

Bylaws of the Oberlin Farmers Market Association

Overview

Oberlin Farmers Market (OFM) has a long tradition of bringing to its customers fine locally produced produce, meats, and honey as well as locally made goods. We want to bring to shoppers the best local farm fresh produce and products that Northern Ohio has to offer.

The Oberlin Farmers Market Association (OFMA) seeks to improve the quality of life in the Oberlin area by providing locally grown, fresh, high quality produce and farm fresh products in a social environment. OFMA provides market vendors an economic opportunity, a chance to showcase produce and products, a venue to educate people about the benefits of preserving local agriculture and a place to speak about the benefits of consuming and using locally grown produce and products. OFMA will strive to operate a producers-only market (with certain limited exceptions). Market Vendors are the growers and/or producers of the products they sell (See Produce Sourcing Guidelines).

Hours of Operation

Every Saturday 9:00 am to 12:00 pm – mid-May through mid-October.

The Oberlin Farmers Market (OFM) is located in the parking lot between the Oberlin Public Library and the Oberlin Police Station at 69-85 South Main Street, Oberlin, Ohio. It operates rain or shine – **attendance is expected even in inclement weather!**

Applications

Applications for each season will be accepted between February and March each year. The application period may be extended beyond March when necessary. The Board will make every effort to finalize vendor decisions by mid-April.

Applications will be accepted throughout the market season depending on space. Anyone submitting an application after available booths have been filled will be placed on a waiting list. If a booth becomes available, applications placed on the waiting list will be reviewed in the order in which they were received. When submitting an application, applicants agree that decisions are made by the Application Review Committee and the OFMA Board.

Policies and Procedures

Participation Fees

Full season Vendors - \$150 for the full season (mid-May to Mid-October)

Attendance is expected for every week unless planned vacations are scheduled with the Oberlin Farmers Market Board at time of application. Exceptions can be made with advance notice.

Full season vendors payments

1. Pay in full by the first date of market season and take advantage of 10% discount (\$135).
2. Pay ½ by first day of market season (\$75,) and ½ by the first Saturday in July (\$75).

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Partial season vendors - \$10 per week for each week requested by the vendor on their application and is approved by the Oberlin Farmers Market Board.

Partial Season Vendor Payments

1. Half or full payment equal to \$10 per week X number of approved weeks. The first payment should be mailed to the Oberlin Farmers Market by May 1.
2. If paying half in advance, the balance of the payment is due on the first date of the part time vendor's attendance.

Partial season vendors will not receive a refund for cancelling an approved date that was requested on their application and cannot switch that date for another date. Additional dates may be added at \$10 per date if approved by the Oberlin Farmers Market Board.

Example of split payment for partial season vendor:

The partial season vendor requests 8 Saturdays on their application and receives approval for those 8 dates.

\$10 X 8 dates = \$80 total due

Half of total due =\$40 by May 1

Balance of total due = \$40 on first day attending the market

The participation fee may be waived for members of the Oberlin Farmers Market Association Board.

Vendor Review Process

- Priority is given to vendors/farmers selling local food and farm products.
- Priority may be given to vendors/farmers who have participated in the OFM in the past.
- Farms are subject to an inspection/site visit by the Market Manager or member of the OFMA Board.
- Vendors selling non-food/farm products (i.e., craft vendors) will be accepted on a limited basis at the approval of the Vendor Approval Committee and the OFMA Board.
- Craft vendors must produce their own goods and the goods must be handmade.

Permits

Market Vendors are responsible for paying all applicable local, state, and federal taxes and fees.

Market Vendors are responsible for all licensing and permits required by law to sell or promote their products. Questions regarding Lorain County General Health District rules should be directed to the Lorain County Health Department.

All items must be sold under license and in accordance with all state, local, and federal laws, rules, and regulations regarding the production, handling, and selling of the items.

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Products must be labeled, when required, in accordance with the Ohio Department of Agriculture and Health Department guidelines.

Products labeled Organic must be certified by an accredited organization according to the rules of the USDA's National Organic Program. Advertising products as Organic must be accompanied by written evidence of Organic certification.

Selling of dairy products, eggs, meats, canned goods, and other processes or potentially hazardous products must meet all legal requirements.

Vendors must comply with all laws, ordinances, and regulations of the United States and the State of Ohio. Vendors must obtain all licenses or certifications so required, and these must be available at the market.

Produce Sourcing Guidelines

Market Vendors are to be the producer of at least 80% of their products. Market Vendors may sell locally produced goods that are produced by another, provided the origin is labeled, including farm location, farm name, and production method used. The percentage of goods cannot exceed 20% of the products sold by the Market Vendor. All non-Vendor produced goods must be listed on the application at the time of submission. Any exceptions will be made at the discretion of the Vendor Review Committee with OFMA Board approval and the good of the market in mind.

