or financial advisors
 - Sales of alcoholic beverages
 - Any product or service that Market Management does not see as a good fit for the Market.

2023 Seasonal Market Membership Fee:

1. \$100.00 for 2023 Clinton County Farmers Market season: May 13-October 14 markets. This fee is for a space to fit one 10 x10 ft. canopy/tent.
2. Fees are non-refundable and due at the time of the membership submission. There will be a \$30 charge for any returned checks.
3. First- time interested vendors who apply *after start of the market season* will pay the full \$100.00 fee.
4. For vendors who have a limited seasonal produce such as sweet corn, strawberries, or pumpkins, an optional fee of \$15.00 per market up to \$100.00 total is available. The application, copies of licenses, and proof of insurance is required for this limited membership as a vendor.

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

SPACE ALLOCATION--Reserved Spaces

1. The Market will initiate reserved spaces for vendors in the 2023 season. Spaces will be mapped out evenly along the length of the market space location. Location of spaces may change as needed due to special events but vendors will be notified in advance.
2. Each vendor's space will allow for a 10x10 canopy/tent.
3. For meat vendors, space will be allotted for vehicle and trailer as needed.

VENDOR RESPONSIBILITIES

1. **All vendors shall carry general liability insurance with a \$1 mil limit per occurrence with Energize Clinton County listed as an additional insured. A copy of "Proof of Coverage" must be provided with your membership application.**
2. Vendors must maintain and keep current all licenses and permits required by the state of Ohio as well as general liability insurance. With renewal of licenses, permits, certificates, and general insurance occurs, a copy of the renewal must be provided to the Market Management at the time of the membership application or upon renewal.
3. Food products must adhere to licenses and permits as required. All home produced food products must be labeled in accordance with ODA regulations.
 - a. Cottage Foods: Permitted foods are non-potentially hazardous bakery products (such as cookies, breads, brownies, cakes, fruit pies, etc.); candy (including no-bake cookies, chocolate covered pretzels or similar chocolate covered non-perishable items, jams; jellies; fruit butters; granola (including granola bars and granola bars dipped in candy; if fruit used must be commercially dried); popcorn (including flavored popcorn, kettle corn, popcorn balls, caramel corn, but does not include un-popped popping corn); unfilled baked donuts; waffle cones; pizzelles; dry cereal and nut snack mixes with seasonings; roasted coffee (coffee may be whole beans or ground); dry baking mixes (for making items such as breads and cookies); dry herbs and dry herb blends; dry seasoning blends (such as dry barbecue rubs and seafood boils); dry tea blends; flavored honey made by a beekeeper exempt under ORC 3715.012; fruit chutney; maple sugar made by a processor of tree syrup exempt under ORC 3715.012; and dry soup mixes containing commercially dried vegetables, beans, grains, and seasoning.

ODA regulations related to Cottage foods and labeling requirements can be found at:
<https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>
 - b. Home Bakery Foods: A "Home Bakery" is permitted to manufacture non-potentially hazardous bakery products (such as cookies, breads, brownies, cakes, fruit pies, etc.), and potentially hazardous bakery products (such as cheese cakes, cream pies, custard pies, pumpkin pies, etc.) which require refrigeration. Potentially hazardous food means the food requires temperature control, because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms.

ODA regulations related to Home Bakery foods and labeling requirements can be found at:
<https://agri.ohio.gov/divisions/food-safety/resources/home-bakery>
 - c. If you have questions, please contact the Clinton County Health Department.

