

# Operations Manual 2019

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# Downtown Farmers' Market in Bowling Green Operations Manual

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**I. Mission Statement**

The Downtown Farmers' Market in Bowling Green is operated by *Sentinel-Tribune Media* in cooperation with Downtown Bowling Green. Our mission is to encourage local production and consumption of crops and goods by providing a centralized weekly market for producers of quality agricultural, cottage food, and hand crafted products. Our goals are to support the local economy by creating a mutually beneficial relationship between the downtown businesses and the market vendors and to provide the best possible experience for customers of the downtown market.

**II. Market Contact Information, Location, Dates & Times**

**Contact Information**

Downtown Bowling Green  
Samantha Beane: Special Events Coordinator  
130 Main Street  
Bowling Green, OH 43402  
Telephone: 419-309-4348  
Web: <http://www.bgfarmersmarket.org/>  
Email: [specialevents@downtownbgohio.org](mailto:specialevents@downtownbgohio.org)

**Location**

The market is located at 201 S. Main Street (Huntington Bank parking lot, corner of Clough & S. Main Streets).

**Dates of Operation**

The market will begin operation on May 8, 2019 and continue weekly (Wednesday's) through October 16, 2019. (24 weeks).

**Market Times**

The market is open for sales from 4-7 p.m., May through October. The lot will be cleared and ready for vendors to begin setting up by 2 p.m.

**III. Inclement Weather Policy**

The market will operate rain or shine. Vendors are expected to set up for sales unless the weather conditions include lightning or a high wind advisory, and are required to call by 1 p.m. if they are not planning to attend.

**IV. Vendor Eligibility & Allowed Products**

**Vendor Eligibility**

The market is open to growers and producers from the following Northwest Ohio counties:

Allen, Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, Wyandot

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**Food and produce vendors must make or grow at least 65% of the items they offer for sale at the market. Items that were not produced by the vendor must be clearly labeled as such.** Craft and artwork items must be handcrafted. Brokers and resellers are not eligible to participate.

Because the Farmers' Market is supported by the downtown business and property owners, downtown businesses may participate at the discretion of market management.

Vendors may choose to share space with another vendor, as long as each vendor meets the eligibility requirements of the market and abides by the vendor conduct regulations contained in this document. Space sharing arrangements must be pre-approved by market management.

**All vendors must supply the market management with a signed registration form, proof of liability insurance and all applicable licensing information.**

**Vendors must comply with all applicable state, federal and local laws and regulations. This specifically includes Wood County Health Department and Bowling Green Fire Department regulations.**

All fees and any fines must be paid for by the vendor to be considered eligible.

**Allowed Products**

Fresh, high quality fruits, vegetables, herbs, flowers, bedding plants and potted plants may be sold at the market.

**All processed items must be created within the eligibility area of the market and must meet currently accepted definitions of home processing.**

Homemade baked goods, honey, jams and jellies, vinegars, maple syrup and other home processed foods may be sold provided the items are all labeled in accordance with Ohio Department of Agriculture specifications.

Cider, cheeses, eggs, and other potentially hazardous foods are subject to additional requirements for licensing, labeling, and handling.

**Vendors of food items must comply with ODA and Wood County Health Department regulations.**

Section XIII of this manual, Licensing and Regulatory Requirements in Brief, describes the basics of vendor compliance with current Ohio Department of Agriculture and Wood County Health Department regulations. We do have surprise inspections by the Wood County Health Department.

**Any question about food safety, inspection or labeling requirements should be directed to the Wood County Health Department.**

Craft and artwork items must be handcrafted. Craft items and artwork may be admitted at the discretion of the market management. Market management reserves the right to refuse sales of items not deemed hand crafted.

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**Vendors of taxable items are responsible for collecting and remitting sales tax as required by law.**

**V. Vendor Reporting Requirements**

We ask (but not required) that Vendors participate in our weekly anonymous economic reports. This is part of a comprehensive program of economic impact reporting that is crucial for the long-term viability of our market.

**VI. Vending Space, Parking, Unloading and Tents**

A standard vending space is 10 feet wide by 10 feet deep.

**Unloading and Parking**

Vendors must unpack their goods and displays prior to 3:45 p.m. and then park their vehicles in the public parking areas. Normal parking rules and fees will apply.

