

Rules and Regulations 2023

1. All vendors must apply in advance for participation in the Reynoldsburg Farmers' Market (RFM). Mailing address for registration: 7232 E. Main Street, Reynoldsburg, Ohio 43068. Phone: 614-322-6839.

Note: Applying does not ensure acceptance. RFM will notify you if you will be participating in the 2023 season or if your name will be added to a future participant waiting list.

2. Weekly rates are \$15 per 12' x 12' space and \$12 for each additional space. Seasonal rates (12 weeks) are \$144 for a single space and \$108 for each additional space.
3. Vendors are to sell what they produce. All produce must be grown in Ohio.
4. With prior approval of the advisory committee, vendors may be allowed to sell a portion of produce grown by others to allow for sharing of resources and cooperation among neighboring growers. Vendors must post clear signage within their allotted space identifying the source of products.
5. **Produce purchased wholesale is strictly prohibited.**
6. Homemade baked goods, cheeses, jams, etc. are permitted provided the processed foods have met all state and local regulations. Contact information is provided on page 4 of the Rules and Regulations.
7. Prepared food items are required by the Department of Agriculture to be marked with all ingredients used, along with the name and full address of the maker.
8. Sales of single serving prepared food items that are not packaged and labeled are **not permitted**. However, samples are encouraged if maintained at the proper temperature.
9. **Also not permitted:** Live animals, foods prepared on the premises, flea market or garage sale items.
10. All items you are selling must be listed on the application.
11. Vendors are to set their own prices.
12. **Vendors must have adequate liability insurance to protect their individual business while at the market. The Reynoldsburg Farmers' Market AND the City of Reynoldsburg must be listed as the additional insured on this policy. Proof of liability insurance is to be submitted with registration materials.**
13. Electricity and refrigeration are **not** provided at the market. Water is **not** available.
14. A free-standing public park restroom is available for vendors and customers.

15. The use of canopies, awnings and sun-umbrellas that fit within the 12' x 12' space is highly encouraged.
16. Tables, stands and tents used to display and sell the goods are to be provided by the vendor.
17. Vendors are to provide their own rain gear. The market will be open rain or shine.
18. In the event of lightning or extreme weather, market activities may be suspended at the discretion of the market staff. No fees will be refunded.
19. Vendors with seasonal reservations will have first priority for location assignments.
20. Vehicles must be parked within the assigned reserved parking space.
21. The market team will assign vendor locations, giving consideration to the variety of items. These assignments will remain in effect for the season unless there is a need to condense or expand the overall size of the market.
22. Vendors are asked to check in at **2:45 pm on June 9th, the first day of the season**. This will allow plenty of time for everyone to locate their sites and complete their set-up. For the remainder of the season, **vendors will be expected to be ready to sell no later than 3:45 pm and must stay through conclusion at 7:00p.m.** Product should be in enough supply to sustain sales throughout market day.
23. If a vendor is not on-site by 3:30 pm the market manager reserves the right to place someone in your space unless you have notified the market manager in advance that you will not be at the market on time. We also reserve the right to place another vendor in your space should you not be using it on a specific date.
24. **No sales before 4:00 pm, unless determined to be in the best interest of the market by the market manager (e.g. extreme temperatures, foreboding weather conditions, unusually large crowd).**
25. **All vendors are to notify the market manager 24 hours before a market day if they are unable to attend the market. Excessive absences or late arrivals are grounds to remove vendor from the Market.**
26. Vendors are not permitted to have loud radios, shout out prices, smoke or bring pets.
27. A limited number of crafts may be sold during the season, based on space availability.
28. Vendors are to clean their areas by removing all produce, containers, signs and trash before they leave. Please leave the market in the same condition it was when you arrived. Trash receptacles will be available only for small amounts of paper.

- 29. It is the vendor’s responsibility to obtain all licenses and permits, in addition to paying fees required by the local and state governments. This includes the vendor’s license for goods sold for which a sales tax must be collected. A copy must be on display at each market you attend.**
30. Organic farmers are encouraged to display their certification. Farmers may not sell under the “organic name” without this certification.
31. Scales must be approved by the Department of Weights and Measures. Please be prepared to produce documentation.
32. Vendors must comply with all laws, ordinances and regulations of the United States, State of Ohio, Franklin County and City of Reynoldsburg.
- 33. Vendors agree to protect market organizers from any legal or financial liability in case of accidents or incidents at the market.**
34. Security is not provided, however the Reynoldsburg Police Department is within close proximity of the market.
35. Questions, concerns or grievances are to be directed to the Market Manager for resolution. Speaking to customers about other vendors in a negative way will not be tolerated, and may be grounds for asking you to leave the market.

Contacts and Resources:

Special Event Coordinator 614.322.6839
Jennifer Clemens

Reynoldsburg Farmers’ Market Website
www.ci.reynoldsburg.oh.us/farm_market.aspx

Like us on Facebook: *Reynoldsburg Farmers’ Market – official site*

The Reynoldsburg Farmers’ Market is registered with The Ohio Department of Agriculture and we are members of *Ohio Proud*. We are listed in numerous Ohio calendars and are always looking for new avenues to connect with customers.

Ohio Department of Agriculture
8995 E. Main Street
Reynoldsburg, OH 43068

614-728-6201
www.agri.ohio.gov

Division of Weights and Measures

614-728-6290
www.weights@agri.ohio.gov

Ohio Department of Taxation

1-888-405-4039
www.tax.ohio.gov

Food Safety and Cottage Foods

614-728-6250
www.agri.ohio.gov/foodsafety/