

2019 Haymaker Farmers' Market (HFM Inc.) Rules:

The Market Mission: The Haymaker Farmers' Market provides a connection between producers of local food and the community by creating a vibrant and sustainable gathering place promoting direct access to fresh and prepared food, agricultural and environmental education, and the arts.

Location, Dates and Hours of Operation:

Outdoor Season: The market is open rain or shine, Saturdays from the first week of May through the end of October. The market is open from 9:00 am until 1:00 pm with vendor setup from 8:00 to 9:00 am. The market is located in the gravel lots along the west side of Franklin Avenue between College and Summit Streets. Entrances are from Summit Street and Franklin Avenue north of the Haymaker Parkway viaduct.

Indoor Season: The market is open Saturdays rain or shine, from the first Saturday in November through the end of April and closed the week of Christmas. The market is open from 10:00 am until 1:00 pm with vendor setup from 9:00 to 10:00 am. The market is located at the United Methodist Church of Kent, in Pierson Hall at 1435 E. Main Street in Kent.

Exact start-up dates are chosen yearly after discussion by the market manager and Board of Directors.

FEES: Please see fee schedule on application – the market provides several options for participation. Payments are due according to the dates listed on fee schedule. No refunds will be given for vendor fees.

MARKET RULES:

1. Interested vendors are required to read the market regulations, sign and complete the vendor application form, and return it to the market manager prior to being permitted to sell at the market. Any available seasonal spots will be assigned by the manager with consultation of the Board of Directors and Advisory Committee based on providing customers with a balanced and varied product mix.
2. Outdoor vendor spaces are 12 feet wide by the depth of the vendor's stand and vehicle allowing for safe passage of vehicles at the rear of the market. Vendor stands backing Franklin Avenue do not accommodate a vehicle, and those vendors must unload, set up, and then move their vehicle to where there is additional vendor parking along the fence at the rear of the market site. Vendors requiring less than 12 feet of frontage whose product and business have already been approved, or charitable groups are allowed, with at least one week's advance permission of the manager, to set up as space and location permits. Indoor vendor spaces are for an 8' table. Food trucks may exceed usual space limitations and will be located at the Market Manager's discretion.
3. Vendor spaces are assigned and must be approved by the market manager. Booths may not be shared or sublet to another vendor without prior approval by manager. In order to present a professional venue and to ensure the safety of customer and vendors, vendors are expected to remain until the end of the market.
4. Vendors are expected to have their booths completely set up at least **10 minutes before the market opens** in order to present a professional venue and to ensure the safety of customers and vendors. Late arriving vendors may be permitted to set up as space permits. If the assigned space of the late arriving vendor has been occupied, or is inaccessible, the manager will help the vendor find an alternative location. Late arriving Outdoor Market vendors may not be allowed to enter the market with a vehicle to set up if customer safety is put at risk. **Vendors who are repeatedly late arriving at the market will be disciplined in accordance with rule # 24.**
5. Attendance at each market, while encouraged is not mandatory, but vendors must contact the market manager with at least 24 hours advance notice if they are going to miss a day. **email: info@haymakermarket.com**
6. HFM Inc is a not-for-profit corporation; all proceeds will be used for the benefit of the market. Fee scales may be adjusted on a yearly basis by decision of the board of directors.

