

Oxford Farmers Market
2024 Vendor Guidelines & Application: Bakers/Food Providers

The mission of the Oxford Farmers Market is to cultivate a community where farmers and artisans can offer their products to everyone in and around Oxford, Ohio, and to educate the community about the benefits of buying fresh, local and handmade products.

The Oxford Farmers Market operates on Saturday from 9am until noon located in Uptown Oxford year round. Some special markets associated with other events uptown have optional extended hours.

Vendor Selection Values Statement

The following values guide our decision for approving vendors:

- We value products that are made, grown or baked and sold by the vendor.
- We value small-scale vendors who reliably and consistently participate in the Market.
- We value a variety of quality products.
- We value knowledgeable, personable and engaging vendors.
- We value the use of locally grown, organic or handmade products.
- We value the inter-reliance of vendors for sourcing ingredients and ideas.
- We value efforts to combat local food insecurity.

Bakers/Food Providers are defined as those who provide food products made from scratch and from locally sourced ingredients when at all possible.

These guidelines use the terms Baker/Food Provider and Vendor interchangeably.

APPLICATION AND ADMISSION TO MARKET

1. Interested applicants are required to review relevant vendor guidelines and submit the current vendor application (located below).
2. Vendor applications will be evaluated by the Market Council and Market manager based on values expressed above.
3. All final decisions will be made at the sole discretion of the Market Manager and Market Council.

FEES AND LICENSING

4. The Market has two market seasons per year.
 - a. May-November Market:

Last year OFM gross sales less than \$5,000 or new vendors	\$110
Last year OFM gross sales \$5,000 or greater and less than \$10,000	\$220
Last year OFM gross sales \$10,000 and greater	\$330
Weekly Stall Fee for Vendors paying seasonal fee (You can receive a \$28 discount if you pay your weekly stall fee at the time of seasonal fee payment)	\$7/weekly
Flat Rate for vendors who do not pay seasonal fee	\$20/weekly
 - b. December-April Market:

	\$7/weekly
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5. Vendors who choose to pay the seasonal fee must pay the seasonal fee no later than one month after their first market each season. Failure to pay the seasonal fee by this date will disqualify the vendor for the seasonal fee daily rate. They must pay the flat rate for the rest of the season.

6. Two vendors may share one stall so long as each producer or employee is present at the market. Each pays the normal fee for a stall.
7. Vendors who claim financial hardship may pay the seasonal fee in regular installments, with payment to be completed no later than two months after their first market of the season.
8. Fees are non-refundable.
9. Taxes, licensing, permits, certifications, inspections, liability, safety, etc. are the responsibility of the vendor.

SPACE ASSIGNMENTS AT THE MARKET

10. The Market Manager has final authority for assigning all vendors to spaces at each market.
11. Generally, priority will be given to vendors who have demonstrated a long-term commitment to the Market. Other factors including but not limited to size of space needed, electricity needs, location of the Market, expected vendors and traffic flow and logistics are considered when determining vendor space assignments.
12. Vendors are required to submit the weekly Check-In no later than the Thursday prior to each market. The Check-In is pivotal for planning for the market each week.
13. Vendors whose plans no longer match their response on the Check-In must communicate via email, text or phone their revised plans with the Market Manager. Vendors who repeatedly change their plans or fail to submit the weekly Check-In are demonstrating that the market is not something they can commit to at this time. The manager may assign them a spot if there is one available.

ARRIVAL, SET-UP, AND DEPARTURE

14. Vendors shall arrive at the market in time to set up and be ready for customers at opening time. Vendors arriving at the market after 8:30 am will be admitted only at the discretion of the Market Manager.
15. Vendors using tents or shelters must have them tied down securely.
16. Vendors are responsible for providing their own supplies needed for their space (i.e. tent, tables, chair, bags, etc.). We do not guarantee the availability of electricity. When available, access to electricity will be provided at the discretion of the Market Manager.
17. Vendors who have additional vehicles may not park adjacent to the Market. Adjacent spaces should be left open for patrons of the market to use.
18. Vendors are responsible for cleaning up their whole space before departing. Trash should be removed from the market by the vendor. The City of Oxford has asked that we not use the uptown trash containers.
19. Vendors must stay for the entirety of the Market. Exceptions can be made at the discretion of the Market Manager.
20. Vendors must depart their space at the Market no later than 1PM (with exception to special markets associated with other events when a different departure time will be announced).
21. The Market is open rain or shine (or really cold or hot). The Market Manager reserves the right to close the market at any time due to impending, severe weather.

