



Farm and Processed Food Vendor Information 2009

Contact

Main Street Marketplace
C/O RTU Inc.
409 Main Street
Hamilton, Ohio 45013

Jean Schaefer
Market Manager
(513) 383-2735
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Background

The Main Street Marketplace is a seasonal weekly Farmers Market organized by the Hamilton Main Street Area Association. Information about the Main Street Area Association is available from their website (www.mainstreet-hamilton.com).

The Main Street Marketplace seeks to assist the Main Street Area Association with its mission of revitalizing "...the heart of Hamilton, its Main Street, Downtown and other neighborhood Business Districts," by creating a venue for locally driven commerce, entertainment, and community engagement.

Time & Location

Dates: Thursdays, June 4 – October 29

Hours: 3:00 pm – 7:00 pm

Location: Armstead Park (Corner of Main Street and D Street), Hamilton, Ohio 45013

Types of Vendors

The Main Street Marketplace (hereafter referred to as 'The Marketplace') has 3 categories of Vendors: Farm, Processed Food, and Artisan. These categories dictate fees, placement in the market, and other related issues.

- If the majority of your products are produce, meat, eggs, flowers, or plants, you are a **Farm Vendor**.
- If the majority of your products are baked or processed foods, you are a **Processed Food Vendor**.
- If the majority of your products do not meet any of the other criteria above, you are an **Artisan Vendor**. *Please refer to the separate Artisan Vendor Information.*

Who Can Sell and What Can Be Sold

- The Marketplace has no geographical limitations. Vendors from any area are welcome.
- The Marketplace is a **No Resale** Farmers Market. All items must be grown or made by the vendor, members of the vendor's family, or the vendor's employees. Certain locally grown food will be considered for sale by the Marketplace Committee on a case by case basis depending on how the food products are obtained by the vendor. Plant vendors must grow bedding plants and potted plants from seeds, plugs, cuttings, bulbs, or bare roots or use pre-finished plants only in a container arrangement planted by the vendor.

A limited number of Complimentary Non-Food Resale items may be sold by a vendor upon approval from the Marketplace Committee.

- Having another Marketplace Vendor's item in your stall is acceptable.

Becoming a Vendor

- Anyone interested in becoming a Farm/Food Vendor at the Marketplace must first submit an application along with a Reservation Fee, and then have their application approved by the Marketplace Committee. The Marketplace Committee has final say on acceptance/rejection of vendors. Vendors must submit an application every year, even if having sold at the Marketplace previously.
- Priority will be given to Vendors who plan on attending the Marketplace every week, Vendors who have previously sold at the Marketplace and have maintained a good attendance record, and Vendors offering products underrepresented at the Marketplace.
- Approved Vendors will be notified and assigned a stall, and may then begin attending the Marketplace. Do not attend the Marketplace until receiving approval.

Makeup of the Marketplace

- The Marketplace is a Farmers Market, and as such intends to maintain a larger ratio of Farm Vendors to Processed Food Vendors and Farm/Food Vendors to Artisan Vendors.
- This may result in the rejection of Processed Food and Artisan Vendor Applications in order to maintain that balance. *This balance may be temporarily altered due to Vendor absences or similar situations at the discretion of the Marketplace Committee.*

Waiting List

- If an application is rejected solely due to space limitations, a potential Vendor may ask to be placed on the Marketplace Waiting List. Potential Vendors will be placed on the waiting list on a first come, first served basis.
- In the event that a space opens up due to absence or other reasons, potential Vendors on the waiting list may be asked to attend the Marketplace for one week up to the remainder of the season, depending on the situation.

Attendance

- Vendors are encouraged to attend every Marketplace.
- In the event that you are going to be absent, please contact the Market Manager by 12:00 pm, but as far in advance as possible, on the day of the Marketplace.
- Vendors will be considered absent if they are not in their assigned stalls, without prior notice, by 2:30 pm. At that time, the Market Manager has the authority to reassign stalls to other Vendors at the Marketplace, or to potential Vendors on the Waiting List.
- Attendance records will be kept, and poor attendance may affect your ability to remain at the Marketplace during the current season or to be approved for future seasons.

Water

- Potable water is available through a garden hose for use in maintaining Vendor displays. Please see the Market Manager for access.

Bathrooms

- A bathroom in a nearby storefront is available for Vendors use. Please see the Market Manager for access.

Parking

- On Street parking is available around the perimeter of the market.