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

VENDOR RESPONSIBILITIES continued

4. All vendors selling meat, eggs, home bakery goods or vendors with food trucks must show proof of appropriate licenses or certifications from their County Health Department and/or Department of Agriculture. Such as: Retail Food Establishment License (CCHD), Small Egg Producer-Certification of Registration (ODA & CCHD), Home Bakery License (CCHD).
5. For any vendor using a scale for sales: Weights and Measures, i.e. scales, need to be certified by the Clinton County Auditor Weights and Measures office. Contact the Auditor's office in Clinton County at (937) 382-2250 for information on the type of scale needed prior to purchase of a scale. A copy of the annual Scale Test Report must be provided with your membership application or at time of renewal.
6. Taxation- Vendors license requirements: If you sell a product on which sales tax is collected, you are required to obtain a vendor's license. A copy of the certificate of registration from the ODT must be provided with your membership application. For information contact the Ohio Department of Taxation(ODT) at 1-888-405-4089 or Ohio Department of Taxation website: <https://www.tax.ohio.gov>
7. Produce growers selling products labeled or *reported* to be "ORGANIC", must be in compliance with the National Organic Program. Contact the Clinton County Extension Office at (937) 382-0901 for Organic certification information. Organic certifications are to be displayed at the vendor's booth.
8. All edible products must be displayed off the ground a minimum of 12 inches for sanitary purposes. All perishable products must be safely stored as outlined by the food safety regulations. (OAC 901:3-6 Farm Markets and Auctions (J) Except for whole and intact raw agricultural products, foods shall not be displayed or stored on the ground.)
9. Vendors/Growers will set their own prices with the discretion of the grower group, **but must display them clearly in writing.** Growers are encouraged NOT to under-value their products: "price wars" and underselling will result in a grower being banned from the Market for the remainder of the season. This will be at the discretion of the Clinton County Farmers Market administration. No drop in the price as the day goes on is allowed.
10. Vendors are responsible for removal of all refuse such as vegetable scraps, husks, silk, signs, containers, etc.
11. Vendors are required to clean up their space when they are finished for the day. Vendors who consistently do not clean up their space will not be permitted to return to sell at the Market for the remainder of the season.
12. Vendors are expected to sell only quality goods. The Clinton County Farmers Market Management may at any time inspect a vendor's stand and products. If goods are of low grade, the Clinton County Farmers Market Management may prohibit the sale of these goods.
13. Vendors will supply their own tent/canopy (10x10), chairs and tables. ***Vendors are to ensure their canopy/tents are secure by anchoring all four corners regardless of the weather.***
14. Electricity is not supplied by the Market. It is the responsibility for vendors who need electricity to provide their own small generator or arrange for use of electricity.
15. Vendors are encouraged to stay for the entirety of the Market. If it is necessary to leave early, the Market Management must be informed at the beginning of the market.

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

VENDOR RESPONSIBILITIES continued

16. All vendors are expected to conduct themselves professionally with courtesy and civility and in a manner of good conduct.
 - a. There will be no gossip, arguments, harassment, name calling, profane language, or fighting within the Market sales area.
 - b. There will also be no use of social media that in any way depicts the other vendors or market in a negative light.
 - c. Vendors will not be permitted to use tobacco products of any kind within the Market boundaries. Any tobacco use must take place outside of the entire Market space.
17. Violation of any of the above Clinton County Farmers Market Rules and Regulations may cause forfeiture of the right to continue as a Market participant. For details on Rule Violations, see **Attachment 1.**

MARKET STAFF RESPONSIBILITIES

1. The market management staff will maintain open communications with the vendors.
2. The market staff will be present at each market to open the market space, place signage, and be available to answer questions and address concerns from patrons and vendors.
3. The market staff will enforce the Clinton County Farmers Market Rules and Regulations in a fair and unbiased manner.
4. The market staff will provide marketing of the market and planned events to promote and encourage increased attendance to the market.
5. The market staff will follow the outlined established violation policy when there are complaints filed against a vendor.
6. The market management will schedule vendor meetings at least annually to seek input from current vendors and share information for the upcoming market season.

Customer Payment Methods

1. All vendors will accept cash and should have adequate monies on hand for making change.
2. Vendors may have their own form of electronic payment system to accept credit or debit cards.
3. The Market will provide for other forms of payment by customers such as use of credit/debit, SNAP benefits, acceptance of WIC and COA Farmers Market vouchers.

A. EBT

1. The Clinton County Farmers Market will continue its “Electronic Benefits Transfer” (EBT) program for the 2023 market season. The EBT program allows the Market to accept food assistance (food stamp) benefits as cash for applicable fresh food items
2. Patrons who have been issued an EBT card will be able to purchase \$1 tokens which will act as cash to purchase applicable items from authorized vendors at the Clinton County Farmers Market.
3. Participation in the EBT program is encouraged, but not mandatory for applicable vendors (non-food or hot food vendors are ineligible).
4. Any vendor who wants to be a part of the program is required to attend MANDATORY training before the start of the Market season annually.
5. Vendors who do not attend this training and or who do not accept the agreements of the program will NOT be allowed to accept food assistance benefits in exchange for their products.
6. The EBT program will be strictly and carefully monitored at all times by the Market

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

administration. The Market administration reserves the right to immediately suspend or terminate any vendor if the staff observes, or receives evidence of failure to abide by any of the EBT program agreements.

