



2024 Vendor Information

Welcome to the Oxford Farmers Market where “Cultivating Community” begins with our support of local farmers, bakers and artisans. Please read through this package of information regarding set-up, market programs, and general operating guidelines. Should you have any questions or need clarification, please email info@oxfordfarmersmarket.com or call Madison Wetzel, Market Manager at 513-916-2285

Market Hours

- Saturday Market Hours: 9 am - noon

Set-Up Procedures

- vendors must supply all needed equipment for selling, i.e. tent, tables, chair, bags, etc.
- Tents must have weights or be attached to their vehicles.
- please stop when entering the parking lot and confirm with the market manager your assigned space
- vendors’ selling area must be contained within one parking space, unless by prior arrangement with market manager
- electricity can be provided for vendors. We need to review that.
- Vendors must remain in the assigned spot. The Market Manager has the authority to reassign vacant spots within 30 minutes from the starting time. Contact the Market Manager at 513-916-2285 or email if you will be absent or late. In the interest of safety if you come to the market after 8:30 please wait at the parking lot entrance. A Market staff person will escort you to your space.
- Vendor booths must remain set up until market closing time.

Market Programs

- **Cooking Demos:** On many Saturdays, a Market Fresh Chef prepares fresh dishes using produce from the local farmers. The Chef shops for produce early in the day, making a list of their selections including vendor and cost of items. A white board located at the Market Chef’s table will list farms and each ingredient obtained from them. Near the end of market, the market manager, or his assistant will reimburse vendors for their products. Donating the produce to the cooking demo is accepted, but not expected.
- **SPROUTS:** Is an interactive educational program (during the summer season) designed to encourage kids to participate in and feel part of the market. Vendors may be asked to post a small sign for the children to find during a scavenger hunt or other activity. For example, on Spanish Day, the kids completed a worksheet matching English words to Spanish signs identifying fruits, vegetables, meats and other vendor products that were spread throughout the market.
- **Friends of the Market:** Friends believe Oxford Farmers Market to be a vibrant, vital part of our community, with the mission of supporting our farmers, bakers and artisans as they build a healthy, local food community. It’s a way for market customers to financially support OFM’s endeavors in return for premiums like colorful market bags, sweatshirts and T-shirts. The premiums are available to market vendors as well.

- **Market Bucks:** Marketbucks are paper money redeemable for \$1 or \$5 at OFM. If you are given a Marketbuck, treat it as cash for the customer. At the end of the market day, bring all redeemed Marketbucks to the market manager's tent for reimbursement.
- **EBT Coupons:** OFM accepts EBT cards (food stamps). Customers swipe their EBT card at the manager's tent and are issued EBT Coupons for use within the market. Strict rules apply regarding products which can be purchased with the EBT Coupons. Fresh fruits, vegetables, baked goods, food plants, meats and eggs can be purchased. NO CHANGE may be given on EBT Coupons. If in doubt, please ask the market manager.
- **Produce Perks:** Are green coins that are given as a benefit of using an EBT card. The EBT customer is given up to \$25 produce perks if they purchased \$25 of EBT benefits.
- **WIC:** Farmers must apply individually for approval to accept WIC vouchers. Please display your poster and notify the manager to be added to the master list of WIC vendors. Please follow the guidelines set forth by the ODH (Ohio Dept of Health) in accepting the vouchers. If you are interested in becoming a WIC vendor, contact Robin Ridenour of ODH at 614-644-8285.
- **Credit Cards:** OFM accepts major credit and debit cards. Customers may purchase Marketbucks with their credit/debit card or Venmo. Customers may also charge a large purchase from one vendor. We will deduct 3% from the direct purchase using the market credit card when the exchange is made.
- **Venmo** is also accepted to purchase Market Bucks. We do not pay a fee for Venmo transactions.

General Information

- **Restrooms** are located upstairs in the LCNB Building across High Street. Stop at the Market Tent for the key.
- **Change.** Since our bank is closed on Saturday the market booth has change available.
- **Daily Fee.** One of the Market Staff will collect fees during the market.
- **Vendor Signs.** As a service to regular vendors, OFM provides a heavily laminated sign with farm and vendor names. Name tags are also provided. Please see form at the end of this document. Please fill this form out and bring to the manager's tent. Signs and name tags are grouped and only ordered occasionally.
- **Website.** A popular feature of OFM's website (www.oxfordfarmersmarket.com) is the "Meet Our Vendors" section. Initial information is entered from the completed vendor application.
- **OFM Council** consists of 9 members, a mix of vendors and Friends of the Market. Meetings are the third Thursday of the month at 7:00 pm and are always open to current vendors and interested Friends of the Market. Currently, the council meets at the Enjoy Oxford office.
- **Social Media:** In our desire to increase our advertising and social media presence, we need your participation. You will receive an email, with the link to the check-in form and other important market news every Tuesday. Simply click on the link and indicate:
 1. Whether or not you will be attending the Market that coming Saturday.
 2. Share any special updates about your veggies, farm products, baked goods, or products that you'd like us to highlight via our Social Media.
 3. A response is required by Thursday of that week.

The check-in form will make it much easier for the Managers to place people on Saturday because we will know who will be there.

- **Market Manager Visits** One of the reasons our market is successful is our "Make It, Bake It or Grow It" rule. People want to talk to the farmer who grew the produce or the person who baked the bread. Each farmer will be visited. This is your opportunity to show-off! After the farmers have been visited, bakers and artisans are next. Photos may be taken and used on your "Meet our Vendors" page of the website. We care about the quality of products available for market shoppers at Oxford Farmers Market Uptown. When we know you "Made It, Baked It or Grew It," we know it's TOP SHELF!

Oxford Farmers Market Uptown provides regular vendors with an 8 1/2" x 11" heavily laminated sign bearing personal names and the farm name. OFMU also provides laminated, clip-on name tags for each individual who works in the booth. Please PRINT the following information as you would like it on your sign and name tags.

Name(s) to display on 8 1/2" x 11" sign

Farm or Business Name to display on 8 1/2" x 11" sign

Individual Name(s) for Name Tags

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