

## 2023 Vendor Agreement

FULL SEASON DEADLINE: April 18, 2023

WEEKLY DEADLINE: Wednesday



The Bluffton Farmers Market (Ohio) provides a venue for selling locally-grown produce and cottage foods directly to the consumer. We rely on the honesty, integrity, and courtesy of the growers and producers to provide high quality, fairly-priced products in a safe and attractive environment.

### Vendor Registration Checklist

Completed, signed registration form.

Fees: Full year discount \$220. Weekly \$12. Make checks payable to Bluffton Area Chamber of Commerce.

Certificate of Insurance with Bluffton Area Chamber of Commerce listed as certificate holder.

If products require refrigeration, proof of mobile food vendor license.

If applicable, proof of home baker's license.

Mail all documents and payment to Greg Probst, Bluffton Farmers Market Manager, 3463 SR 103, Bluffton, OH 45817.

Questions? Email Greg at [blufftonfarmersmarket@explorebluffton.com](mailto:blufftonfarmersmarket@explorebluffton.com).

### A program of the Bluffton Area Chamber of Commerce

WEBSITE [explorebluffton.com/farmers-market](http://explorebluffton.com/farmers-market)

FACEBOOK "Bluffton Farmers Market - Ohio"

Greg Probst, Market Manager [blufftonfarmersmarket@explorebluffton.com](mailto:blufftonfarmersmarket@explorebluffton.com) 419-957-4676

Bluffton Area Chamber of Commerce PO Box 142, Bluffton, OH 45817 419-369-2985

## 2023 Bluffton Farmers Market Rules and Regulations\*

Page 1 of 2

1. Fresh, high quality fruits, vegetables, herbs, cut flowers, bedding plants, potted plants, and other agricultural products may be sold. All home-produced products (jams, jellies, baked goods, etc.) must comply with all State of Ohio cottage foods rules. See Cottage Foods Production Operation fact sheet [bit.ly/3oHTcq3](https://bit.ly/3oHTcq3)
2. Products must be grown or produced by the vendor in Ohio unless permission has been given by the Farm Market Manager or the Executive Director of the Bluffton Area Chamber of Commerce. The Vendor is responsible for notifying market management of any product not grown or produced by the vendor in writing either on the application form or by email prior to bringing the product to the market. We reserve the right to refuse or allow any product at the discretion of the market management. Vendors who grow and/or produce their own product will have priority over those who sell products made or grown elsewhere.
3. Vendors must clearly display the name of the farm or business and post prices for all items being sold, or individual products must be priced. All edible home-produced products must be individually labeled following cottage food rules. Products not grown or produced by the vendor must be clearly labeled where they were grown or produced.
4. Vendors must provide a certificate of insurance with a minimum \$300,000.00 liability before participating in the market. The certificate must be submitted by April 18, 2023 for full-year vendors (or Wednesday prior to attending the Market). Certificate holder is Bluffton Area Chamber of Commerce, PO Box 142, Bluffton, OH 45817. Email to [blufftonfarmersmarket@explorebluffton.com](mailto:blufftonfarmersmarket@explorebluffton.com) or mailed to Greg Probst, 3463 SR 103, Bluffton, OH 45817.
5. The insured adult must be listed as an applicant and be present at the market with underage staff.
6. All vendors must describe products to be sold during the 2023 Market Season on the registration form. As noted above (2.), items that are not grown or produced by the vendor must be noted on the form, and will be subject to approval by market management.
7. Vendors with products requiring refrigeration must provide their own refrigeration. They must also purchase a mobile food vendor license from the health department in the county where they reside.
8. The 2023 season will begin Saturday, May 6, 2023, and end Saturday, October 28, 2023. The market will be open from 8:00 a.m. until noon.
9. Fees for 2023 will be \$12.00 per week. The full year discounted fee is \$220.00 if paid by April 18, 2023. The annual fee secures a specific spot for the year. If you are unable to use your annual reservation for any reason, fees are not refundable. Make e checks payable to Bluffton Area Chamber of Commerce. Weekly fees may be paid with cash or check at the market.
10. Set up begins at 7:15 a.m. Vendors are not permitted in the parking lot before that time. Cones will be placed on reserved spots and the remainder of spots will be on a first come, first served basis.
11. All vendors must be set up by 8:00 a.m. and stay until noon. Please see the manager if an emergency requires you to leave early.
12. Stands must be operated in a safe, sanitary, and neat manner.
  - Canopies may only be used if tied or weighted down. Vendors will be asked to remove unsecured canopies.
  - Sales areas must be clear of garbage. Sellers must clean their spaces after each market. Please leave the space as clean as you found it.
13. No smoking, vaping, or chewing tobacco in the vendor area. No pets in the vendor area.

RULES & REGULATIONS CONTINUE NEXT PAGE

## 2023 Bluffton Farmers Market Rules and Regulations\*

Page 2 of 2

14. Full Season Vendors who are unable to make a market day should contact the manager by email at [blufftonfarmersmarket@explorebluffton.com](mailto:blufftonfarmersmarket@explorebluffton.com) or call 419-957-4676 no later than 6:00 a.m. on Saturday so your space can be made available to another vendor for that day only. Seasonal Vendors who are not in your space by 7:45 a.m. may lose the space for that day and will be assigned an available space when you arrive at the market.
15. As always, a cordial attitude at the market and online is required. The success of the Market is based on your treatment of your customers and fellow vendors. Any problems or concerns should be brought to the market manager for resolution. Any mishandled disagreements between either vendors or customers may lead to a dismissal from the Market.
16. We value you as a market vendor and will work with you where possible. If you have a disagreement with the market management, there is a time and a place to resolve that disagreement. The market during operating hours is not that place. While the market is open, the Market Manager or his/her designee has the final say. A solution to the disagreement should be worked out after the market closes. In the event the issue cannot be resolved, you have the right to contact the Bluffton Area Chamber of Commerce to intervene and find a solution.

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The market manager and the Bluffton Area Chamber of Commerce are here to help you with any issues.

Greg Probst, Market Manager, [blufftonfarmersmarket@explorebluffton.com](mailto:blufftonfarmersmarket@explorebluffton.com) 419-957-4676

James Enneking, Executive Director, [director@explorebluffton.com](mailto:director@explorebluffton.com), 419-369-2985

Bluffton Area Chamber of Commerce PO Box 142, Bluffton, OH 45817

New contact information for a returning vendor? Check if yes! _____
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Full Season \_\_\_\_\_

Weekly Vendor \_\_\_\_\_

## 2023 Bluffton Farmers Market Registration

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

Your Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell (if different): \_\_\_\_\_

E-Mail (to receive updates): \_\_\_\_\_

Website or Facebook: \_\_\_\_\_

Describe items you plan to sell at the Bluffton Farmers Market (use back for more space):

Items include: \_\_\_ Vendor grown produce \_\_\_ Cottage foods \_\_\_ Baked goods

\_\_\_ Foods that require refrigeration \_\_\_\_\_

Permit / County issued

\_\_\_ Foods that require home baker's license \_\_\_\_\_

License / County issued

For products not grown or produced locally, list products and their origin:

I, the undersigned, have read and will comply with the 2023 Bluffton Farmers Market Rules and Regulations:

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Greg Probst, Market Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Bluffton Chamber Director

\_\_\_\_\_  
Date

\*Rules are subject to change during the market season.