

PERRYSBURG MARKET
2018 Rules and Regulations
Please read ALL information.

DEADLINE FOR RETURNING SEASONAL VENDOR APPLICATIONS & PAYMENT:
MONDAY, APRIL 2nd 2018.

The Market is under the full authority of the Perrysburg CVB.
Any problems, questions, comments, concerns, grievances, etc. are to be directed to the Perrysburg CVB at (419) 874-9147 or director@perrysburg-farmers-market.com.

We can't address any issues if we don't know about them!

Please do not direct any questions or concerns to the City of Perrysburg, other vendors, or any other organization.

Upon arrival at the market, vendors may use a parking space close to their booth for unloading, if available.

Vendors must unload as quickly as possible and then move their vehicles off Louisiana Avenue to free up space for other vendors to unload.

ALL vendor vehicles must be off Louisiana Avenue between 3 and 8 pm.

Vendors may move vehicles back to Louisiana Avenue to pack up at the close of the market at 8 pm.

Please use common courtesy and move you vehicles.

Vendors must make a request to the Perrysburg CVB before bringing new items to the market if these items were not listed on your original application form under items you intend to bring for sale.

Daily vendors must pay the booth fee before setting up at the market.

Application Process

Returning Vendors:

1. Read through the 2018 Rules and Regulations.
2. Make sure that your licenses and insurance are current.
3. Complete the application, noting any changes to your product lists or set up plan, and submit along with copies of all licenses & insurance and applicable fees by April 2, 2018.

New Applicants:

1. Contact the Perrysburg Convention & Visitors Bureau by phone or email to verify that your products are approved for the Perrysburg Market and that new vendors are currently being accepted.
2. Read through the 2018 Rules and Regulations.
3. Obtain all applicable licenses and insurance.
4. Re-read the 2018 Rules and Regulations!
5. Complete the application and submit along with copies of all licenses & insurance and applicable fees.

Section 1 Market Information

Market Location: Downtown Perrysburg - Louisiana Avenue

Times & Dates: Thursdays from 3 pm to 8 pm (Set up time is from 2 - 3 pm)
May 10th through October 11th, 2018

Contact Information:

Perrysburg Convention & Visitors Bureau (Perrysburg CVB)
105 W. Indiana Avenue Sandy Latchem, Executive Director
Perrysburg, OH 43551 Laurie Rice, Executive Assistant
Phone: (419) 874-9147 Fax: (419) 872-9347
Email: info@perrysburg-farmers-market.com
Web: www.perrysburg-farmers-market.com www.visitperrysburg.com

Section 2 Booths, Fees and Fines:

1. **Booth Dimensions:** Booths measure 12 feet x 12 feet.
2. **Booth Rental Fees:**
The full-season rental fee for a booth is **\$350**. Add \$50 for electricity.
The daily rental fee for a booth is **\$25** per day. Add \$10 per day for electricity.
Daily vendors must pay the daily rental fee prior to set-up on the market day that they attend. Please have cash or a check ready upon arrival.
3. **Fines:** A service charge of \$25 will be assessed for any check that is returned for insufficient funds or other causes. A cleaning charge of \$25 per incident may be assessed to any vendor if required booth clean-up is not performed. Refer to Section 7, rules 4-8 for cleaning requirements.

4. **Vendors will not be allowed to participate until all fees and fines are paid.**
5. Make checks payable to Perrysburg Convention & Visitors Bureau or Perrysburg CVB.
6. No refunds will be issued.

Section 3 Vendor Eligibility

1. The Perrysburg Market is primarily for LOCAL (within a 100 mile radius) farm and domestic products that are grown or produced on farms, homes or gardens. These products are further defined as follows:
 - Produce - Vegetables, fruit, grains, eggs, plants, plant cuttings, flowers, seeds, nuts and herbs.
 - Prepared Foods - Foods that are processed in some way by the vendor and have the necessary approval of the Health Department. Items include, but are not limited to, meats, baked goods, preserves, pickles, juices, home canned products, and cheeses. Foods must be labeled with the name of the preparer, the contents, and the address of the place of manufacture.
 - Handicrafts - handcrafted products that are made in the home. The product may be made from manufactured materials provided that most of the product's value results from the crafting of the vendor or the vendor's family. The Perrysburg CVB reserves the right to refuse sales of items not deemed hand-crafted.
2. **Vendors must make or grow at least 60% of the items that they bring to the market.**
3. Vendors must list items they plan to bring to the market on the Vendor Participation Form.
4. All items that are not grown or produced by the vendor **MUST** be displayed with a label identifying the name and location of the grower/producer.
5. In case of a local seasonal crop failure, any out-of-season produce or any produce not grown by the vendor and brought in from outside the local area **MUST** be labeled as to the place of origin.
6. Vendors who buy products exclusively at wholesale for reselling are not eligible to participate in the market.
7. Businesses and groups distributing literature only are not eligible to participate.
8. Vendors must be 18 years of age or older.