As indicated in the Market Map, vehicle traffic through the parking lot during setup is one way. **Vehicles are to enter through the east entrance on Clough Street and exit on the west onto Clough Street.**

Vendors who commit to the entire season will be given the same vending space at each market, with the space assignment being made on the basis of first paid, first assigned. Every effort will be made to give half-season vendors the same space at each market, although this is not guaranteed and depends on when the space is reserved.

As a convenience to vendors, the City of Bowling Green will make parking permits available on an at-cost basis to long term vendors. The permits are available on these conditions:

- They are available for the full season only, at a cost of \$12
- Permits are valid in Lot 2 except where otherwise reserved
- They are valid only for Wednesdays during the season (May 8-Oct. 16)
- They are valid only for the hours of 3-5 p.m.
  - Meters are not enforced after 5 p.m.
- They must be purchased through *Downtown Bowling Green*.
- They must be ordered by May 1, 2019

In the interest of public safety, **vendors who arrive after 3:30 p.m.** on market day may, at the discretion of market management, be barred from driving their vehicles into the market area. They **will have to unload elsewhere and carry in their goods.**

**Space Reservations and Assignment**

Space reservations for daily vendors are preferred one week in advance, but vendors may call by noon of sales day to see if any spaces are still available.

Daily (single day) vendors may make advance reservations for specific market days, as long as payment accompanies the reservation.

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Daily vendors who arrive at the market without making advance arrangements will only be accommodated at the discretion of market management.

Vendors may not reassign or in any way transfer their assigned spaces to someone else.

A vendor may choose to rent more than one space, but market management reserves the right to limit the number of spaces rented by individual vendors.

**Vendors must remain in their spaces until the close of the market.**

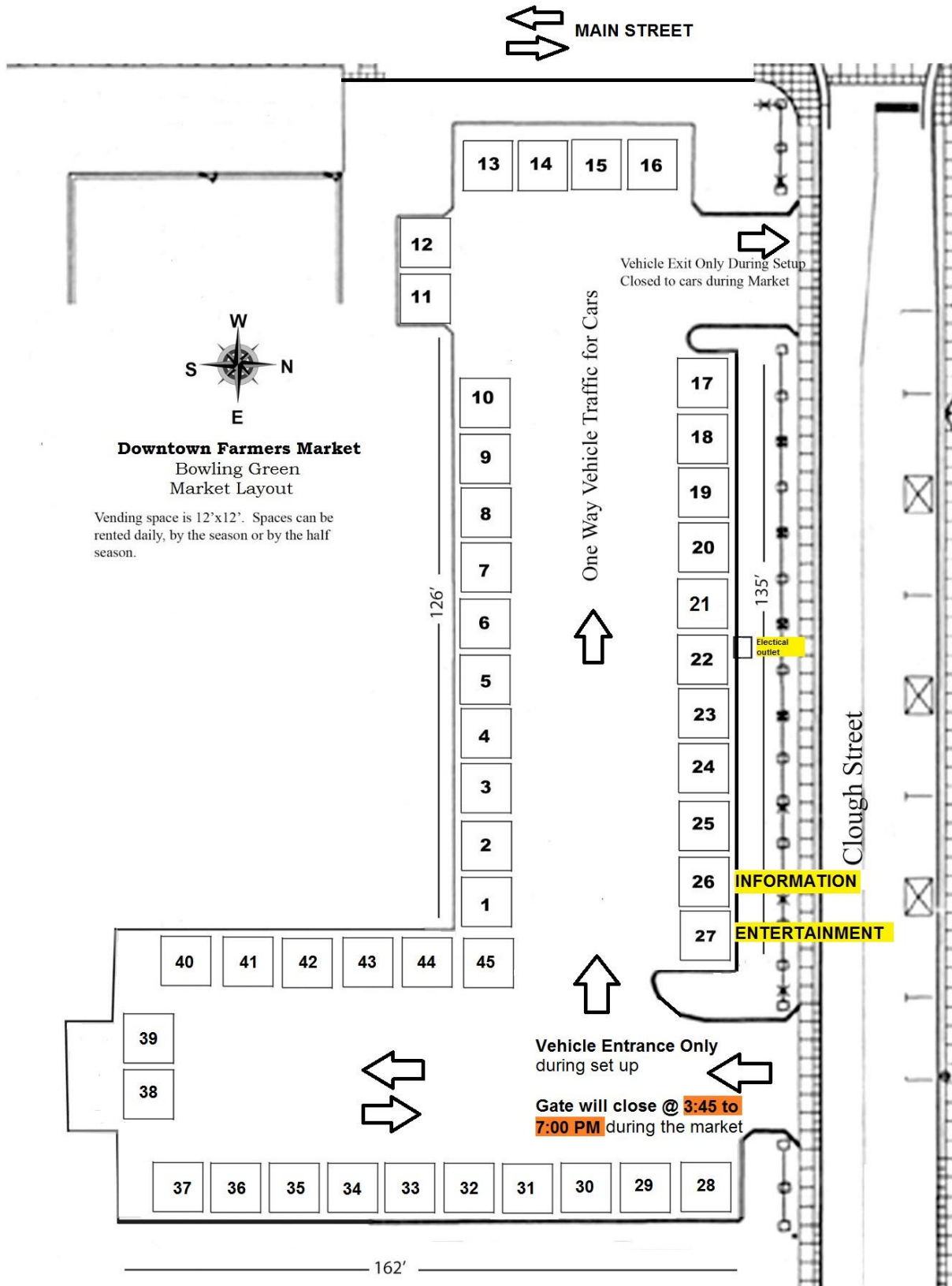
Vendors “no shows” have a harmful effect on the market. Therefore, long term vendors who do not give market management advance notice of their absences may be removed from the space assignment roster at the discretion of the market management. **Two absences without notice will give up their permanent space at market.**

