

# *Oxford Farmers Market Uptown ~ Vendor Information & Rules 2011*

The Mission of the Oxford Farmers Market Uptown is to provide fresh and local farm items, strengthen the relationship between farmers and consumers, and support small farms by providing an outlet for farm products.

Oxford Farmers Market Uptown is held in the municipal parking lot near Oxford Uptown Parks at Main and High Streets.

## **All Markets Open until Noon**

**Summer Season Saturdays: May – Sep 7:30am    Fall Season: Oct thru Saturday before Thanksgiving 8:30am**

**Winter Season: 3<sup>rd</sup> Saturday of each month, Dec - Apr 9:30am**

**Vendors must arrive 20 minutes prior to Market start time and must vacate the Market area by 12:30pm.**

1. Oxford Farmers Market Uptown (hereafter referred to as ‘Market’) welcomes vendors from any area within one hundred (100) road/driving miles of Oxford.
2. All items must follow the “Make it, Bake it or Grow it” guidelines as defined in item 5 and be produced by the vendor, the vendor’s employees or immediate family. Members of the vendor’s family or the vendor’s employees may work in the booth. Covering an absent vendor’s booth or having another vendor’s items in your booth is allowed.
3. Reselling at the Market is limited to complementary non-food items **approved by council**.
4. If the majority of your products are produce, meat, eggs, flowers, or plants, we consider you a FARMER.  
If the majority of your products are baked or processed foods, we consider you a BAKER.  
If the majority of your products are art/craft related, we consider you an ARTISAN.
5. Vendors must follow the “Make it, Bake it or Grow it” guidelines as follows:
  - a. **Fresh Produce (fruit, vegetables, cut flowers)** must be grown by the vendor from seed or plants. The use of purchased plugs or transplants is permitted.
  - b. **Transplants, fruit trees/vines and ornamentals** must be grown by the vendor from seed, cuttings or plugs. Re-potting or resale of purchased mature plants is not permitted.
  - c. **Meat, Cheese & Eggs** must comply with Ohio Department of Agriculture/U.S. Department of Agriculture (ODA/USDA) regulations and guidelines. Meat animals must be on the farm and under the direct care of the vendor for a minimum finishing period as follows: Beef – 6 months; Pigs – 2 months; Lambs – 2 months; Goats – 2 months; Chickens – 35 days; Fish – from fingerling size. Cheese must be produced from milk from animals raised by the vendor. Interstate commerce laws regarding the sale of animal products across state lines must be adhered to.
  - d. **Baked Goods & Processed Food items** must be made by the vendor from basic raw ingredients in his/her kitchen or approved production facilities. Repackaging of purchased goods of any kind is not permitted. Sale of contract-processed food items is not permitted. All foods must be produced according to the rules and regulations of ODA’s Cottage Food Production Operation.
  - e. **Honey** must be from the vendor’s hives or from hives kept on the farmer vendor’s property by a beekeeper on a paid or share basis. Processed honey products and/or bees wax products must be made by the vendor and follow the processed food guidelines above.
  - f. **Artisan Products** must be made by the vendor using basic raw materials (clay, fabric, weaving materials, yarn, beads, jewelry components, painting supplies, etc.) and have significant “value-added” by the work of the artist.
6. Scales must be legal for trade.
7. If selling organic products, vendor must comply with National Organic Program (NOP) rules and regulations and display a current certification. If a vendor sells both organic and non-organic items, they must be physically segregated and clearly labeled to differentiate organic and non-organic products as regulated by the NOP.
8. All vendors are subject to farm and production facility audits by the OFMU Market Manager or appointed Council Member(s). Audits are made at the discretion of Council. Vendors found to be selling products which do not meet the requirements of item 5 above will have their right to sell at the Market revoked for the two following market days. A repeat violation will result in permanent suspension. Annual market fees paid will not be refunded or adjusted in the event of a suspension.

9. Prepared foods - Use proper precautions. Sampling is permitted but **cutting portions of an item or creating single servings on site for sale requires a food vendor license**. Create individual portions BEFORE coming to Market: refer to ODA's Cottage Food Production Operation.
10. **FARMERS WILL BE GIVEN FIRST PRIORITY FOR VENDOR SPACES at Market and Market Council has final say on acceptance/rejection and placement of vendors.**
11. 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 Market or the City of Oxford.
12. Taxes, licensing, permits, certifications, inspections, liability, safety, etc. are the responsibility of the vendor.
13. Vendors must be in their assigned spot 20 minutes prior to market start time. If a vendor arrives later than 20 minutes before market start time, they will be directed to park outside of Market parking lot and carry their items in by hand. The Market Manager has the authority to reassign vacant spots within 20 minutes from the starting time.
14. Vendors are required to stay set-up for the entire Market. If you need to leave early, please alert the Market Manager BEFORE you set up.
15. Selling before the market start time is NOT permitted.
16. Smoking is not permitted in or around the Market.
17. Clean up your area. Remove all waste, leftovers, equipment and personal items before you leave the Market area.
18. The Market Council and/or Market 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 Market. Market Council holds the right to refuse membership to a new vendor and to refuse the right to sell specific items if the product does not complement the Market as a whole.

**Contact Information: Larry Slocum, Market Manager, 513 505 5238**

**Email Information: [info@oxfordfarmersmarket.com](mailto:info@oxfordfarmersmarket.com)**

# Oxford Farmers Market Uptown ~ Vendor Application 2011

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

Business/Farm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

**Please provide the following information to help us assign booth locations:**

Type of Booth: Farm Product Vendor \_\_\_\_\_ Baked/Processed Foods \_\_\_\_\_ Artisan/Crafter \_\_\_\_\_  
(see rules for details on these classifications)

Type of Vehicle

Full size Truck/Van \_\_\_\_\_ Light Truck/Small Van \_\_\_\_\_

Cube Truck \_\_\_\_\_ Trailer (list size) \_\_\_\_\_

Car \_\_\_\_\_ Other (specify): \_\_\_\_\_

Were you a vendor in 2010? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, do you want you same booth location? No \_\_\_\_\_ Yes \_\_\_\_\_ Doesn't Matter \_\_\_\_\_

List of any special requests on booth location (e.g. need to leave early regularly):

\_\_\_\_\_

Please provide a specific list of all items you plan to sell (use back if necessary):

\_\_\_\_\_

\_\_\_\_\_

Are you interested in Oxford Farmers Market Uptown WINTER MARKET? No \_\_\_\_\_ Yes \_\_\_\_\_

**I have read, understand, and agree to follow the attached rules.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return application and check payable to:**

Oxford Farmers Market Uptown

P.O. Box 691

Oxford, Ohio 45056

## Annual Membership Fee

Vendors with 2010 gross sales less than \$2500 or new vendors	\$50
Vendors with 2010 gross sales \$2500 or greater and less than \$5000	\$100
Vendors with 2010 gross sales \$5000 or greater and less than \$10,000	\$200
Vendors with 2010 gross sales \$10,000 and greater	\$300
Weekly Stall Fee for Farmers & Bakers	\$7/day
Artisan/Crafter Weekly Flat Rate	\$10/day

This box for office use only

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Tender: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Notes: \_\_\_\_\_