

# Vendor Agreement – Summer 2024 / Winter 2025

SUMMER FULL SEASON DEADLINE: April 16, 2024

WEEKLY DEADLINE: Wednesday before market.



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. Summer Weekly \$12. Winter \$15 per week.

Make checks payable to Bluffton Area Chamber of Commerce.

**\*\*\* Winter Market is First Come First Served. We are limited to 15 spots. No reserved spots. \*\*\***

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.**

**PAPERWORK SENT DIRECTLY TO THE CHAMBER OF COMMERCE WILL NOT BE ACCEPTED.**

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

# Summer 2024 / Winter 2025 Bluffton Farmers Market Rules and Regulations

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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 16, 2024, 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. However, all documents must be sent to our Farmer's Market Manager either by email to [blufftonfarmersmarket@explorebluffton.com](mailto:blufftonfarmersmarket@explorebluffton.com) or mailed to Greg Probst, 3463 SR 103, Bluffton, OH 45817.  
**PAPERWORK SENT DIRECTLY TO THE CHAMBER OF COMMERCE WILL NOT BE ACCEPTED.**
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 2024 / 2025 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. The Bluffton Area Chamber of Commerce reserves the right to inspect production and growing locations.
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 2024 season will begin Saturday, May 4, 2024, and end Saturday, October 26, 2024. The market will be open from 8:00 a.m. until noon.
9. Fees for the 2024 Summer Market will be \$12.00 per week. The full year discounted fee is \$220.00 if paid by April 16, 2024. 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 checks payable to Bluffton Area Chamber of Commerce. Weekly fees may be paid with cash or check at the market. The 2025 Winter Market fees will be \$15 per week. The Winter Market is First Come First Served. We are limited to 15 spots. No reserved spots are available.
10. Set up for the Summer Market 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. Setup for the Winter Market will be determined by the location.
11. All Summer Market vendors must be set up by 8:00 a.m. and stay until noon. The same applies to the Winter Market but is subject to change based on the location of the market. Please see the manager if an emergency requires you to leave early.

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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.
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 p.m. on Friday 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

## Summer 2024 / Winter 2025 Bluffton Farmers Market Registration

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

Full Season \_\_\_\_\_

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

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 and production location if different from address above. (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 2024 Bluffton Farmers Market Rules and Regulations:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date