Vendor Stalls

Please refer to the attached Marketplace Map when reading this section

- Each Vendor is assigned a space (hereafter referred to as a 'stall') from which to sell from during the Marketplace. *The Marketplace Committee has final say on the placement of Vendors.*
- Vendors must remain in their assigned stalls during the operating hours of the Marketplace.
- There are 13 Vehicle Stalls in the Farm/Food area of the Marketplace.
- Vehicle Stalls are 10 feet wide by 28 feet deep, and are meant for Vendors intending to sell out of their vehicles. The width is designated by marking tape. The depth is designated as the length of a yellow parking stripe extended by a maximum of 10 feet through the use of a canopy, tables, or other displays. *Extra space may be allotted to vendors with oversized vehicles, with specialized equipment, or to Vendors during weeks when there are unused stalls at the discretion of the Market Manager.*
- In the event of overflow or other circumstances, Farm/Food Vendors may be assigned a Tent Stall in the Artisan area of the Marketplace at the discretion of the Market Manager. Tent Stalls are 10 feet wide by 10 feet deep. There are no markings to designate the Tent Stalls. Vendors may occupy these spaces with canopies, tables, and other displays, but not a vehicle. *Extra space may be allotted to vendors with specialized equipment or to Vendors during weeks when there are unused stalls at the discretion of the Market Manager.*
- There are 4 Easy Exit stalls. These stalls are intended for Vendors who need to leave early or arrive late on a regular basis. Please indicate your need for an easy exit stall on your application.
- Only Vendors, members of the vendor's immediate family, or the vendor's employees may work in the booth. If a Vendor is temporarily unavailable during the Marketplace, another Vendor may cover that other Vendor's stall.
- Vendors may share a stall provided that both Vendors have filled out an application, have been approved by the Marketplace committee, pay separate vendor fees, and intend on both occupying the stall.
- A limited number of stalls have access to electricity (# 7, 8, and 13). #'s 7 and 8 have access to both a 240 V and a Standard Outlet; all other listed stalls only have access to standard outlets. If you require electricity, you must be placed in one of these stalls. Please indicate your need on your application. *Vendors may be moved from their assigned spots to give access to electricity to other Vendors at the discretion of the Market Manager.*

Setup and Takedown

- Vendors may setup their stalls as early as 2:00 pm. Once a Vendor is setup, they may begin selling even if they are set up before the official opening of the market.

- As the Farm/Food area of the Marketplace is fairly narrow, Vendors should be courteous to their neighbors and refrain from completely setting up until the occupants of adjacent stalls have arrived in order to facilitate the parking of other Vendors' vehicles.
- Vendors arriving after 3:00 pm, may be required to leave their vehicles outside of the Farm/Food area at the discretion of the Market Manager.
- The Marketplace is open Rain or Shine, and will only close early in the event of severe weather. The market manager will notify vendors in the event of severe weather, and will direct the vendors on appropriate actions.
- Vendors are required to stay for the entire Marketplace, unless they have been assigned an easy exit stall or in the event of an emergency. Please indicate your need for an easy exit stall on your application.
- The end of the market is at 7:00 pm and is designated by the ringing of the market bell. Once the bell has sounded you may begin to takedown your stall. *Do not begin takedown until the bell has sounded.* Once the bell has sounded you may no longer sell, unless in the process of making a sale. Vendors must exit the Marketplace by 8:00 pm.
- Please be cautious and courteous to the other vendors while leaving.
- If you are in an Easy Exit stall or experience an emergency and need to leave, please see the manager for assistance. Do not leave without the manager accompanying you in order to assure the safety of customers and other vendors.

Vendor Fees

- Vendors must pay a Reservation Fee with their Application and pay a Weekly Fee each time that they come to the Marketplace.
- The Reservation Fee (the sum of 2 Weekly Fees) must be turned in with each Application. This fee will only be kept if a potential Vendor's application is approved, and will be applied towards the Weekly Fees of the first two markets that a Vendor attends.
- Farm and Processed Food Vendors pay a Weekly Fee of \$15 each Marketplace that they attend. The Weekly Fee of must be paid to the Market Manager before the end of the market each week that a Vendor attends the Marketplace (after the Reservation Fee has been used). *Please talk with the Market Manager to discuss paying in installments.*
- Vendors may opt to pay for the entire season at a discounted rate, which includes the Reservation Fee. This option must be claimed before the end of the first 12 weeks of the season. *Prior weekly fees can be credited towards the yearly rate.*

