



VENDOR APPLICATION

Note: Please read the vendor agreement prior to filling out the application

Personal Information

Name _____

Company or Organization Name (if applicable) _____

Address _____

City/State/Zip Code _____

Area Code and Phone Number _____

E-mail address _____

Tell Us about Your Business

What items would you like to sell?

Product & Months Available	May	June	July	Aug	Sep	Oct

Describe any interesting facts about you, your farm, or your business? _____

Outdoor Markets

Do you have any experience selling at outdoor markets? Yes No

If yes, which ones? _____

Farm or Company Information

This information will be used to develop a customized brochure that gives a little background on all our vendors.

Company Name (if applicable) _____

Hours of operation _____

Interesting background information _____

Additional Information

Please make sure the signed vendor's agreement is attached with the application.

Please make checks payable to the City of Lebanon. Please return your completed application along with your check to:

City of Lebanon
Farmer's Market
50 S. Broadway
Lebanon, OH 45036

We are looking forward to another successful farmer's market in 2018!

LEBANON

Farmer's Market

VENDOR AGREEMENT

MARKET GUIDELINES AND RULES OF OPERATION

Goods, pricing and licensing

1. Vendors who participate in the market shall grow and/or prepare their product within Warren County or a surrounding county. The City reserves the right to make an exception to this in limited cases where it is in the best interest of the Market as a whole. Only high quality, homegrown produce will be allowed. Vendors shall grow or produce a minimum of 75% of their product, no more than 25% shall be purchased from another vendor within Warren County or a surrounding county.
2. All food products sold shall be in accordance with definition of "Cottage Food Production Operation" as defined in Chapter 3715 of the Ohio Revised Code. Additional information is available at the following website:
<http://www.agri.ohio.gov/divs/FoodSafety/foodsafety.aspx#tog>.
3. Each grower is required to have proper licensing and permits appropriate to the products they are selling. If prepared food items are sold, proper license shall be obtained from the Warren County Combined Health District by calling 695-1228.
4. The Warren County Auditor, Division of Weights and Measures (695-2618) shall certify all scales.
5. Pricing of produce shall reflect the average of the current market prices. We expect vendors to set fair prices and out of courtesy and not undercut their fellow vendors.
6. The term "organic" shall not be used unless a grower is certified organic and has shown sufficient proof.
7. Sellers shall have their prices clearly displayed.
8. Market Rules Enforcement: A Market Integrity Committee will be formed by the City, and will consist of individuals who are not current vendors at the Market. The Market Integrity Committee will regularly review the products being sold at the Market to ensure compliance with these guidelines. Should the Integrity Committee identify non-compliance, the Vendor will be asked to immediately rectify the issue. Failure to comply with this, or repeated violations, is grounds for removal from the Lebanon Market.

Schedule and display requirements

1. The 2018 farmer's market season is May 17 thru October 18. The market will be held every Thursday from 3:00 PM to 7:00 PM. Market shall begin promptly at 3:00 PM. Vendors should arrive no later than 2:30 PM. to ensure that goods are ready for sale prior to opening the market. Sales end at 7:00 PM.
2. Vendors must provide clean and safe tables, baskets or stands to display products. There will be no sales from the surfaces of pick-up trucks or other vehicles. Vendors must display at the Market all licenses and permits required.

3. The use of trailers to display and sell goods shall be pre-approved by the city prior to set up and use. The use of trailers will be reviewed on a case-by-case basis.

General

1. A yearly fee of \$100.00 is required to participate in the farmer's market throughout the entire season and is due with your application. If space is available, market vendors may choose to pay a \$50 monthly fee if they would like to not participate for the entire season. The fees shall defer costs associated for managing, advertising and promoting the market throughout the season. Vendors also have the option of paying a \$15 daily fee.
2. Each vendor is required to carry product liability insurance with a minimum coverage amount of \$1,000,000. The City of Lebanon shall be named as an additional insured on the policy. Please provide the certificate of insurance with your application.
3. Vendors must maintain their area in a neat and tidy condition, and must leave the premises within one hour of Market closing, leaving behind no trash or debris. There shall be no overnight storage or anything left upon leaving after each sales day.
4. The farmers' market will operate within the defined boundary of the Main Street Parking Lot. In no case will the market block the sidewalks or street right-of-way.
5. Vendors are expected to cooperate with each other in a professional manner.
6. If a vendor fails to participate in the market for three (3) consecutive weeks, and does not notify the City of their intentions to participate in the market and/or make suitable arrangements for their absence, the vendor will be excused from the market for the remainder of the season. The City understands in many circumstances the growing season and harvest time can differ between various types of produce. If you foresee a time period within the market season that you will not be able to participate, please explain the circumstances for the absence and the time period involved. This information can be provided in the space at the end of the application.
7. The Market Manager has the discretion to approve vendors based on the guideline of promoting a healthy mix of products being offered at the market, and not over-emphasizing any one type of product.

Vendors are expected to sell their produce in accordance with the high business standards as outlined above. Failure to do so violates the terms of this agreement and is grounds for expulsion from the Market.

I have read and acknowledge the market guidelines and rules of operation governing the Lebanon Farmer's Market and agree to abide by them.

Signature

Date