**Tents and Tent Weights**

The market area is often subjected to strong winds and vendors are **required to secure their tents with appropriate weights to prevent them from blowing away and causing injury or property damage.** The Downtown Farmers Market Bowling Green reserves the right to make final determination in regard to any issues involving tent weights.

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VII. Market Map



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## **VIII. Fees and Refunds, Fines**

### **Fees**

- The daily rate for a standard vending space is \$25 per week.
- The discounted rate for a standard space for the full season is \$325.
- The half season rate is \$175 and entitles the vendor to 12 market dates. Those market dates must be pre-selected at the time of payment.
- The fees for full and half season vendors are due by May 1, 2019.
- The Downtown Bowling Green will charge a \$37.25 fee for processing any returned check.

### **Refunds**

Any refunds will be made at the discretion of market management.

### **Fines**

All vendors are required to clean up after themselves. Any vendor who leaves behind trash, debris, litter, leftover produce, or any other items they brought to the market may be assessed a fine of \$25, plus any required expenses, for clean-up.

Vendors who repeatedly ignore the one-way traffic rule may be assessed a fine of \$20.

The fines will be assessed per incident, and all future participation in the market is prohibited until the fine has been paid.

## **IX. Non-profit Use and Activity Limitations**

Organizations are specifically prohibited from physically handing out information, soliciting donations, proselytizing, campaigning or otherwise interfering with activities consistent with the mission of the market.

Market management may, at its discretion and subject to space availability, allow non-profit organizations to place literature on a table reserved for such a purpose. Businesses and organizations within the downtown will be given preferential treatment in cases where there is more demand for space than availability.

### **Market Facilities**

The Downtown Farmers' Market in Bowling Green will provide space for vendors. Restroom access is not guaranteed; use of Downtown Businesses facilities is suggested.

The Downtown Farmers' Market in Bowling Green will provide signage for the market.

Subject to space availability, the Downtown Farmers' Market in Bowling Green will provide an information table for downtown businesses and for non-profit



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organizations. All entities wishing to place information on the table must make advance arrangements with market management.

When possible, market management will also arrange for volunteers to help with market set up and take down activities.

The Downtown Farmers' Market in Bowling Green is unable to provide electricity to the entire market. Specific electric spots are available but must be requested in advance.

We do not provide tables, chairs, tents, weights or awnings.

**Market manager, Samantha Beane, will be available on site to open and close the market and to address vendor or customer concerns.**

## **X. Marketing and Advertising**

Downtown Bowling Green reserves all rights to the name The Downtown Farmers' Market in Bowling Green. Downtown Bowling Green will publicize the Farmers' Market through posters, its website, brochures and other publications, as well as press releases and advertising to the extent the budget allows.

