

<i>For Internal Use Only</i>	
Date Submitted	_____
Spot Assignment	_____
Payment Total	_____
Payment Type	CASH CHECK _____

# Warren Farmers Market

## 2018 Vendor Application

Please review and fill out the information carefully as our application has changed. Space is limited, completing this application does not guarantee a space at the market. Applications will be reviewed on a first come, first served basis with preference given to vendors that participated in the 2017 season. Approved vendors will be notified shortly after submission of their application. After all spaces for 2018 are filled, any additional vendor interested in participating will be placed on a waiting list and will be contacted when a space becomes available. If you have any questions, please contact Cassandra Clevenger at 330-774-8896 or Cassandra@tnpwarren.org.

### Contact Information

Farm/Business/Organization \_\_\_\_\_

Owner/Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Is the address provided also your mailing address? (If not please provide a mailing address below.)

- Yes       No

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Would you be interested in joining a Facebook Group specifically for Warren Farmers Market Vendors?

- Yes       No

When is the best time to contact you about the Warren Farmers Market?

- Morning       Afternoon       Evening

What is your preferred method of contact about the Warren Farmers Market?

- Call       Text       Email

# Warren Farmers Market

## 2018 Vendor Application

### Market Fees

APPLICATIONS and PAYMENTS received or postmarked on or before April 1, 2018

\*Season Paid - \$210 if paid before April 1, 2018

Monthly - \$55 per month, 4 payments over the course of the season for a total of \$220

Weekly - \$17 paid on market day, 17 payments over the course of the season for a total of \$289

APPLICATIONS and PAYMENTS received or postmarked after April 1, 2018

\*Season Paid - \$230 if paid after April 1, 2018

Monthly - \$64 per month, 4 payments over the course of the season for a total of \$256

Weekly - \$20 paid on market day, 17 payments over the course of the season for a total of \$340

\*If agreeing to pay for the season in full, to be eligible for the \$210 rate vendors must have their full balance paid by April 1, 2018. If there is an unpaid balance after April 1, the vendor will then owe \$220 to participate in the 2018 season.

**Receive a rebate of \$10 for every Warren Farmers Market at Quinby Park you attend in 2018 for a total of \$40 in savings. To be paid in October of 2018 at the end of the Warren Farmers Market Season.**

Please make checks payable to Trumbull Neighborhood Partnership.

### Payments

I will be paying for the Warren Farmers Market

Annually

Monthly

Weekly

I plan to attend the following Warren Farmers Markets on Courthouse Square, held weekly on Tuesdays from 3pm to 6pm.

- |                                  |                                   |                                       |                                       |
|----------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> June 5  | <input type="checkbox"/> July 10  | <input type="checkbox"/> August 14    | <input type="checkbox"/> September 18 |
| <input type="checkbox"/> June 12 | <input type="checkbox"/> July 17  | <input type="checkbox"/> August 21    | <input type="checkbox"/> September 25 |
| <input type="checkbox"/> June 19 | <input type="checkbox"/> July 24  | <input type="checkbox"/> August 28    | <input type="checkbox"/> October 2    |
| <input type="checkbox"/> June 26 | <input type="checkbox"/> July 31  | <input type="checkbox"/> September 4  |                                       |
| <input type="checkbox"/> July 31 | <input type="checkbox"/> August 7 | <input type="checkbox"/> September 11 |                                       |

I plan to attend the following Warren Farmers Markets at Quinby Park, held monthly on Fridays from 3pm to 6pm.

- |                                 |                                   |                                      |                                    |
|---------------------------------|-----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> July 6 | <input type="checkbox"/> August 3 | <input type="checkbox"/> September 7 | <input type="checkbox"/> October 5 |
|---------------------------------|-----------------------------------|--------------------------------------|------------------------------------|

# Warren Farmers Market

## 2018 Vendor Application

### Products

Please provide a complete list of the products you plan to bring to the market. Be specific; this information will help us to promote your business and will assist in making sure there is variety at the market. If you are selling something you do not have on this list, you may be asked to remove it from your booth if it is found to be questionable or if it creates a surplus of any one item at the market. Please use an additional sheet of paper if needed.

