

# Hilliard Farm Market

## 2021 Rules and Regulations

**The Hilliard Farm Market is run by volunteers and managed by a volunteer executive team. The Hilliard Farm Market is a ministry of the Hilliard United Methodist Church.**

The following rules and regulations have been established by the Hilliard Farm Market Team to maintain a productive and enjoyable marketplace for both vendors and customers. Hilliard Farm Market may make modifications to these rules and regulations to preserve the safety and security of said marketplace.

The Hilliard Farm Market supports residents of the City of Hilliard by providing vibrant community gathering space and options for local, healthy, fresh foods. In addition to providing quality products for all customers, the market will increase access to healthy foods for economically disadvantaged members of our community.

### **Days, Hours and Location of Operation**

The Hilliard Farm Market (HFM) is held on Tuesday afternoons from 4pm to 7pm – rain or shine – May through September, at the Hilliard United Methodist Church parking lot, 5445 Scioto Darby Road, Hilliard, OH.

The **2021 season** will run for 19 weeks beginning Tuesday, May 25 and ending Tuesday, September 28. \*\*This is three additional weeks compared to past seasons.

### **Application Process**

The **deadline for priority vendor selection is Friday, March 12.** All applications submitted after March 12 will be reviewed in the order they are received to fill remaining vacancies. Vendors will be notified of their selection status no later than Friday, April 2.

Total Payment and Proof of Liability must be received from participating vendors no later than Friday, May 7, 2021. If not received by this date, the Hilliard Farm Market Team reserves the right to cancel the vendor's participation for the season. The space will be reassigned from the farm market waitlist.

Applications may be submitted electronically through [managemymarket.com](http://managemymarket.com). Applications will be time/date stamped in the order they are received.

**There is a non-refundable application fee of \$10 due at time of application.**

By participating in the Hilliard Farm Market, you agree to give consent to all photographs, audio recordings, and/or video recordings taken of you or your staff. You understand that such photographs, audio recordings, and/or video recordings become the property of the Hilliard Farm Market, and may be used by the market, the Hilliard United Methodist Church, or others with their consent, for educational, instructional or promotional purposes determined by the Hilliard Farm Market and the Hilliard United Methodist Church in broadcast and media formats now existing or created in the future.



## **Vendor Selection Process**

In the spirit of healthy competition, the Hilliard Farm Market Team will consider applications from vendors that will offer our customers the greatest variety and highest quality products available.

**ONLY OHIO-GROWN PLANTS AND PRODUCE MAY BE SOLD.**

**ONLY COTTAGE GOODS AND ARTISAN PRODUCTS MADE BY THE VENDOR ARE PERMITTED.**

Previous Vendors must have no reported violation(s) to the Hilliard Farm Market Rules & Regulations to be considered a Returning Vendor.

Order of Selection will be as follows:

- Returning Vendor
- Home based business/Farm located within Hilliard City Limits
- Home based business/Farm located in other Ohio locations

Each product category is limited. HFM will allow for the following:

<b>Product Category</b>	<b>Vendor Allotment (COVID)</b>	<b>Vendor Allotment (Expanded)</b>
Vegetables/Produce	5	7
Fruits	3	4
Fresh Herbs/Potted Herbs or Vegetables Potted Landscaping Plants/Cut Flowers	5	6
Dairy	2 (1 cheese & 1 other)	2 (1 cheese & 1 other)
Meat/Fish/Eggs	4	5
Honey & Syrups	3	3
Cottage Foods – Bakery, Cakes, Cookies, Pies, Breads, Pretzels	6	7
Cottage Foods – Dips, Rubs, Oils, Sauces, Pastas	5	6
Cottage Foods – Jams, Jellies, Items in a Jar	3	4
Ready Made/Single Serving	2	3
Health and Wellness	2	2
Other Homemade Products	3	4
Soaps/Lotions	2	2
Pet Products/Dog Treats	2	2

\*\*\* In the next non-COVID year we will be expanding our market due to its success in the community. This will affect the ratios of number of vendors per category.

## **Market Rules for Vendors**

Vendors may set up between 2:45pm and 3:45pm. Any vendor not set up by 3:45pm may be refused participation for that day. Vendors should bring enough product for the full three hours, and are expected to remain at the market until 7pm. No vehicles are permitted to be moving inside the market area between the times of 3:45 and 7pm. Vendors will not be permitted to leave prior to the closing of the Hilliard Farm Market.

Vendors are expected to be present at all paid-for market dates. If you are unable to attend a market day or will be late, please notify the farm market team (HilliardFarmMarket@hilliardumc.org), or call the church office (614.876.2403) as soon as possible. The Hilliard Farm Market reserves the right to remove vendors who miss 3 consecutive markets or a total of 25% of the season's market dates. Money already paid will not be refunded. The Hilliard Farm Market reserves the right to cancel participation at future markets should tardiness, product quality, or other factors impede the Market's success.

The Hilliard Farm Market will not cancel the market due to weather conditions. It is at each vendor's discretion to attend or remain at the market due to weather conditions. Refunds will not be given.

## **What Can Be Sold**

Farmers are to sell what they produce. Products sold at the market must be grown or produced in Ohio by the applicant, including farm grown produce, baked goods, consumable goods and flowers (including plants, herbs, honey, preserves and flower baskets). Homemade products should source their components locally, if possible. All products are subject to approval. Processed foods must meet all state and local regulations.

Vendors may request approval to bring produce from a neighboring farm. If selling a neighbor's produce, items must be clearly identified as such on the application as well as at the market stand and must represent less than 25% of the vendor's products. You must contact the Market Committee for approval.