Downtown Bowling Green reserves the right to sell sponsorships for The Downtown Farmers' Market in Bowling Green.

We encourage vendors to publicize their participation in the market, but in the interest of protecting our market, we request that use by vendors of The Downtown Farmers' Market in Bowling Green's name or logo be approved by market management in advance.

Vendors are prohibited to market other events or farmers markets at the Downtown Bowling Green Farmers Market. This includes fliers, signage, and all additional questions must be directed at the market manager.

## **XI. Vendor Conduct & Operation**

Vendors will present and conduct their business in a professional manner. Courtesy and honesty are required.

Vendors must have signs on their displays identifying their farm or business. No outside sponsorship or advertising is permitted on vendor signs.

Vendors may not advertise other area markets at The Downtown Farmers' Market.

Vendors may use a generator at their booth, with prior authorization from Market Management, as long as the generator does not create noise or fumes that disturbs patrons or other vendors, and that the placement of the generator does not create a

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safety hazard or use undue space in the market. The Downtown Farmers' Market in Bowling Green reserves the right to make final determination in regard to any issues involving generators.

Vendors may set their own prices. Pricing must be clearly indicated in writing for all items offered for sale. This may be done through the use of individual price stickers on items, individual price signs for each type of produce, or a list of prices on a large sign clearly visible to customers.

**Any scales used by vendors must be inspected and approved by the Wood County Auditor's Offices.**

Any products not grown or created by the vendor must be clearly labeled as to their origin.

No hawking, disruptive behavior or loud noises are permitted. Vendors must follow the direction of the market manager in regard to these issues.

Smoking, firearms and alcohol are prohibited.

Vendors may not place items outside the boundaries of their booth space.

**Vendors are required to keep their sales area, including the ground, clear of garbage. Vendors are responsible for removing all of their garbage from the area when they leave. Vendors offering samples and handing out paper plates, cups, napkins, etc. must have a trash can for customers to use.**

## **XII. Regulatory Agencies**

The Ohio Department of Agriculture (ODA) and the Wood County Health Department have regulatory authority over the sale of produce and food items at the Downtown Farmers' Market in Bowling Green.

The Downtown Farmers' Market in Bowling Green is Registered with the ODA. Individual vendors who are exempted from the ODA's Retail Food Establishment (RFE) License Requirement do not need to register individually. Those vendors who are not exempt must obtain a license from the Wood County Health Department. The exemption to the RFE License Requirement is based on the type of product offered, and vendors are urged to contact the County Health Department or the ODA for current licensing requirements.

The Ohio Department of Taxation determines which items are taxable. Vendors selling items subject to sales tax must have a vendor's license, which is available at the Wood County Auditor's Office or online at the Department of Taxation's website. The Wood County Auditor's Office also checks market scales for accuracy.

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**Vendors are responsible for obtaining all licenses and complying with all applicable state, county and local laws and regulations.**

**Contact Information for Regulatory Agencies**

Bowling Green Fire Division

552 East Court Street

Bowling Green, OH 43402

Telephone: 419-352-3106

[www.bgohio.org/departments/safety-department/fire-division](http://www.bgohio.org/departments/safety-department/fire-division)

Wood County Health Department

1840 E. Gypsy Lane Rd.

Bowling Green, OH 43402-9173

Telephone: 419-352-8402

Toll free: 1-866-861-9338

Environmental Fax number: 419-353-7201

[www.co.wood.oh.us/healthdepartment/](http://www.co.wood.oh.us/healthdepartment/)

Wood County Auditor's Office

One Courthouse Square

Bowling Green, OH 43402

Telephone: 419-354-9150

Toll Free 866-860-4140

[www.co.wood.oh.us/auditor/](http://www.co.wood.oh.us/auditor/)

**XIII. Licensing and Regulatory Requirements in Brief**

**These guidelines are provided as a convenience only. All vendors are required to comply with licensing and regulatory requirements of the ODA and the Wood County Health Department. Any question at all about handling or selling food products should be referred to one of those agencies. Refer to Appendix II for a Fire Department handout.**

**Labeling of Home Produced Foods**

The Ohio Department of Agriculture requires all homemade food goods to be labeled as described on the following page.