7. Vendors are encouraged to carry their own personal and product liability insurance policy for protection in the event of a lawsuit. Depending on the type of good sold, proof of insurance naming the market as one of the protected parties may be required. The market liability policy only covers Haymaker Farmers' Market Inc. (HFM Inc.), not the vendor.
8. Vendors are responsible for bringing their own tables, chairs, signage and weather protection, (canopy or umbrella).
9. Vendors are required to identify their farm or business with a clearly written or printed sign affixed to their table or stand. These signs need not be professionally produced but must include the name of the business or vendor and its location.
10. Vendors are required to clean up their sites at the conclusion of each market day. Vendor waste may not be deposited in city trash receptacles at the market, by ruling of City of Kent, and in accordance with the market's sublease of the market site property. Vendors who do not comply with this rule will be charged a \$50 fine. The market manager is not responsible for cleaning the market property at the end of the market.
11. By ruling of the Kent Board of Health, vendors are not permitted to bring pets to the market.
12. Smoking within the market grounds is not permitted.
13. Disputes not settled by the interested parties may be brought to the manager or his/her representative for arbitration by filing a complaint form with a \$50 fee. The manager's or his/her designate's decision is final. The manager may elect to bring the dispute before the market board for decision. If the vendor would like to dispute a decision, then the matter must be presented to the market board within thirty days. If complaint is found actionable, the \$50 fee will be refunded.
14. Vendors shall not give produce or other products away for free or at reduced pricing in order to potentially undercut sales of other vendors. Dumping large quantities of produce at low prices is not permitted. This does not include product samples or giving good salable produce to charities such as the food bank or homeless shelter. Trading between vendors is permissible.
15. Vendors are not permitted to hawk their products in a loud or repetitive way that interrupts the sales of surrounding vendors, nor are they permitted to pursue sales away from their assigned vendor site. Vendors are not permitted to play music during market hours.
16. Organic Certification: Vendors using the term "organic" in reference to their products must provide a copy of their certification with their application and post a copy of this certification at their stand on market days. If a vendor would like to state, "chemical-free," "naturally grown," or "grown without the use of pesticides," proof will need to be provided to the manager or market board. Proof of exemption eligibility relating to sales volume must be provided to the market manager.
17. Haymaker Farmers' Market Inc. (HFM Inc.) is a producers' only market. Wholesale or retail purchase of items for resale at HFM is not permitted. Goods sold shall be grown, baked or otherwise produced by the vendor. "Carrying" or the sale of up to 10% of local but non-vendor produced products may be permitted with the prior approval of the market manager under advisement of the board of directors.
18. Allowed products include, but may not be limited to:
 - a. Raw or minimally processed farm products including eggs, fresh and frozen meat, honey, herbs, annual seedlings, nursery stock, cut flowers, and maple syrup.
 - b. Cottage foods and non-refrigerated baked goods, jams, coffees, and tea that are made from scratch using raw ingredients. Products made from prepared doughs and mixes are not permitted, with preference given to those made with ingredients that are harvested from your farm or a farm within 100 miles of the farmers' market.
 - c. Products that require more stringent inspections, regulation, and usually refrigeration, including acidified foods like pickles and relishes, cheese and other dairy products, Vinegars, and ready to eat prepared foods.
 - d. Farm Crafts produced predominately from materials grown or harvested by the vendor.
19. Vendors are expected to be aware of and in compliance with all state and local requirements for their particular product(s). They must comply with all applicable guidelines, obtain all required inspections and licenses, and meet all labeling requirements. Vendors are solely responsible for being aware of Ohio Department of Agriculture and local Health Department rules and regulations and must display or produce necessary certificates and licenses at their booth or when requested by the Market Manager or a state or local regulatory agent. Failure to do so will be disciplined as stated in Rule 24.

20. HFM Inc. will provide the market venue, vendor or exhibitor screening, market liability insurance, advertising, media contacts and promotion, special musician or performance events, fee collection, coordination and community outreach as well as representation with local government entities as needed.
21. The market manager will make all day-to-day operating decisions.
22. The market manager will make annual farm and business visits for product verification along with select board members and advisory committee members.
23. The HFM Inc. Market Board of Directors will make all other decisions.
24. Vendors or exhibitors not willing or unable to comply with market regulations will be disciplined by market manager or his/her designate as such:
 - a. One verbal warning.
 - b. One written warning and vendor will be asked to leave the market for the remainder of that day.
 - c. If rule is broken a third time, vendor will be not be permitted to continue selling at the market, and will forfeit any paid site fees.
25. All vendors must agree to participate in the Market EBT program, which provides customers with alternative methods of payment using Visa, MasterCard, and the Ohio Direction Card using a token system. Tokens are purchased at the market information booth and may be used to purchase items from any vendor, or to purchase SNAP---eligible food items. Vendors may turn tokens in to the market manager for reimbursement at the end of every market. A vendor agreement with detailed information is attached to the application form.
26. All fresh produce vendors must agree to accept WIC coupons, which will be reimbursed by Market Manager on a weekly basis, as turned in along with tokens. Individual vendors do not need to apply to the state to accept WIC coupons, as the market is set up as a vendor to accept them.
27. All fresh produce vendors must agree to accept Produce Perks. These will be reimbursed by Market Manager on a weekly basis, as turned in along with other tokens.
28. No refunds will be given for vendor fees. If a vendor decides to change schedule or end their participation in the Market after paying a full-season fee, no refund will be paid to the vendor.
29. Vendor's signature on the application form indicates that they have read, fully understand, and agree to comply with all of the rules stated above.