



Farmers Market

2024 Farmers Market Vendor Packet

Franklin Park Conservatory and Botanical Gardens has opened enrollment for its Farmers Market, operating Wednesdays, June 5–September 11, 2024 (14 markets – no market July 3), 3:30–6:30pm. **As in the past, this year there are no fees for farmers, vendors or food trucks to participate!**

The Conservatory's Farmers Market is located outdoors in the parking lot of the Wells Barn, between East Broad Street and Franklin Park South, two miles east of downtown Columbus. The market welcomes diverse customers including nearby residents who might otherwise lack access to fresh, locally grown produce. Market patrons have access to free parking and a major bus line.

The Farmers Market strives to offer a merchant mix of local produce, baked goods, specialty foods, and health and beauty products. We participate in all qualifying food incentive programs -- EBT (SNAP), WIC, Senior Farmers Market Nutrition Program for all qualifying purchases and offer incentive dollars through the Produce Perks Columbus program for fresh produce for all EBT users. Our mission is to provide access to healthy, affordable food, promote economic development and strengthen our relationship with our community.

To apply as a vendor, please review the attached information and complete the application and agreement forms. Submit by mail or email to the Conservatory at the address below. Once accepted, necessary forms will be sent to be completed and copies of required insurance and any necessary permits will be requested.

We are invested in helping new vendors grow. To that end, we have never charged a vendor fee. If, however, you feel that the market met or exceeded your sales goals, please consider making a donation to the market or to our Teen Corps program at the Conservatory. New vendors are welcome, so please forward this to anyone who may be interested in participating in this year's market.

We are proud to offer the market as a resource to area non-profit organizations. The market invites community organizations to share information about their work with our market goers.

Organizations with a primary focus aligned with the Franklin Park Conservatory Farmers Market will be considered for participation. Specifically, we ask that partnering organizations have their major focus in at least one of these areas:

1. Charitable 501(c) (3) organizations.
2. Organizations that promote Ohio foods.
3. Organizations that enhance the community, or those who sponsor community improvement projects.

Please email or call with questions. Looking forward to seeing you at this year's market!

Sincerely,

Michele Bailey
Farmers Market Coordinator | 614.715.8034 | mbailey@fpconservatory.org

2024 Vendor Rules and Regulations

Please read these rules carefully before signing your application and keep this copy for your records. Failure to observe them may result in suspension or termination of your market assignment. If you have any questions, please contact Michele Bailey, Market Coordinator at 614.715.8034 or mbailey@fpconservatory.org.

Franklin Park Conservatory and Botanical Gardens Farmers Market provides producers with: on-site market Coordinator, signage, publicity and advertising, producer meetings for market updates, access to restroom facilities, accessible patron parking and access to a bus line.

Sales Regulations

1. The following producer-only vendors will be permitted (with approval) to sell at the market:
 - Regional farmers, family members, partners, employees or members of a cooperative farming group
 - Cottage food producers committed to sourcing ingredients locally whenever possible
 - Artisans of handmade goods.
2. Produce, plants and products sold at the market must be grown or produced by the principal farmer/producer according to items listed on the Application form. Please be as specific as possible. Farmer or Producer must notify Coordinator in writing any changes to this product list. With prior approval from Coordinator, product offerings may be supplemented with products from neighboring Farmers and Producers within a 25-mile radius of applicant's address for no more than 20 percent of market offerings.
3. **Wholesale produce is strictly prohibited at the market.**
4. Producers are responsible for obtaining all necessary permits and licenses relating to production and/or marketing of their products. Upon acceptance to the market, these licenses and permits must be provided to the market coordinator.
5. The following non-edible items may be sold at the Market: flowers, plants, dried flowers, dried flower arrangements, vine wreaths, gourds, and beeswax candles provided they are included on the product list submitted with the Application. All materials must be found, grown, foraged and/or produced by Farmer or Producer.
6. Other non-edible items such as personal care products, hand-made crafts and pet food/care products that contain locally sourced ingredients whenever possible are permitted to be sold at the Market as space allows.
7. The Market is registered with the Director of the Ohio Department of Agriculture as a farmer's market. Under Ohio law, a person at a registered farmers market is exempt from the requirement to be licensed as a retail food establishment so long as the person offers for sale:
 - Fresh, unprocessed fruits or vegetables
 - Properly labeled products of a cottage food production operation
 - Maple syrup, sorghum or honey [properly labeled]
 - Commercially repackaged food that is not potentially hazardous

A Farmer or Producer who wishes to sell non-exempt products (for example: poultry, eggs, cheese, and meat) at the Market needs to be verified as an approved source, meet all labeling requirements, and obtain any necessary license to sell retail from their local (county and/or city) health department.

While the Market Manager does their best to avoid over duplication on items for sale at the Market there will be no guaranteed exclusives to any seller for any product.

Rules of Operation

1. Coordinator is responsible for space assignments and enforcement of the Market rules. Spaces are 10' x 10', unless other arrangements have been made with Coordinator.
2. Vendors should arrive at least **30 minutes prior to market opening** and be set up by **3:15pm**. Latecomers may be denied admission and spots may be reassigned at Coordinator's discretion. This is a safety issue as vehicles cannot be operating in the market when pedestrians are present. **Vendors are expected to stay set up until the market ends at 6:30.**
3. Because the market is dependent on positive vendor/customer relationships, we expect you to honor your commitment to the market, our customers, and our other vendors by showing up each week that you have agreed to attend. We understand that sometimes things crop up and you must cancel. **If you need to cancel, please make every effort to let the coordinator know ASAP.** We make every effort to keep our vendor list current on our website.
4. Each vendor is responsible for providing their own tent with weights (25 lbs.), tables, chairs and any other necessary items for their sales area.
5. Prior to commencing sales, the vendor must have marked prices for all items displayed and a sign identifying farm/business name and location at their market stand.
6. Any vendor selling fresh fruit, vegetables or other products qualified to be purchased using EBT, WIC or Produce Perks (formerly known as Veggie SNAPS), must sign the EBT agreement form and accept tokens as payment.
7. Each vendor will be asked to report their weekly sales. This data is used by the market so that we can better articulate to our funders, the role that the market plays in our food system and economy.

Market Insurance Requirements

Franklin Park Conservatory Joint Recreation District is not responsible for any loss or damage incurred by producers or vendors. Along with the signed Vendor Agreement all vendors must provide a Certificate of Insurance Coverage for \$1,000,000 general liability insurance naming Franklin Park Conservatory Joint Recreation District as Certificate Holder.

2024 Vendor Deadlines, Fees & Application Requirements

- Market will be open rain or shine 3:30–6:30pm from Wednesday, June 5, 2024 until Wednesday, September 11, 2024. There will be no market July 3, 2024. In the case of cancellation due to inclement weather, the market coordinator will notify vendors by 12 noon on market day.
- There are no fees for any vendor who has been approved to sell at the market.
- All interested vendors, seasonal or day lease, must complete an application, sign and date the attached Vendor Agreement (Coordinator will fill in the term), and send these documents to Franklin Park Conservatory and Botanical Gardens. Returning vendors will receive priority. Applications will then be approved on a rolling basis.
- If there is a duplication of product, you may be put on a wait list for the market.

Fill out with Google Forms

<https://forms.gle/FKc2aSFa6XMYvVBR7>

By Mail

**Franklin Park Conservatory and Botanical Gardens
ATTN Michele Bailey, Market Coordinator
1777 E. Broad Street
Columbus, Ohio 43203**

By email:

mbailey@fpconservatory.org

Accepted vendors will be notified by email, at which point they must submit copies of all licenses, permits, certifications and a copy of liability insurance.