**Potentially Hazardous Foods**

In addition to the labeling requirements, vendors of all potentially hazardous foods must be licensed by the Wood County Health Department or the Health Department of the County where the food is produced.

Potentially hazardous foods are those which must be kept refrigerated to inhibit the growth of dangerous organisms. Some common examples of potentially hazardous foods are: custard

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pies, cream or meringue pies, cheese cakes, cheeses, eggs, meat, cut tomatoes, cut melons and cut leafy greens.

For a more comprehensive discussion of potentially hazardous foods, refer to the *Farmer Market Review Program* booklet published by the Ohio Department of Agriculture, Division of Food Safety. For any further questions about these foods, contact the Wood County Health Department.

### **Cheeses and Eggs**

Both cheeses and eggs need to be USDA or ODA inspected. Eggs must have labeling with 1) Name of producer or re-packer, 2) Count, 3) Date packed, 4) Grade/Ungraded, along with safe handling instructions, and they must be maintained at a temperature of 45 degrees or below. Cheeses must be labeled per the labeling requirement handout on page 10. Labeling requirements are different for eggs and cheeses.

### **Cider**

Unpasteurized cider or juice products must have a warning statement: "WARNING: this product has not been pasteurized and, therefore, may contain harmful bacteria that can cause serious illness in children, the elderly, and persons with weakened immune systems"

### **Samples and General Food Handling**

Vendors giving out free samples are not required to have a Health Department license.

No bare hand contact is allowed with any ready-to-eat foods. Vendors must use tongs, waxed paper or gloves to keep from touching the foods.

Hair restraints—hair nets, hats, headbands, ponytail holders—must be used when working with ready-to-eat foods.

It is highly recommended that vendors who also have contact with animals have a hand washing station.

### **Mobile Vendors**

Mobile vendors must have a license from their home county, stating which products they are licensed to sell.