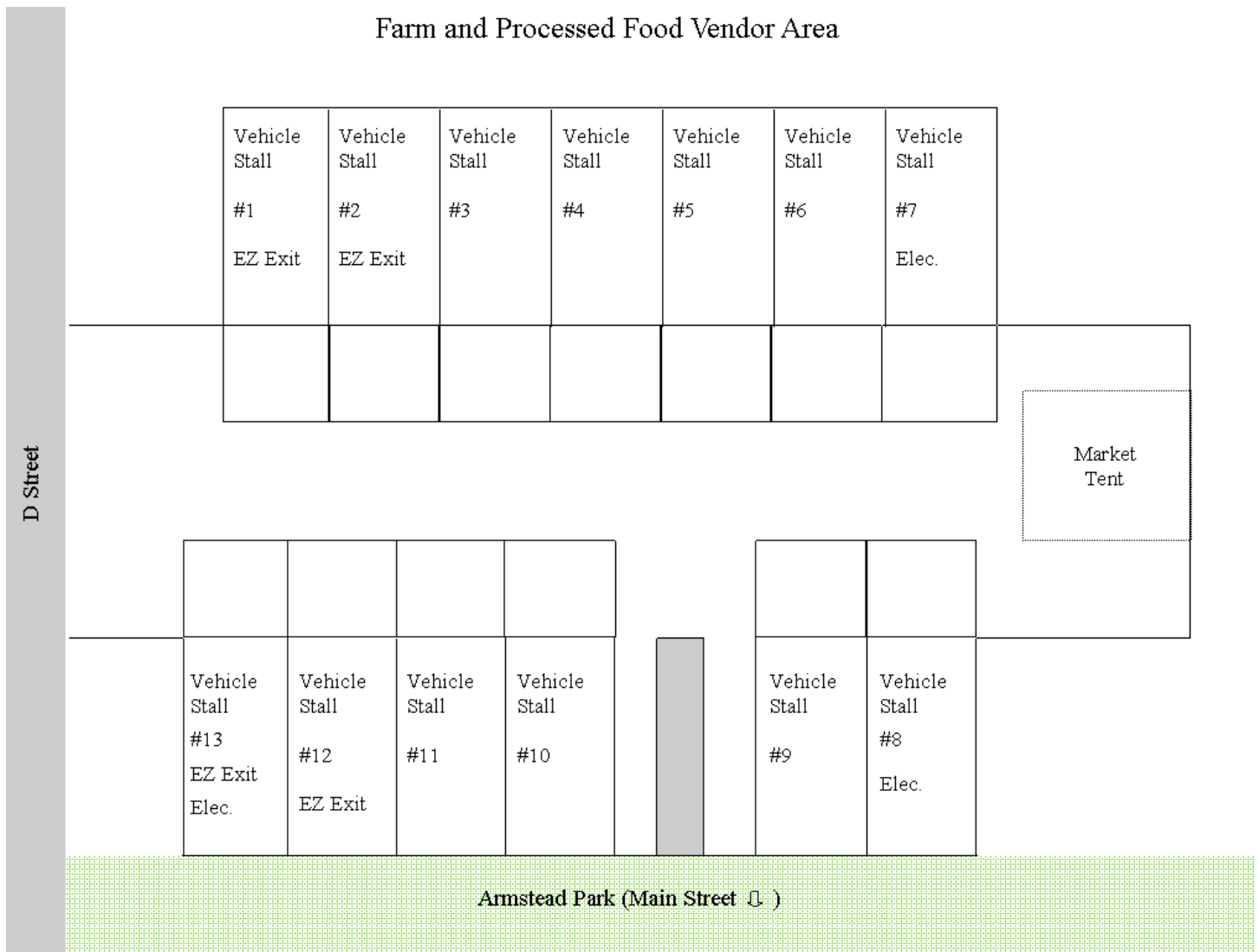
Additional Rules and Guidelines

- Any scales used at the Marketplace, unless for estimation purposes, must be legal for trade.
- Farm and Processed Food Vendors should be aware of and refer to all applicable Ohio Department of Agriculture, USDA, Butler County Health Department, and related agencies' regulations and guidelines.
- Sampling of food items is permitted, however, cutting portions of an item or creating single servings for sale on site requires a food vendor license. Create individual portions BEFORE coming to Market. Please refer to Ohio Cottage Food Production Operation and other related regulations.
- Taxes, licensing, permits, certifications, inspections, liability, safety, etc. are the responsibility of the vendor. Individual insurance coverage is the responsibility of the vendor. If a customer or fellow vendor is injured because of your actions or products, it

is your responsibility, not the responsibility of the Marketplace, the Main Street Area Association or the City of Hamilton.

- Neither smoking nor soliciting is allowed at this market.
- Clean up your area. Remove all waste, leftovers, equipment and personal items from the Marketplace area.
- The Marketplace Committee/Marketplace Manager has authority to assign vendor spaces, settle disputes, enforce rules, disqualify vendors for violations of rules and issue other policies for the smooth functioning of the Marketplace. Violators can be dismissed from Marketplace, and future right to vend denied. Fees will not be refunded. The Marketplace Committee holds the right to refuse membership to a new vendor and to refuse the right to sell specific items if the product does not compliment the Marketplace as a whole. The Marketplace Committee is responsible for all inspections, as needed, to ensure that products are actually produced by the vendor.

Marketplace Map





Farm and Processed Food Vendor Application 2009

Vendor Name(s): _____

Business/Farm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact: _____ Phone: _____

Please provide a specific list of all the items you would like to sell (use additional pages/photographs if necessary): _____

Please refer to the Farm and Processed Food Vendor Information for use with this section.

Type of Stall Requested: Vehicle _____ Tent _____

Type of Vehicle: Car _____ Small Truck _____ Large Truck _____

Box Truck _____ Trailer (size): _____ Other: _____

Stall # Preferred (Please list 3 in order of preference): _____

List any other special requests for stall location (electricity, early exit, etc.): _____

I have read, understood, and agree to follow the rules and guidelines in the Farm and Processed Food Vendor Information.

Signature: _____ Date: _____

Please return this Application along with the Reservation Fee to:
Main Street Marketplace, c/o RTU Inc, 409 Main Street, Hamilton, Ohio 45013