PRODUCTS AND SALES

22. Bakers/food providers should be actively involved in the baking, sourcing, assembly, and preparation of the food. Vendors of the market should be bakers/food providers themselves, a family member of the baker/food provider represented, business partners or direct employees of the business.

23. Bakers/food providers may not resell food products which they have not baked, sourced and prepared themselves.
24. Bakers/food providers may sell food products on behalf of other approved OFM bakers/food providers with the consent of the Market Manager.
25. If selling under the guise of “cottage food,” producer must adhere to all policies set forth in the [Ohio Administrative Code, Chapter 901: 3-20 Cottage Food Production](#), including labeling of product(s).
26. It is the responsibility of the baker/food provider to determine if they are required to obtain a [Temporary Food Service Operation License](#) from the Butler County General Health District.
27. Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, Butler County and City of Oxford.

INSPECTIONS

28. The Oxford Farmers Market promotes an honest and transparent relationship with its vendors and customers. As such, vendors should be forthcoming and honest regarding products, production, and other pertinent information regarding his/her business.
29. All vendors are required to comply with the rules and regulations of the Market, which includes transparency of production and product sourcing. The Market Manager or members of the Market Council reserve the right to visit your farm or establishment and its primary sites of production, announced or not, at any point in time.
30. Vendors must reasonably and promptly comply with requests to conduct inspections. We will also use these visits to create content for our social media posts to advertise your products

INSURANCE

31. Individual insurance coverage is the responsibility of the vendor. If a customer or fellow vendor is injured because of your actions or products, it is your responsibility, not the responsibility of the Market or the City of Oxford.
32. Before you can sell at the market, you must submit a Certificate of Insurance showing \$1,000,000 Bodily Injury & Property Damage-General Liability. The certificate can be handed to the Market Manager or emailed to info@oxfordfarmersmarket.com.

VENDOR CODE OF CONDUCT

33. Treat everyone associated with the Market with respect.
34. Respond to Market Manager communication in a timely manner.
35. Smoking and vaping by vendors or customers is prohibited while in the Market.
36. The Market Manager on behalf of the Market Council has authority to assign vendor spaces, settle disputes, enforce rules, disqualify vendors for violations of rules and issue other policies for the smooth functioning of the Market.
37. Violators of any of the above regulations are subject to dismissal from the Market, and future exclusion from the Market.

Acknowledgements:

- Athens Farmers Market, Athens, Ohio
- Common Greens Farmers Market, Columbus, Ohio



Oxford Farmers Market
Vendor Application: **Bakers/Food Providers**

Name: _____
Business/Farm Name: _____
Website and/or social media account: _____
E-mail: _____
Address _____
City: _____ State: _____ Zip Code _____
Phone 1: (____) _____ Phone 2: (____) _____
Google earth or link to map for where proposed products are to be grown/produced: _____

Please provide a specific list of all items you plan to sell and how they are grown or produced:

If you do not have an updated website or social media account, please email photos of your business/products to info@oxfordfarmersmarket.com.

I understand and agree:

- If I am approved as a vendor I will provide a Certificate of Insurance before I attend a market.
- I read and agree to the vendor guidelines
- I will promptly respond to communication from the Market Manager
- I will respond to the Check In on a weekly basis prior to each market
- I will pay the assessed fees per the guidelines

Signature: _____ Date: _____

*By filling in your name above, you are agreeing to the above and you are stating that all of the information you have provided is accurate to the best of your knowledge.

Contact Information: Madison Wetzel, Market Manager, 513-907-1881
Email Information: info@oxfordfarmersmarket.com