## BASIC COMPONENTS FOR LABELING REQUIREMENTS

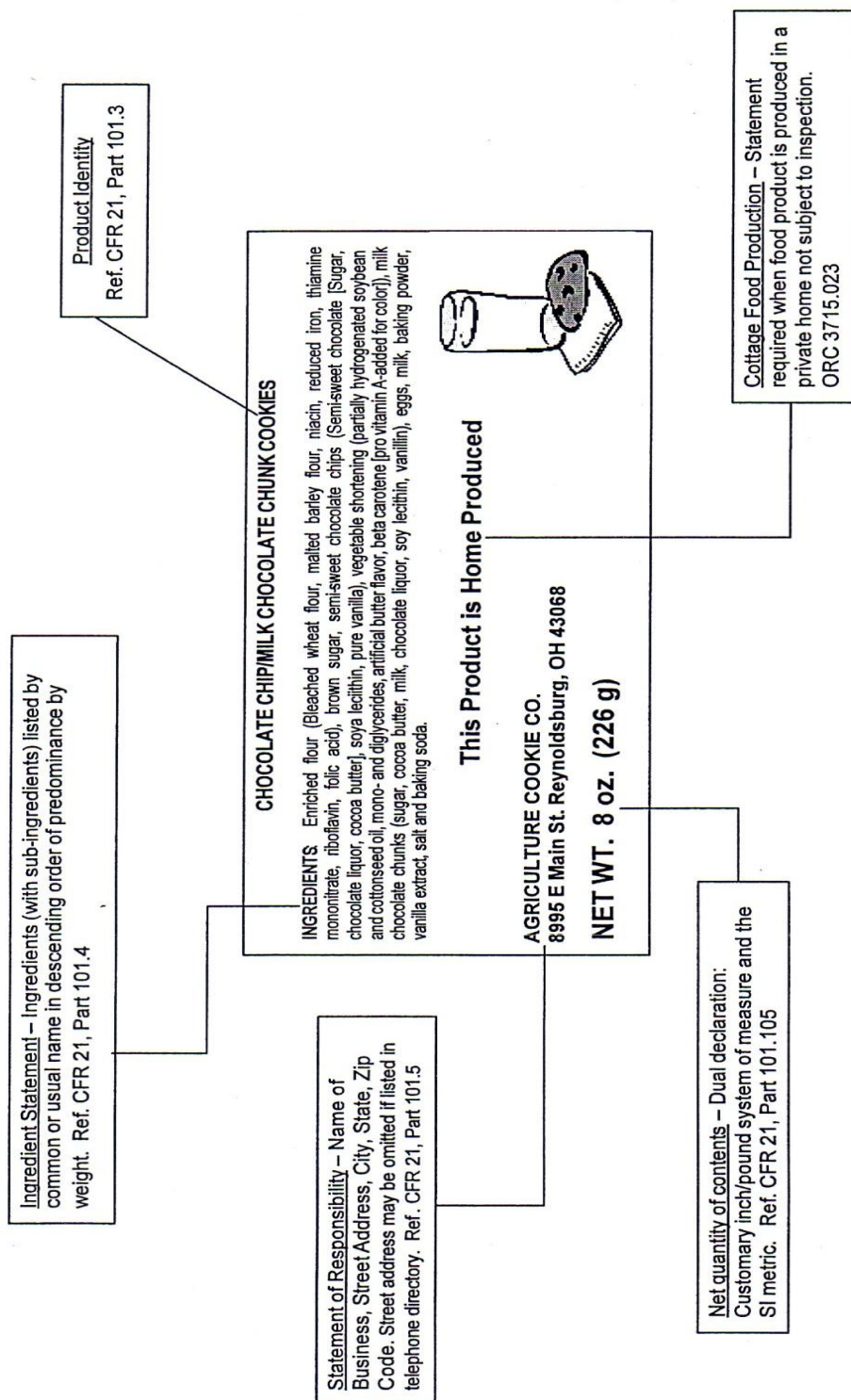


Chart from the *Farmer Market Review Program* booklet published by the ODA Division of Food Safety

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*City of Bowling Green*  
*Fire Division*

552 East Court Street, Bowling Green, Ohio 43402  
Ph (419) 352-3106 Fax (419) 354-1800



**OUTDOOR COOKING/DOWN TOWN FESTIVAL REGULATIONS**

1. Open flame cooking or warming devices shall not be operated on combustible balconies or within 10 feet horizontally or vertically of combustible materials including awnings. This would include charcoal, wood, gas or electric devices.

You must also have a fire extinguisher, minimum of 3A:40 BC readily available. Cooking equipment involving vegetable or animal oils and fats shall have an additional Class K rated portable fire extinguisher. All fire extinguishers must have a tag indicating that the extinguisher has been inspected or serviced within the last 365 days.

You must also check with the Health Department about their rules or permits.

2. No trip hazards on sidewalks or pedestrian walk ways can be created.
3. The Fire Department and a representative of the event will inspect the site in the morning prior to the event opening and as needed.
4. A map detailing the layout of the event must be submitted to the Fire Department 30 days prior to the event.
5. No obstructions can be closer to the intersection than the left turn stop bar.
6. Fire Lanes must be 20 feet wide minimum and 25 feet wide where possible.

**CONCESSION TRAILERS**

Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable fire extinguisher. Extinguisher to have current annual service tag.

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## Market Processing of EBT SNAP Payments

As a service to our vendors and customers, *Downtown Bowling Green* has added the capability to process electronic EBT Snap payments.

Vendors who wish to take advantage of this service will be charged two cents (.02) for each dollar redeemed to offset the processing fees.

Participating vendors will be given placards to display at the market indicating that they are participating in our EBT Snap program.

Vendors *who sell eligible items* and wish to accept EBT payments are required to comply with the rules for EBT purchases and to sign an agreement (page 19) regarding their compliance.

EBT Snap customers will purchase \$1 tokens from the Downtown BG booth, which they will then use with participating vendors. ***Vendors may not make change for EBT tokens.*** If a purchase is less than \$1, the vendor must add products to reach the full dollar amount. Otherwise the customer must use cash. Vendors are asked to redeem their tokens at the end of each market session each week.

### ***Items Eligible for EBT Purchase:***

Fruits	Vegetables	Meats	Poultry
Eggs	Dairy Products	Baked Goods	Jams & Jellies
Honey	Maple Products	Cider & Fruit Juice	
Other Processed Foods for Human Consumption			
Seeds & Plants Used to Grow Food for Human Consumption, Including Herbs			

### ***Items NOT Eligible for EBT Purchase:***

Wine	Cut Flowers	Ornamental Plants
Wool Products	Other Non-food Items	
Prepared foods for immediate consumption such as brewed coffee and sandwiches.		