7. Vendors will return tokens and appropriate paperwork to the Market Management and will be reimbursed for the token value approximately every two weeks.

B. Credit/Debit Card

1. The Clinton County Farmers Market will continue to accept credit/debit cards for the 2023 season.
2. Patrons who wish to use their credit/debit card will be able to purchase \$1 or \$5 tokens which will act as cash to purchase items from authorized vendors at the Clinton County Farmers Market.
3. Any vendor who wants to accept credit/debit tokens through the Market must attend MANDATORY training (held with the EBT training) before the start of the Market.

C. WIC Farmers Market Vouchers

1. The Clinton County Farmers Market will continue to participate with the WIC program accepting WIC Farmers Market vouchers.
2. Only vendors who sell produce may accept WIC tokens. Training will be required and any vendor who wants to participate will be required to attend training.

D. COA Senior Farmers Market Vouchers

1. The Clinton County Farmers Market will continue to participate with the Southwest Ohio COA Senior Farmers Market voucher program.
2. Only vendors who sell produce and honey may accept Senior Vouchers. Training will be required and any vendor who participates will be required to attend the training.

E. Special Programming Tokens

1. Kids Club tokens (gold plastic coin) and **Senior tokens** (green plastic coin) will be provided to kids and seniors eligible to participate in the special programming provided by the Market.
2. Kids Club tokens may be used to purchase produce only.
3. Senior tokens may be used to purchase produce, meat, and honey only.
4. Other special programming may be introduced during the season.
5. Training will be required and any vendor who participates will be required to attend the training.

Vendor Reimbursement

1. Vendors will return all tokens and appropriate paperwork to the Market Manager at the end of each market and will be reimbursed for the token value approximately every two weeks by check.
2. Every dollar spent by customers goes directly to our vendors.

For questions concerning the customer payment methods, please contact the Market Manager, Sally Buchanan, at 937-725-1643.

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

CLINTON COUNTY FARMERS MARKET MANAGEMENT

The Clinton County Farmers Market management welcomes comments and suggestions from the Farmers Market vendors and participants on how we can better serve the vendors and the local community. If you have suggestions or questions regarding Farmers Market operations, please contact Sally Buchanan.

Market Management for 2023:

Sally Buchanan

937-725-1643

sally@clintoncountymarket.com

Effective Date: January 2023

Approved by ECC CCFM Advisory Committee: January 21,2023

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

2023 Clinton County Farmers Market
Membership Application Form

NAME(s): _____

FARM/BUSINESS NAME: _____

FARM/BUSINESS ADDRESS: _____

County: _____

MAILING ADDRESS IF DIFFERENT FROM FARM/BUSINESS: _____

Contact Information: *Please indicate preferred phone # to be used.*

Preferred Contact:

Name/number: _____

_____ (cell)

Additional Phone #: Name/number:

_____ (cell)

PHONE: _____ (home)

EMAIL: _____

Additional Email address: _____

Preferred method of contact: **Please circle preference:** Email ---Text---Cell phone---Home phone

Who should the Vendor Payment Check be written to:

Circle One: NEW VENDOR FOR 2023

RETURNING VENDOR FROM 2022

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

INTERESTED IN: _____ 2023 MARKET (23 MARKETS: MAY 13-OCTOBER 14, 2023)

INTERESTED IN: _____ *LIMITED 2023 MARKET MEMBERSHIP

*ANTICIPATED START DATE AND FINISH DATE OF PARTICIPATION:

PLEASE SUBMIT A DETAILED LIST OF PRODUCTS YOU PLAN TO BRING TO THE 2023
MARKET:

List ANY Products that you will be bringing to the Market **NOT** grown or produced by you.

Provide the name, address, and telephone number of the producer:

MEMBERSHIP APPLICATION AND FEES:

Application Deadlines:

2023 Market: Membership Application and Fee submission deadline is April 21, 2023

Late applications will be accepted if approved by the Market Management.