#### Fruits and Vegetables

- |   |   |  |                                   |
|---|---|--|-----------------------------------|
| <input type="checkbox"/> Apples           | <input type="checkbox"/> Eggplant       | <input type="checkbox"/> Parsley         | <input type="checkbox"/> Zucchini |
| <input type="checkbox"/> Arugula,         | <input type="checkbox"/> Fava beans     | <input type="checkbox"/> Parsnips        | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Asparagus        | <input type="checkbox"/> Fennel         | <input type="checkbox"/> Peaches         | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Basil            | <input type="checkbox"/> Garlic         | <input type="checkbox"/> Pears           | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Beets            | <input type="checkbox"/> Garlic scapes  | <input type="checkbox"/> Peas and pea    | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Blackberries     | <input type="checkbox"/> Grapes         | pods                                     | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Blueberries      | <input type="checkbox"/> Green beans    | <input type="checkbox"/> Peppers (sweet) | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Broccoli         | <input type="checkbox"/> Green Onions   | <input type="checkbox"/> Plums           | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Brussels sprouts | <input type="checkbox"/> Greens         | <input type="checkbox"/> Potatoes        | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Cabbage          | (various)                               | <input type="checkbox"/> Pumpkins        | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Cantaloupes      | <input type="checkbox"/> Herbs, various | <input type="checkbox"/> Radishes        | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Carrots          | <input type="checkbox"/> Kale           | <input type="checkbox"/> Raspberries     | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Cauliflower      | <input type="checkbox"/> Leeks          | <input type="checkbox"/> Rhubarb         | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Celery           | <input type="checkbox"/> Lettuce        | <input type="checkbox"/> Shelling Beans  | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Chard            | (various)                               | <input type="checkbox"/> Spinach         |                                   |
| <input type="checkbox"/> Cherries         | <input type="checkbox"/> Melons         | <input type="checkbox"/> Squash          |                                   |
| <input type="checkbox"/> Cilantro         | <input type="checkbox"/> Morels         | <input type="checkbox"/> Strawberries    |                                   |
| <input type="checkbox"/> Corn             | <input type="checkbox"/> Mushrooms      | <input type="checkbox"/> Turnips,        |                                   |
| <input type="checkbox"/> Cucumbers        | <input type="checkbox"/> Onions         | <input type="checkbox"/> Watermelons     |                                   |