For complete list go to: <http://www.fns.usda.gov/snap/eligible-food-items>

## **XIV. Non-Compliance**

The Downtown Farmers' Market in Bowling Green reserves the right to refuse any vendor, organization, or product that is not in keeping with these rules or the quality standards of the market. We reserve the right to terminate the participation of any season-long vendor who does not comply with our rules and quality standards.

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**XV. Grievance Procedures**

Formal forms are available to all vendors at the Downtown Bowling Green tent to file any grievances in person with the Market Manager.

Any grievances not in person should be addressed to:

Farmers Market Bowling Green  
c/o Downtown Bowling Green  
Samantha Beane  
130 Main Street  
Bowling Green, OH 43402

**Telephone: 419-354-4332**



## APPENDIX I-SAMPLE INSURANCE CERTIFICATE

# 2018 Downtown Bowling Green Farmers Market Vendor Participation Agreement



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Agency Name		<b>CONTACT</b> NAME: PHONE: A/C No. Ext): E-MAIL: ADDRESS:		FAX: A/C No):
		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  Sample 1234 Main St. Bowling Green, OH 43402		<b>INSURER A:</b> Insurance Company		
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			123456789	01/01/12	01/01/2013	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC						PRODUCTS - COM/PROP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	DEF <input type="checkbox"/> RETENTION \$						WE STATO- TORY LIMITS <input type="checkbox"/> OTH- ER <input type="checkbox"/>
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Downtown BG 121 E. Wooster St. Bowling Green, OH 43402	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Sample

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD © 1988-2010 ACORD CORPORATION. All rights reserved.

**Market Operates on Wednesdays, May 8<sup>th</sup> - October 16<sup>th</sup> 2019**  
**Vendor setup 2 PM to 3:45 PM**  
**Market Opens 4:00 to 7 PM**

## 2018 Downtown Bowling Green Farmers Market Vendor Participation Agreement

The mission of The Downtown Farmers' Market in Bowling Green is to encourage local production and consumption of crops and goods by providing a centralized weekly market for producers of quality agricultural, cottage food, and hand crafted products. Our goals are to support the local economy by creating a mutually beneficial relationship between the downtown businesses and the market vendors; and to provide the best possible experience for customers of the downtown market.

The market is open to growers and producers from the following Northwest Ohio counties:  
Allen, Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Ottawa, Paulding,  
Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, Wyandot

The full market operation manual, containing information on policies and procedures, can be read or downloaded online at <http://www.bgfarmersmarket.org/> Click the link on the Farmers' Market page.

Vendor's Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

I Will participate as a ( ) grower/producer and/or ( ) artisan

- |                                   |                          |                   |
|-----------------------------------|--------------------------|-------------------|
| ( ) Full-Season Vendor            | ( ) Half-Season Vendor   | ( ) Daily Vendor* |
| ( ) \$325 due by May 1, 2019      | \$175 due by May 1, 2019 | \$25 per Week     |
| ( ) \$650 2-Spaces by May 1, 2019 |                          |                   |
| ( ) \$975 3-Spaces by May 1, 2019 |                          |                   |

Daily and Half-Season Vendors Indicate Participation Dates Below

- |                           |                               |
|---------------------------|-------------------------------|
| ( ) May 8th               | ( ) July 31 <sup>st</sup>     |
| ( ) May 16th              | ( ) August 7th                |
| ( ) May 22nd              | ( ) August 14th               |
| ( ) May 29th              | ( ) August 21st               |
| ( ) June 5th              | ( ) August 28th               |
| ( ) June 12th             | ( ) September 4 <sup>th</sup> |
| ( ) June 19th             | ( ) September 11th            |
| ( ) June 26th             | ( ) September 18th            |
| ( ) July 3rd              | ( ) September 25th            |
| ( ) July 10th             | ( ) October 2nd               |
| ( ) July 17 <sup>th</sup> | ( ) October 9th               |
| ( ) July 24 <sup>th</sup> | ( ) October 16th              |

**2018 Downtown Bowling Green Farmers Market  
Vendor Participation Agreement**

**Items you intend to sell: (You must list ALL items on these lines, items not listed are not eligible to be sold at market:**

\_\_\_\_\_  
\_\_\_\_\_

Are your products certified organic? \_\_\_\_\_

How long have you been farming or creating products? \_\_\_\_\_

How long has the land of your garden been farmed? \_\_\_\_\_

How long has the land of your garden been certified organic? \_\_\_\_\_

Interesting facts about you, your farm, or your business? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We often receive calls from shoppers looking for a specific product or farm...

