

Oxford Farmers Market
2024 Vendor Guidelines & Application: COMMUNITY ORGANIZATION

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.

Community Organizations are defined as groups that advocate for a community interest. They typically contribute to the environmental, social or cultural health of the community.

APPLICATION AND ADMISSION TO MARKET

1. Interested community organizations are required to review relevant guidelines and submit the current application (located below).
2. Community organization applications will be evaluated by the 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. There is no fee for community organizations to participate in the market.
5. Liability and safety are the responsibility of the community organization.

SPACE ASSIGNMENTS AT THE MARKET

6. The Market Manager has final authority for assigning all community organizations to spaces at each market.
7. Generally, priority will be given to other vendors such as farmers, bakers/food providers, artisans and musicians. 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.
8. Community organizations who are approved to attend a market but do not show up, may be denied future requests to be at the market.
9. Community organizations who must cancel at a market must communicate via email, text or phone their revised plans with the Market Manager.

ARRIVAL, SET-UP, AND DEPARTURE

10. Community organizations shall arrive at the market in time to set up and be ready for the public at opening time. Community organizations arriving at the market after 8:45 am will be admitted only at the discretion of the Market Manager.
11. Community organizations using tents or shelters must have them tied down securely.
12. Community organizations 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.
13. Community organizations who have additional vehicles may not park adjacent to the Market. Adjacent spaces should be left open for patrons of the market to use.
14. Community organizations are responsible for cleaning up their whole space before departing. Trash should be removed from the market by the community organization. The City of Oxford has asked that we not use the uptown trash containers.
15. Community organizations must stay for the entirety of the Market. Exceptions can be made at the discretion of the Market Manager.
16. Community organizations 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).
17. 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.

COMMUNITY ORGANIZATION GUIDELINES

18. Community organizations may distribute free materials related to their issue/cause/organization.
19. Community organizations may NOT collect donations at the market including electronic donations.
20. Community organizations may NOT sell anything at the market.
21. Community organizations may NOT give away anything that is otherwise for sale at the market.
22. Community organizations may NOT collect signatures for a petition nor advocate for any specific political issue or political candidate. They can promote participation in the political process (voting drive, e.g.).
23. Community organizations may NOT roam through the market promoting their issue/organization.
24. Community organizations must comply with all laws, ordinances, and regulations of the United States, State of Ohio, Butler County and City of Oxford.

VENDOR CODE OF CONDUCT

25. Treat everyone associated with the Market with respect.
26. Respond to Market Manager communication in a timely manner.
27. Smoking and vaping by vendors or customers is prohibited while in the Market.
28. The Market Manager on behalf of the Market Council has authority to assign community organization spaces, settle disputes, enforce rules, disqualify community organizations for violations of rules and issue other policies for the smooth functioning of the Market.
29. 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: **Community Organization**

Name: _____
Community Organization Name: _____
Website and/or social media account: _____
E-mail: _____
Address _____
City: _____ State: _____ Zip Code _____
Phone 1: (____) _____ Phone 2: (____) _____

Please briefly describe the purpose or mission of your organization and purpose of your table at the Market:

I understand and agree:

- I read and agree to the vendor guidelines
- I will promptly respond to communication from the Market Manager

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 Wetzels, Market Manager, 513-907-1881
Email Information: info@oxfordfarmersmarket.com