Farmers are prohibited from purchasing produce from an auction or at wholesale for resale at the Market.

For all products labeled as organic, a current certificate (copy) from NOP (National Organic Program) Accredited Certifying Agency must be submitted with your application. If your certificate is updated during the season, a copy must be sent to the OFMA. A copy of your certificate must be available when you are at the market. Verbal or written declarations of organic status or organically grown without the organic certificates on file may result in suspension or termination from the market.

Only those items listed on the certificate may be represented as organic at the market, items for sale that are not on the certificate will need to be separated and labeled as non-organic.

In special circumstances, the OFMA Board reserves the right to accept Vendors that bring goods that do not grow in Northeastern Ohio climate and/or products that are out of season.

Booth Space

The number of available booths is limited and dictated by the permit from the City of Oberlin. The precise number of booths and booth assignments will be determined by the OFMA and the Market Manager.

Full season Market Vendors who are in good standing will be allowed the same booth space from week to week, but may be moved at the discretion of the Market Manager to

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accommodate the needs of the market as a whole or to assure safety and compliance with market rules. Occasional Market Vendors will be assigned a booth at the discretion of the Market Manager.

Each Market Vendor will be provided a 10 x 10 area and their displays and tables must stay within that area.

When space is available, vendors may pay for an additional 10 X 10 area or in increments less than 10 feet at \$1 per extra foot. The extra fee is measured by width of the space allotted.

Market Vendors must:

- Provide their own tents, in good condition, free of markings other than what pertains to vendor's activity (10'x10'), tables, signs, etc. Example- "Budweiser" tents would not be allowed.
- Be responsible for their transportation and equipment.
- Display a sign, which states the name and farm/business location.
- Display all pricing information.
- Have their booths staffed at all times.

Set-up (8:00am – 9:00am)

Market Vendors must contact the Market Manager or an OFM Board member by phone or email before 8:00 a.m. if they are unable to attend or are running late.

Market Vendors are permitted to set up their booths starting at 8:00am and must be set up and be ready for the public prior to the start of the market. Market Vendors are to park only in the area specified by the Market Manager.

Tear Down (12:00 pm – 1:00 pm)

Early tear down is not permitted. Specific exception may be made at the Market Manager's discretion. Market Vendors are responsible for cleanup of their booth and area.

Member Reimbursement Programs

During the seasons when the Oberlin Farmers market is participating in EBT\SNAP, Market Vendor participation in the Ohio Director Card token program is mandatory. Customers can utilize Ohio Direction cards to purchase items at the Oberlin Farmers Market using tokens, which can only be purchased from the Information Tent.

Ohio Direction Cards (EBT):

- \$1 tokens can be used for eligible items only; change cannot be given.
- Visit <http://www.fns.usda.gov/snap/retailers/eligible.htm> for a list of eligible items.
- All vendors are required to accept tokens for eligible items.
- EBT tokens are ONLY to be used by EBT recipients.

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No lost or stolen tokens will be reissued or refunded. When possible, the Market Manager will reimburse Market Vendors at the end of the market day for EBT tokens. Reimbursements may be made via check at the Market Manager's discretion.

Market Vendor participation in the Women Infants and Children (WIC) Farmers Market Program and Senior Farmers Market Nutrition Program is voluntary, but encouraged. **Market Vendors are responsible for attaining proper training and must verify that they are able to accept coupons and/or vouchers before doing so.** OFMA is not responsible for issues pertaining to these programs.

Courtesy/Conduct

With the exception of service animals, no pets are allowed in vendor's stalls. Vendors are expected to conduct themselves in a courteous and safe manner. Illegal drugs and alcoholic beverages are not permitted in the market area.

Market Manager

The Market Manager will implement and enforce market policies. The Market Manager will be responsible for public concerns and vendor complaints.

Members of the Oberlin Farmers Market Board may act on the behalf of the Market Manager.

Enforcement of Rules

Vendors who suspect that another vendor is violating any market rules should report the matter to the Market Manager. Vendors should not attempt to address violations themselves. The Market Manager has complete authority to interpret and implement policy on the market site. The Market Manager also has the authority to use their best judgment in the absence of a specific policy, up to and including suspension from the market, provided that such action shall not be in conflict with the general mission and objective of the market. If for any reason a vendor wishes to appeal a decision made by the Market Manager the matter will be brought before the Oberlin Farmers Market Association Board.

Market Manager Responsibilities

- Work with the OFMA to enforce the operation rules and procedures.
- Provide input to the Vendor Review Committee during the review and approval process.
- Oversee set-up and tear-down, booth assignments, collection of fees, provide information, and assure Market Vendor compliance with all market policies.
- Deal with public concerns and Market Vendor complaints.
- Handle violations of market rules.
- Attend OFMA Board meetings as needed to provide updates.