May we give out your phone/fax numbers? Yes \_\_\_\_\_ No \_\_\_\_\_

May we give out your e-mail address? Yes \_\_\_\_\_ No \_\_\_\_\_

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**\*State Vendors License Number** \_\_\_\_\_

**\*Certificate of Liability Insurance**

**Insurance Carrier Contact Phone Number** \_\_\_\_\_

**\*Food Service License Number (If applicable)** \_\_\_\_\_

***\*Please include copies of these items with your signed vendor participation contract.***

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Vehicle Make & Model \_\_\_\_\_

Vehicle License Number \_\_\_\_\_ Type (pickup, van, etc.) \_\_\_\_\_

I have received a copy of the Downtown Bowling Green Farmers' Market Rules & Regulations. I have read the Rules & Regulations and agree to abide by them. I understand that failure to follow the Rules & Regulations may mean exclusion from the market. I agree to indemnify and hold harmless Downtown Bowling Green, the City of Bowling Green, and the Sentinel-Tribune and their representatives from any property damage or personal injury caused, occasioned or sustained by me or those under my control or supervision while participating in the 2016 Downtown Bowling Green Farmers' Market.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this signed form ***along with copies of liability insurance and license information (if applicable) to:***

Downtown Bowling Green Farmer's Market  
130 Main Street  
Bowling Green, OH 43402

**2018 Downtown Farmers Market  
EBT/SNAP Program Election and Agreement**

**All vendors are required to complete this form whether or not they wish to participate in the Downtown Farmers' Market EBT/SNAP Program.**

Vendor/Business Name \_\_\_\_\_

**EBT/SNAP Payments**

Indicate which of the two following statements is correct by checking the space before it.

- ☐ I sell EBT eligible products. (Refer to p.13 of the Market Manual for more information.)  
☐ I do not sell EBT eligible products. (Please skip to the "forms of payment" section of this agreement.)

Indicate which of the two following statements is correct by checking the space before it.

- ☐ I wish to participate in the EBT SNAP redemption program at the Downtown Farmers' Market.  
(I understand that a transaction fee will be assessed for each transaction, see below for details.)  
☐ I do not wish to participate in the EBT SNAP redemption program at the Downtown Farmers' Market. (Please skip to the "forms of payment" section of this agreement.)

If you sell eligible products and wish to participate, please read the following and indicate your acceptance by initialing where indicated below.

I hereby agree to:

1. Accept Downtown Farmers' Market EBT tokens ONLY in exchange for EBT Program-eligible foods and plants under USDA FNS rules.
2. Accept only Downtown Farmers' Market EBT tokens at this market.
3. Return no cash change in EBT token transactions.
4. Prominently display the Market-provided "We accept EBT Tokens" sign at my booth.
5. Explain to interested customers how they can obtain tokens.
6. Redeem all tokens with the managers of the Downtown Farmers' Market on a weekly basis.
7. Pay the Downtown Farmers' Market a fee of two cents (.02) per token redeemed to cover the Market's processing costs for the program.
8. *Downtown Bowling Green* reserves the right to increase the two cents charge to the vendor after 60 days (July 18, 2018) to cover processing fees associated with the SNAP program. The vendor has to right to opt out of the program.
9. *Downtown Bowling Green* and the vendor have the right to notify the other party of opting out of the SNAP program with a 7-day written notice.

\_\_\_\_\_  
Vendor Initials

**Please indicate what forms of payment you will accept.**

We will create a display for your booth indicating forms of payment you accept. Our goals is to make it as easy as possible for customers to do business with each of you. IF you need help setting up a "Square" credit card for your Smartphone, we can help you.

- ( ) VISA  
( ) MasterCard  
( ) American Express  
( ) Discover  
( ) EBT Tokens  
( ) Check  
( ) Cash  
( ) PayPal  
( ) Other \_\_\_\_\_

\_\_\_\_\_  
Vendor Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date