Section 4 Licenses and Permits

1. A signed and dated vendor participation agreement and copies of proof of insurance, vendor's license, and health department permit (if applicable) must be submitted to the Perrysburg CVB before a vendor may participate in the market.
2. Vendors must comply with all applicable State, Federal and Local laws and regulations.

3. Vendors are responsible for obtaining all the licenses and permits and paying all fees required by applicable laws and regulations. This includes the vendor's license for goods sold for which sales tax must be collected, and health department permits for food processing facilities. Inspectors do visit the Market, so please do not overlook the proper license and labeling requirements. Transient Vendors License information can be obtained from the State of Ohio online at www.obg.ohio.gov or by calling (888) 405-4039. Health Department permits are available through the Wood County Health Department by calling (419) 354-2702. *Proof of any applicable licenses or permits must be presented to the Perrysburg CVB before a vendor may participate in the market.*
4. Vendors are required to have liability insurance to cover their risks at the market. *Proof of insurance can be obtained through an insurance agent and must be presented to the Perrysburg CVB before a vendor may participate in the market. A \$1,000,000 policy is generally sufficient to cover product liability and accidents. The Perrysburg Convention & Visitors Bureau may require that it be designated an "additional insured" on the insurance certificate.*

Section 5 Booth Availability

1. **The Perrysburg CVB will assign a booth to each vendor at its discretion. Assignment to a particular booth cannot be guaranteed.**
2. In the event that a vendor does not plan to use his assigned booth on a specific day, the vendor must notify the Perrysburg CVB office before 10 am on that market day.
3. Daily vendors must call the Perrysburg CVB office at (419) 874-9147 every time they plan to attend the market and will have a booth assigned to them, based on availability, each week. Booth reservations for daily vendors are preferred one week in advance but may be made until 10 am of the market day.
4. The Perrysburg CVB reserves the right to fill any booths that are unoccupied.
5. Vendors who do not use their booth on a particular day will not be reimbursed if the Perrysburg CVB re-assigns the booth to another vendor for that day.
6. Vendors may not reassign, loan or in any way transfer their assigned booths to another vendor.
7. Vendors may not share booths with another vendor.
8. Vendors must make prior arrangements with the Perrysburg CVB for late arrival. If a daily vendor arranges for a late arrival, payment must still be made prior to set-up on that market day.
9. Vendors that are absent from the market for two consecutive weeks without notifying the Perrysburg CVB office will forfeit their booth location.

10. A vendor may choose to rent more than one booth, but no more than three booths. The Perrysburg CVB reserves the right to limit the number of booths rented by individual vendors.

Section 6 Vendor Conduct

1. Vendors will present and conduct their business in a first class manner which is not disruptive or disparaging to other vendors or to the market overall. No loud radios, vendor shouting or harassing will be permitted. Courtesy and honesty are required.
1. No firearms, alcoholic beverages, smoking, drugs, any controlled substances, pets or animals - with the exception of assistance animals - will be allowed at any vendor booth.
2. No vendor shall engage in solicitation, collection drives, political or religious activities at the market.
3. "Dumping" on the retail market is discouraged and other wholesale outlets should be used.
4. Collusion among vendors to raise or lower prices or to exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.
5. During the market, vendors will not be permitted to advertise for other area farmers markets.

Section 7 Booth Operation and Maintenance

2. Vendor setup is from 2 - 3 pm. **No setup is allowed before 2 pm.** No sales are allowed after 8 pm.
3. Vendors are responsible for securing their tents with appropriate weights to prevent them from causing injury or damage.
4. Product display tables, stands, and signs are to be provided by the vendor. Vendors must have signs on view identifying their farm or business.
5. Vendors are required to keep their booth area clear of garbage. Vendors must clean their areas at the end of the market or when they leave by removing all vegetable & plant refuse, containers, signs, trash, dirt, and litter. Vendors must bring a broom and dust pan. Garbage must be taken home with the vendor or disposed of within designated trash containers.
6. Vendors offering samples must have a trash container for customer use.
7. Grease stains or cooking residue must be cleaned each week. A drop cloth or tarp may be used to catch grease or debris.
8. Nothing may be poured or swept into the street or down the storm sewers.
9. *Clean-up is mandatory!* The Perrysburg CVB reserves the right to assess a cleaning charge of \$25/incident to any vendor in violation if they do not perform the necessary clean-up.

