



Vendor Information

(revised February 2011)

Welcome to Oxford Farmers Market Uptown where “Cultivating Community” begins with our support of local farmers, bakers and artisans. Please read through this package of information regarding set-up, market programs, and general operating guidelines. Should you have any questions or need clarification, please email info@oxfordfarmersmarket.com or call Larry Slocum, Market Manager at 513-505-5238.

Market Hours

- Summer Hours (May through September): 7:30 am until noon
- Fall Hours (October through November): 8:30 am until noon
- Winter Hours (3rd Saturday of December through April): 9:30 am until noon

Set-Up Procedures

- vendors must supply all needed equipment for selling, i.e. tent, tables, chair, bags, etc.
- please stop when entering the parking lot and confirm with the market manager your assigned space
- vendors’ selling area must be contained within one parking space, unless by prior arrangement with market manager
- no electricity is provided for vendors
- **vendors must arrive no later than 20 minutes prior to market opening** in order to have their vehicle in the market area. Otherwise, items for sale must be carried into the market area since late-arriving vehicles will be parked outside the market area. There is no vehicle traffic in the market area from 20 minutes before the opening bell nor during market hours.
- **No selling is allowed prior to market opening** and market hours are strictly adhered to. Vendor booths must remain set up until market closing time.

Market Programs

- **Cooking Demos:** On many Saturdays, a Market Fresh Chef prepares fresh dishes using produce from the local farmers. The Chef shops for produce early in the day, making a list of their selections including vendor and cost of items. A white board located at the Market Chef’s table will list farms and each ingredient obtained from them. Near the end of market, the market manager, or his assistant will reimburse vendors for their products. Donating the produce to the cooking demo is accepted, but not expected.
- **Sprouts:** An interactive educational program (during the summer season) designed to encourage kids to participate in and feel part of the market. Vendors may be asked to post a small sign for the children to find during a scavenger hunt or other activity. For example, on Spanish Day, the kids completed a worksheet matching English words to Spanish signs identifying fruits, vegetables, meats and other vendor products that were spread throughout the market.

- **Friends of the Market:** Friends believe Oxford Farmers Market Uptown to be a vibrant, vital part of our community, with the mission of supporting our farmers, bakers and artisans as they build a healthy local food community. It's a way for market customers to financially support OFMU's endeavors in return for premiums like colorful market bags, sweatshirts and T-shirts. The premiums are available to market vendors as well.
- **Greenbacks:** Greenbacks are paper money redeemable for \$1 or \$5 at OFMU. If you are given a greenback, treat it as cash for the customer. At the end of the market day, bring all redeemed Greenbacks to the market manager's tent for reimbursement.
- **EBT Coupons:** OFMU accepts EBT cards (food stamps). Customers swipe their EBT card at the manager's tent and are issued EBT Coupons for use within the market. Strict rules apply regarding products which can be purchased with the EBT Coupons. Fresh fruits, vegetables, baked goods, food plants, meats and eggs can be purchased. NO CHANGE may be given on EBT Coupons. If in doubt, please ask market manager.
- **WIC:** Farmers must apply individually for approval to accept WIC vouchers. Please display your poster and notify manager to be added to the master list of WIC vendors. Please follow the guidelines set forth by the ODH (Ohio Dept of Health) in accepting the vouchers. If you are interested in becoming a WIC vendor, contact Robin Ridenour of ODH at 614-644-8285.
- **VISA:** OFMU accepts major credit and debit cards. Customers may purchase Greenbacks with their credit/debit card. Customers may also charge a larger purchase from one vendor. The vendor will receive a check in the mail from OFMU within a week or so in the amount of the purchase.

General Information

- **Restrooms** are located upstairs in the LCNB Building across High Street. The bank opens at 9:00 am.
- **Lending library** of marketing and farming oriented books for vendors is located at the manager's tent and books are available for purchase.
- **Change.** Our assistant market manager is available to run to the bank for change.
- **Daily Fee.** The assistant market manager will collect fees during the market.
- **Vendor Signs.** As a service to regular vendors, OFMU provides a heavily laminated sign with farm and vendor names. Name tags are also provided. Please see form at the end of this document. Please fill this form out and bring to the manager's tent. Signs and name tags are grouped and only ordered occasionally.
- **Website.** A popular feature of OFMU's website (www.oxfordfarmersmarket.com) is the "Meet Our Vendors" section. Initial information is entered from the completed vendor application. This area is available for vendors to enter a photo and additional information about their farm or business. A username and password are required. Please create a new account and email info@oxfordfarmersmarket.com with the information. Within a day or two access will be granted to the vendor page.
- **OFMU Council** consists of 9 members, a mix of vendors and Friends of the Market. Meetings are the second Tuesday of the month at 7:00 pm and are always open to current vendors and interested Friends of the Market. Currently, the council meet at Oxford Visitors and Convention Bureau offices.
- **Market Minute Newsletter** is emailed each Friday morning before a market. The newsletter goes to all Friends of the Market, vendors and anyone else who signs up. Please email a short list of current products by Thursday morning to info@oxfordfarmersmarket.com for inclusion in the newsletter (if desired.)
- **Market Manager Visits** One of the reasons our market is successful is our "Make It, Bake It or Grow It" rule. People want to talk to the farmer who grew the produce or the person who baked the bread. Each farmer will be visited. This is your opportunity to show-off! After the farmers have been visited, bakers and artisans are next. Photos may be taken and used on your "Meet our Vendors" page of the website. We care about the quality of products available for market shoppers at Oxford Farmers Market Uptown. When we know you "Made It, Baked It or Grew It," we know it's TOP SHELF!

Oxford Farmers Market Uptown provides regular vendors with an 8 ½" x 11" heavily laminated sign bearing personal names and the farm name. OFMU also provides laminated, clip-on name tags for each individual who works in the booth. Please PRINT the following information as you would like it on your sign and name tags.

Name(s) to display on 8 ½" x 11" sign

Farm or Business Name to display on 8 ½" x 11" sign

Individual Name(s) for Name Tags

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