**In no case may any farm, seasonal or otherwise, re-sell produce at the Hilliard Farm Market that was purchased at wholesale.** This is strictly prohibited and any vendor deemed to be selling products purchased for resale at HFM will be required to leave the market and forfeit their reservation fee.

## **Merchandising Displays/Set-up/Parking/Clean-Up**

Vendors will be assigned a marked space on our lot, or two spaces if paying for a double. One vehicle is allowed for delivery of goods to the market, and may park adjacent to their assigned space. From 3:45 - 7pm, vendors will not be permitted to move any vehicle parked within the market site.

Vendors are to provide their own sturdy **10' x 10' canopy and tent weights**. Adequate tent weights are mandatory as our market location tends to catch the summer crosswinds. Tables and stands used for sales are to be provided by the vendor. Vendor booths must not impede pedestrian traffic. No loud radios or shouting of prices.

Vendors must display clear signage identifying their farm or business and accepted forms of payment. These signs must not intrude into the sidewalk, street or customer walkway.



No vendor is permitted to bring an animal at any time into the Hilliard Farm Market.

Vendors are to keep their assigned space clean. Please remove all garbage, product, containers, signs and any other items at the end of the day.

### **Pricing/ Weights & Measures**

Vendors are to set their own prices, but must display them clearly in writing.

Scales should meet standards set by the Franklin County Division of Weights and Measures. You may contact them at 614.645.7397 with any questions.

### **Labeling/ Licensing/Liability Requirements**

All processed foods and baked goods must be clearly labeled with ingredients. The label must include the words “homemade” or “cottage made.”

It is the Vendor’s responsibility to obtain all licenses and permits as well as to pay the fees required by local and state governments. This includes the vendor’s license for goods sold for which a sales tax must be collected.

Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, and City of Hilliard.

All selected vendors selling food products must provide proof of **Liability Insurance**, in the form of a Certificate of Insurance greater than or equal to \$1 million, to cover their risks at HFM. **Hilliard United Methodist Church** must be named as an additional insured on the policy. Any vendor who cannot provide insurance by Friday, May 7 will not be able to attend the market.

### **Alcohol, Firearms Prohibited**

Alcohol and tobacco products may not be sold. Firearms on Hilliard United Methodist Church property are prohibited.

### **2020 Market Space Rental**

#### **Cost**

Each vendor space for the full 19-week season is \$240 and includes a single adjacent parking spot. A second space may be rented (if available) at regular price. Full season vendor fees must be paid in full prior to the start of the season. Week-to-week rentals may, on occasion, be available at \$20 per space, paid weekly. Requests for week-to-week vendor space must be outlined in the vendor application. There will be multiple options for attendance on our application to ensure the most effective vendor participation.

#### **Space Assignment**

Spaces will be assigned by the Farm Market Team. Preference is given to returning full season vendors. All assignments are permanent for the season; however, the Hilliard Farm Market team reserves the right to relocate vendors as necessary.



The Farm Market Team recommends that all vendors review the space assignment map and visit the market location prior to Friday, May 21, 2021. Requests for space reassignment submitted to the Farm Market Team will be addressed prior to opening day. Any request for space reassignment after the market has opened for the season must be submitted to HilliardFarmMarket@hilliardumc.org in writing.

## **Community Support - The Hilliard Food Pantry**

The Hilliard United Methodist Church, through the Hilliard Farm Market, invites vendors to participate in additional programs which focus on raising funds and food donations for disadvantaged members of the Hilliard Community. Examples include:

- Collection of excess product at market's close. HFM Team members will visit each vendor from 6:45pm- closing to collect any excess product you wish to donate.
- Vendors may choose to display a donation container (provided) at their booth to be collected at the end of each market.
- Vendors are invited, and encouraged to offer sale promotions and specials that would help increase donations collected. For example, offering a BOGO sale when inventory is high (purchase an item for yourself and add one on to donate at a discount).

## **Enforcement of Rules & Regulations**

**Violation of any of the above Hilliard Farm Market Rules and Regulations may cause forfeiture of the right to continue as a Hilliard Farm Market participant.**

Any vendor reported to be in violation of the 2020 Rules and Regulations will receive one written warning (by email) and given one week to comply with the policies of the market. Vendors repeating the same violation during the season will forfeit their participation at future markets. Vendors who have three total violations within the market season will also forfeit their participation at future markets, regardless of corrective action taken.

Vendors or customers are encouraged to report violations that impede the success of the market in writing via email to HilliardFarmMarket@hilliardumc.org.

## **COVID-19 Procedures**

While we are waiting for the restrictions to be lifted by the CDC, the following guidelines will be followed without exception.

- Sick employees, volunteers and vendors must stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath) and, at least 7 days have passed since symptoms first appeared.
- Those who appear to be ill upon arrival to market or become sick during the day should be sent home immediately.
- **Face Masks will be worn at all times.**
- Designate one person to handle food and another person to handle payment transactions when possible.
- Take the temperature of all employees, volunteers and vendors upon arrival, confirming that no person has a temperature of more than 100.4°F [38° C]. If an employee, volunteer or vendor should register a temperature of 100.4°F [38° C], he/she/they will be sent home immediately. (See following execution procedures)
- All vendors must sanitize their stands regularly, primarily wiping down tables, terminals, cash boxes, etc.



- Discontinue use of tablecloths and other porous materials such as baskets.
- Recommend using only materials that can be immediately washed and sanitized after use.
- Clean your hands frequently, ideally between each customer transaction. Follow CDC recommendations for cleaning your hands.
- Use only new plastic bags for the packaging and sale of goods.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Encourage online pre-order as much as possible for quick order pick-ups.

We are hoping that with the distribution of vaccines, these restrictions will be lifted and we will resume all normal procedures. The Hilliard Farm Market reserves the right to change procedures as the CDC requirements are changed.