

## 2021 Vendor Agreement

FULL SEASON DEADLINE: April 16, 2021

WEEKLY DEADLINE: Wednesday



The Bluffton Farmers Market (Ohio) provides a venue for selling locally-grown produce and cottage foods directly to the consumer. We rely on the honesty, integrity, and courtesy of the growers and producers to provide high quality, fairly-priced products in a safe and attractive environment.

### Vendor Registration Checklist

- Completed, signed registration form.
- Fees: Full year discount \$220. Weekly \$12. Make checks payable to Bluffton Area Chamber of Commerce.
- Certificate of Insurance with Bluffton Area Chamber of Commerce listed as certificate holder.
- If products require refrigeration, proof of mobile food vendor license.
- If applicable, proof of home baker's license.

Mail all documents and payment to Greg Probst, Bluffton Farmers Market Manager, 3463 SR 103, Bluffton, OH 45817.

Questions? Email Greg at [blufftonfarmersmarket@embarqmail.com](mailto:blufftonfarmersmarket@embarqmail.com).

### A program of the Bluffton Area Chamber of Commerce

UPDATES Join our email list for updates [bit.ly/3pHTuyD](http://bit.ly/3pHTuyD)

WEBSITE [explorebluffton.com/farmers-market](http://explorebluffton.com/farmers-market)

FACEBOOK "Bluffton Farmers Market - Ohio"

GOOGLE [g.page/BlufftonOhFarmersMarket?share](https://g.page/BlufftonOhFarmersMarket?share)

Greg Probst, Market Manager      [blufftonfarmersmarket@embarqmail.com](mailto:blufftonfarmersmarket@embarqmail.com)      419-957-4676

Bluffton Area Chamber of Commerce      PO Box 142, Bluffton, OH 45817      419-369-2985

\*Rules are subject to change during the market season.

## 2021 Bluffton Farmers Market Rules and Regulations\*

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1. Fresh, high quality fruits, vegetables, herbs, cut flowers, bedding plants, potted plants, and other agricultural products may be sold. All home-produced products (jams, jellies, baked goods, etc.) must comply with all State of Ohio cottage foods rules. See Cottage Foods Production Operation fact sheet [bit.ly/3oHTcq3](https://bit.ly/3oHTcq3)
2. Vendors must clearly display the name of farm or business and post prices for all items being sold, or individual products must be priced. All edible home-produced products must be individually labeled following cottage food rules.
3. The majority of products should be grown or produced by the vendor in Ohio. At the discretion of the market management, exceptions may be made. Vendors who grow and/or produce their own product will have priority over those who sell products made or grown elsewhere.
4. Vendors must provide a certificate of insurance with a minimum \$300,000.00 liability before participating in the market. The certificate must be submitted by April 16, 2021 for full-year vendors (or Wednesday prior to attending). Certificate holder is Bluffton Area Chamber of Commerce, PO Box 142, Bluffton, OH 45817. Email to [blufftonfarmersmarket@embarqmail.com](mailto:blufftonfarmersmarket@embarqmail.com) or mailed to Greg Probst, 3463 SR 103, Bluffton, OH 45817.
5. All vendors must describe products to be sold during the 2021 Market Season on the registration form.
6. Vendors with products requiring refrigeration must provide their own refrigeration. They must also purchase a mobile food vendor license from the health department in the county where they reside.
7. The 2021 season will begin Saturday, May 1, 2021 and end Saturday, October 30, 2021. The market will be open from 8:30 a.m. until noon.
8. Fees for 2021 will be \$12.00 per week. The full year discounted fee is \$220.00 if paid by April 16, 2021. The annual fee secures a specific spot for the year. If you are unable to use your annual reservation for any reason, fees are not refundable.  
  
Make checks payable to Bluffton Area Chamber of Commerce. To pay full year with PayPal (fees apply), request an invoice by emailing [blufftonchamber@gmail.com](mailto:blufftonchamber@gmail.com). Weekly fees may be paid with cash or check at the market.
9. Set up begins at 7:30 a.m. Vendors are not permitted in the parking lot before that time. Cones will be placed on reserved spots and the remainder of spots will be on a first come, first served basis.
10. Stands must be operated in a safe, sanitary, and neat manner.
  - Canopies may only be used if tied or weighted down. Vendors will be asked to remove unsecured canopies.
  - Sales areas must be clear of garbage. Sellers must clean their spaces after each market. Please leave the space as clean as you found it.
11. No smoking and no pets in the vendor area.
12. COVID-19 public health precautions:
  - A) Outdoors social distancing of 6 feet is mandated by the State of Ohio.
  - B) Face coverings over your nose and mouth are required when you are unable to maintain this social distancing.

RULES & REGULATIONS CONTINUE NEXT PAGE

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## 2021 Bluffton Farmers Market Rules and Regulations\*

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### C) Monitor your health

- Do not come to the market if you have a temperature of more than 100.4°F.
- Vendors who are ill must stay home. Those who appear ill will be sent home immediately.

### D) Sanitize hands

- Clean hands frequently, ideally between each customer transaction.
- Provide hand sanitizer for the use of farmers market customers.
- When possible, designate one person to handle food and another to handle payments.

### E) Sanitize booth equipment

- Frequently sanitize tables, payment terminals, cash boxes, etc.
- Only use materials that can be washed and sanitized frequently. Avoid fabric table cloths and baskets.
- Use new plastic bags for the packaging of goods.

12. All vendors must be set up by 8:30 a.m. and stay until noon. Please see the manager if an emergency requires you to leave early.

13. Vendors who purchase a full-year reservation and are unable to make a market day, should contact the manager at [blufftonfarmersmarket@embarqmail.com](mailto:blufftonfarmersmarket@embarqmail.com) no later than 6:00 a.m. on Saturday morning. Failure to notify the manager may void the reservation for the remainder of the year. Please help us make the space available for another vendor for that day only. First absence without notice, we will remind you. Second and additional unannounced absences, \$6 penalty.

14. As always, a cordial attitude at the market and online is required. The success of the Market is based on your treatment of your customers and fellow vendors.

Any mishandled disagreements between either vendors or customers may lead to a dismissal from the Market. Any problems or concerns should be brought to the market manager for resolution.

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The market manager and the Bluffton Area Chamber of Commerce are here to help you with any issues.

Greg Probst, Market Manager      [blufftonfarmersmarket@embarqmail.com](mailto:blufftonfarmersmarket@embarqmail.com)      419-957-4676

Bluffton Area Chamber of Commerce      PO Box 142, Bluffton, OH 45817      419-369-2985

New contact information for a returning vendor? Check if yes! \_\_\_\_\_

Full Season \_\_\_\_\_

Weekly Vendor \_\_\_\_\_

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## 2021 Bluffton Farmers Market Registration

Business Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell (if different): \_\_\_\_\_

E-Mail (to receive updates): \_\_\_\_\_

Website or Facebook: \_\_\_\_\_

Describe items you plan to sell at the Bluffton Farmers Market (use back for more space):

Items include: \_\_\_ Locally grown produce \_\_\_ Cottage foods \_\_\_ Baked good

\_\_\_ Foods that require refrigeration \_\_\_\_\_

Permit / County issued

\_\_\_ Foods that require home baker's licence \_\_\_\_\_

License / County issued

Do you grow, make, and produce all items? If not, briefly list products and their origin:

I, the undersigned, have read and will comply with the 2021 Bluffton Farmers Market Rules and Regulations:

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Greg Probst, Market Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Paula Scott, Bluffton Chamber CEO

\_\_\_\_\_  
Date

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