**Downtown Lima Farmer’s Market**

**Rules & Regulations**

* **Allowable Market Items for Sale:**
	+ Fresh high quality fruits & vegetables, herbs, seeds, forages, live plants, trees, shrubs, perishable flowers, syrups, honey sorghum, edible grains, baked goods, jams, jellies or other general farm products, per Ohio Department of Agriculture Farmers’ Market rules.
	+ Homemade goods such as wreaths, natural soaps, candles, gourds, decorations, etc. are permissible as long as materials used to make such goods are grown, harvested, or the items made are personally crafted by the vendor. These items must be juried.
	+ Brokers and resellers are not eligible as a vendor.
	+ The majority of products should be grown and/or produced by the vendor. If you are bringing something you didn’t produce it must be labeled as such.
	+ We will make exceptions for items that can’t be grown in Ohio, or are not in season at the start of the Market, provided they are from another vendor, after discussion with management.
* **Licensing, Permits, and Taxes:**
	+ Each vendor is responsible for obtaining and maintaining any and all licenses and permits as required by the Allen County Health Department or the Ohio Department of Agriculture. Failure to comply with proper licensing will make you ineligible for vendor status.
	+ Once your fees are paid we will provide the itinerant Dealer License to the City of Lima, so the vendor is allowed to sell at the Market.
	+ Each vendor is responsible for all county sales taxes that are applicable.
* **Insurance:**
	+ Each vendor must provide a copy of liability insurance, for a minimum of $300,000. This should be provided by your insurance agent. If you have any questions about this requirement contact the Market Manager.
* **Vendor Requirements, Set-up, and Conduct:**
	+ Vendors are responsible for providing their own set up (Table, Tent, etc.)
	+ If you need to use electricity, this needs to be discussed beforehand.
	+ Vendors may begin setup by 1:00 p.m.
	+ Tear down must not begin before 5:30 p.m. We are advertised to be open until 5:30, and this must be followed, even if you sell out.
	+ Each vendor is required to pick up their area at the end of market. All trash is to be thrown away in the provided trash cans.
	+ Vendors must have signs that display their business affiliation. Pricing of all products should be displayed.
	+ All vendors should be prepared for health department inspections. Follow Heath Department information regarding rules for labeling.
* **Special Market Days:**
	+ Special Market Days may take place throughout the season as decided by the Market Manager.
	+ Vendors will be notified in advance of any planned special Market Days.
* **Market and Advertising:**
	+ The Market Management will promote the Market, as our budget allows, through local media, print publications, news releases, signs, website updates, and social media accounts.
	+ We encourage all vendors to promote the Market through their own websites and social media accounts.
	+ Vendors are encouraged to communicate what they are bringing to the Market each week.
	+ Vendors may be asked to participate in marketing events with Market Manager, and to donate products/samples for marketing promotions and contests.
	+ The Market offers SNAP/EBT. Contact Market Manager to see if you qualify and what guidelines must be followed. Vendors may also apply to receive Senior Farmers’ Market Coupons at the Senior Counsel on Aging Agency. Contact that Agency to see if you qualify.
	+ In order to grow to our Market, we will need you to help us with record keeping statistics from time to time.
* **General Market Business:**
	+ All new vendor applications must be approved before market participation.
	+ Market is OPEN Rain or Shine! No refunds due to weather or other conditions.
	+ We reserve the right to refuse any vendor or organization who does not follow these rules or 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 standards. If this happens, your fees will be refunded on a pro-rated basis.

**Fees**: We are offering three pricing options to participate in the market

* **Full season (20 Weeks) – $100.00**
	+ This includes city license, and designated spot.
	+ Your space location will remain the same all season.
* **Half season (10 weeks) – $50.00**
	+ This includes city license, and a designated spot.
	+ For this option, you must fill out the schedule below. Changes to your schedule must be made a week in advance to ensure availability.
* **Weekly – $10.00 per week**
	+ This includes city license
	+ If you don’t indicate the weeks you will be attending upon registration you must contact the Market Manager each week to see if there is an available space. Communication must be made by Monday noon to participate in that week’s market.

**Spring/Summer Schedule**: The Outdoor Season will start on **June 1 and run until September 28**. The Market will take place in front of the Lima Veteran’s Memorial Civic and Convention Center on Main Street. The Market will be held each **Tuesday from 2:30 to 5:30 p.m.**

Payment/Registration: All forms and payments must be completed before you can participate in the 2020 Market. You can mail them or bring to your first market of the season. Please make check payable to the **Lima Area Chamber Foundation**.

**Featured Vendor of the Week:** All vendors will have the opportunity to be a featured vendor of the week. Your business will be advertised in our weekly media and Facebook promotions. We would also promote any specials you offer that week.

**Market Administrator Market Manager**

Jed Metzger Jennifer Fickel

Lima Area Chamber Foundation

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**2021 Downtown Lima**

**Farmers’ Market**

Vendor Application Form

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Product(s) you will be selling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Your signature below indicates that you have read the Downtown Lima Farmers’ Market rules and agree to comply with market rules and all county and state, health and licensing/permitting regulations.

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

**This section is for office use only:**

 Proof of Insurance provided Tax Form completed Itinerant License

Registration: Full season Half season Weekly

Amount/Date paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash/Check#\_\_\_\_\_\_\_\_\_

If you are not signing up for the full season, please indicate below the weeks you plan to attend the market.

 June 1 June 8 June 15 June 22 June 29

 July 6 July 13 July 20 July 27 Aug 3

 Aug. 10 Aug. 17 Aug. 24 Aug. 31 Sept. 7

 Sept. 14 Sept. 21 Sept. 28