10. Vendors who wish to use electrical service must submit an Electrical Usage Application.
11. Vendors may not impede pedestrian or motor traffic and may not interfere with the normal operations of the downtown businesses. Items, including signs, may not be placed against storefronts, in the sidewalk right-of-way, in the street or anywhere outside of the boundaries of the vendor's booth.
12. Market scales must be approved by the Wood County Auditor's Office.
13. Vendors will be permitted to set their own prices. To maintain the integrity of a retail market, vendors should uphold current market retail values on their products.
9. Vendors advertising as "organic" or "unsprayed", "natural", etc. are not required to be certified. However, law restricts use of the phrase "Certified Organic". Sellers of certified organic items must display a copy of their certification. All vendors are required to advertise truthfully about their products and to respond to customers' questions in a like manner.

Section 8 Inclement Weather Policy

1. The Market is open rain or shine. In the event of inclement weather it is up to the individual vendor to decide whether or not to attend the market.

Section 9 Modification of Market Rules

1. The Perrysburg CVB reserves the right to revise the Perrysburg Market Rules & Regulations at any time.

Section 10 Market Authority

1. The Perrysburg Convention & Visitors Bureau or its designee has the authority to deny any person or group the privilege of operation at the market. All items are allowed or disallowed at the discretion of the Perrysburg CVB. Entry into the market does not mean automatic approval of all items.
2. The Perrysburg CVB reserves the right to remove any person or vendor who does not comply with the rules and regulations stated herein; those that, in their judgment, are using methods or selling items that are detrimental to attendance at the market or contrary to the market policies and standards; or those who fail to obey any lawful order of the PCVB or its designee.

Perrysburg Market 2018 Electrical Usage Application

Please complete the following and return to:

The Perrysburg Convention & Visitors Bureau 105 W. Indiana Ave., Perrysburg, OH 43551
Email: director@perrysburg-farmers-market.com Fax: (419) 872-9347

Organization Name:	Date:
Contact Person:	
Daytime Phone:	Cell Phone:
Email:	
Signature:	

I plan to use electricity for the following:

- You must receive prior permission from the Perrysburg Convention & Visitors Bureau to use electrical outlets.
- Fees for the use of ONE 15-amp, 110-service electrical outlet are \$50 for full season vendors; and \$10 for daily vendors during each day of attendance.
- The Perrysburg Convention & Visitors Bureau reserves the right to make additional assessments for significant electricity usage or repair of electrical disruption if caused by you, your staff or your equipment.
- Use only the outlets located in the streetscape planter areas. You may not plug into stores or residences, or place cords across the sidewalk.
- Use only 12 gauge (heavy duty rated) electrical cords. Do not use lamp cords or household extension cords.
- Every appliance has an amperage and/or wattage rating. (some examples of amp usage: a microwave, toaster or coffee maker uses up to 13 amps and a crockpot or roasting pan 1.5 - 2.0 amps) You must report the amperage of all appliances you plan to use.
- Vendors WILL be checked for compliance.

I will use the following electrical appliances: (Be sure to indicate amps for each appliance)

Appliance	Amps
Total Amps at Peak Usage:	

2018 Perrysburg Market - Vendor Participation Agreement

Vendor's Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

I will participate as a: Full Season Vendor Daily Vendor
 \$ 350 due at time of registration \$ 25 per day payable each day of participation
 \$ 50 additional for electric service \$ 10 additional per day for electric service

In the following category: Grower / Producer Artisan / Handicrafter Food Cart

State Vendors License Number _____
 Liability Insurance Company _____
 Policy Number _____
 Food Service License Number (if applicable) _____
 Organic Certification (if applicable) _____
you must include copies of these items when you submit your signed vendor participation contract.

Vehicle Make & Model _____

Vehicle License Number _____ Type (pickup, van, etc.) _____

List items you intend to sell: _____

List forms of payment that you accept at the market: (cash, credit, checks, vouchers, etc) _____

If participating as a Daily Vendor, please list dates that you will attend the market:
 (call the Perrysburg Convention & Visitors Bureau at (419) 874-9147 prior to each day that you plan to attend
 the market to receive a booth assignment.)

If participating as a Full Season Vendor please list the date that you will start attending the market.

May 10	June 7	July 5	Aug 2	Sept 6	Oct 4
May 17	June 14	July 12	Aug 9	Sept 13	Oct 11
May 24	June 21	July 19	Aug 16	Sept 20	
May 31	June 28	July 26	Aug 23	Sept 27	
			Aug 30		

I have received a copy of the Perrysburg Market Rules & Regulations. I have read the Rules & Regulations and agree to abide by them. I understand that failure to follow the Rules & Regulations may mean exclusion from the market.

Signed _____ Date _____

I agree to indemnify and hold harmless the Perrysburg Convention & Visitors Bureau and the City of Perrysburg and their representatives from any property damage or personal injury caused, occasioned or sustained by me or those under my control or supervision while participating in the 2018 Perrysburg Market.

Signed _____ Date _____

Please return this signed form along with payment, copies of liability insurance and license information to:
 The Perrysburg Convention & Visitors Bureau
 105 W. Indiana Ave.
 Perrysburg, OH 43551

Make all checks payable to: Perrysburg CVB