Fees:

Seasonal Market Membership Fee:

Full Membership:

\$100.00 for Clinton County Farmers Market entire 2023 season: May 13-October 14.

- *Once the Summer Market has started, late applicants to the Summer Market will pay the full membership fee.*

Limited Membership:

For vendors who have only a limited seasonal produce such as sweet corn, strawberries, or pumpkins, an optional fee of \$15.00 per market up to \$100.00 total is available. The application, copies of licenses, and proof of insurance is required for this limited membership as a vendor.

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

Application Submission:

Return completed application, including copies of your current licenses, certifications, and permits, and a copy of insurance certificate page along with a check payable to “**Clinton County Farmers Market**” and mail to:

Clinton County Farmers Market, c/o: Sally Buchanan, P.O. Box 826, Wilmington, Ohio 45177.

Required information:

EBT/ CREDIT/DEBIT/WIC Vouchers/COA FM Senior Vouchers/Special Programming:

I want to become authorized to accept credit/debit tokens. YES _____ NO _____

I want to become authorized to accept EBT tokens. YES _____ NO _____

For produce vendors only: I want to become authorized to accept WIC vouchers. YES _____ NO _____

For produce & honey vendors only: I want to become authorized to accept COA FM senior vouchers. YES _____ NO _____

I want to become authorized to accept Special Programming Tokens (Kids Club & Seniors). YES _____ NO _____

All vendors who want to accept tokens and vouchers will be provided with mandatory training. This training will be arranged either in as group or with individual vendors.

By signing this agreement, I/we acknowledge that I/we have read and agree to comply with the Clinton County Farmers Market Rules and Regulations and to satisfy all financial and obligations related to obtaining certifications, licenses, and insurance prior to participating in the Market and consents to the enforcement of all rules outlined.

Signature: _____ Date: _____

Signature: _____ Date: _____

Retain one copy of the completed application for your records.

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

For Office Use Only:

Date Application, Permits & Fee Recd: _____

Documents Received:

Application form: _____

Proof of licensure, certification, permits, and insurance attached to application as appropriate for vendor products:

- ODT Vendor Transient License or Certification of Registration for non food items: _____
- Retail Food Establishment License (CCHD): _____
- Small Egg Producer-Certification of Registration: _____
- Scale Test Report from County Auditor: _____
- Proof of Insurance: _____
- Home Bakery License (CCHD): _____
- Organic Certification: _____
- Other: _____

New Membership Approved: _____ New Vendor Notified of Acceptance: _____

Full Membership _____

*Limited Seasonal Membership _____

*Anticipated Start date _____ End date _____

Signed/Date: _____

Date Vendor Notified: _____

CLINTON CO. FARMERS MARKET (CCFM)

SEASON 2023

ATTACHEMENT 1

RULE VIOLATIONS

1. All violations concerning, but not limited to, the conduct, professionalism, appropriate licensing, and/or individual product management of a vendor must be submitted in writing using the official form to the Market Management of the Clinton County Farmers Market. All violations related to health code violations or licensing will be immediately brought to the attention of the Clinton County Health Department. (See reporting form.)
2. All reported violations must be submitted within 48 hours of the specified rules violation to the Market Management. Please submit via email: info@clintoncountyfarmersmarket.com
3. No verbal submissions will be accepted or reviewed.
4. All grievances will be reviewed and corrective actions will be administered within 7 days of the submission.
5. No more than ONE grievance can be submitted by a vendor against another vendor for a rule violation per market day.
6. All violations are cumulative within a given season; however, violations for different, unique infractions are not cumulative towards punitive measures.
7. All violations will be expunged at the end of the season (with exception of indefinite suspensions and anytime remaining on a 45 day suspension).
8. All correctly submitted grievances will be eligible for review by the Energize Clinton County Farmers Market Committee, independent of the Market Management. It will be the Market Manager's responsibility to notify the committee anytime a grievance is submitted. It will be at the committee's discretion to determine if an actual infraction occurred.

1st violation – Verbal review of the rules and regulations

2nd violation – Written Warning

3rd violation – 45 day suspension from the Market – to be carried over the next calendar year if not completed during the current calendar year

4th violation – Indefinite Suspension – vendor must appear before the Farmers Market Committee for reinstatement