#### Baked Goods

# Warren Farmers Market

## 2018 Vendor Application

Meats

Honey

Maple Syrup

Plants

Flowers

# Warren Farmers Market

## 2018 Vendor Application

Others

### *Summary*

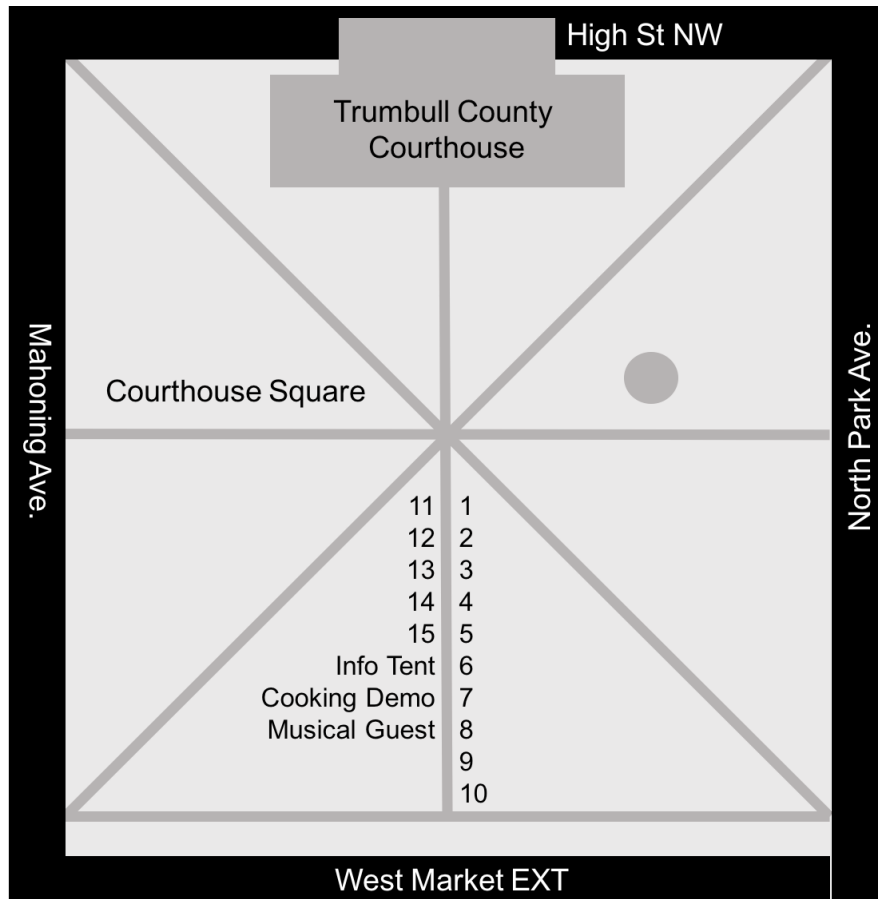
Please include a brief summary of your business so that we may include it with marketing materials and publication on the Warren Farmers Market Website. Photos can also be sent to [Cassandra@fnpwarren.org](mailto:Cassandra@fnpwarren.org). If you participated in 2017, we have photos of your products from the market. If you would like to use last year's business descriptions, please advise in the space below.

# Warren Farmers Market

## 2018 Vendor Application

### Courthouse Square Space Assignments

Please select up to 3 spots where you would like to set up at the Warren Farmers Market at Courthouse Square. Priority will be given to vendors that participated in 2017 and pay in full. Selecting a spot does not guarantee that spot in 2018. All market spaces will be assigned by the Market Manager as per the 2018 Warren Farmers Market Rules using these requests. Spots will be assigned April 1st and vendors will be notified of their space assignment on the Monday before that market. Applications submitted after April 1st will be given a choice of the remaining spaces.



- |                            |                             |                             |
|----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 6  | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 7  | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 8  | <input type="checkbox"/> 13 |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 9  | <input type="checkbox"/> 14 |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 10 | <input type="checkbox"/> 15 |

This application and other food licenses your business has obtained can be emailed to [Cassandra@tnpwarren.org](mailto:Cassandra@tnpwarren.org) or they can be mailed to:

Trumbull Neighborhood Partnership  
Attn: Cassandra Clevenger  
170 N. Park Ave  
Warren, Ohio 44481

# *2018 Warren Farmers Market Rules*

## **Courthouse Square and Quinby Park**

### **Vision**

The Warren Farmers Market (WFM) promotes a sustainable farmers market that benefits local food producers, artisans, and community members. The Warren Farmers Market improves the quality of life for the citizens of Warren by reducing food insecurity.

### **Mission**

The mission of the Warren Farmers Market is to provide a venue for people to connect with local farmers and food producers, to allow local makers sell their hand-crafted goods, to create opportunities for learning about healthy food and wellness, and to provide a space for the community to gather and socialize.

### **Team Values**

We value equitable access to fresh and nutritious food and believe it is a foundation for human health and dignity.

We are accountable to our community by requiring our vendors to produce and source what they sell with integrity.

We value a positive team environment that is supportive, respectful, open-minded, and creative.

We have an unflinching commitment to racial, ethnic, gender, and social diversity and inclusion.

We value education and growth.

We value sustainability and we strive to operate the market on a model of social, economic, and ecological permanence.

### **Location Dates and Hours of Operation**

The WFM on Courthouse Square is held weekly from June - October on Tuesdays from 3pm to 6pm.

The WFM at Quinby Park is monthly on Fridays from 3pm to 6pm.

A complete list of dates is available on the Warren Farmers Market Application.

# 2018 Warren Farmers Market Rules

## Courthouse Square and Quinby Park

The Market Manager (GROW Program Manager or their designee) will be responsible for day to day operations of the market including but not limited to space assignments, public safety, and enforcement of the WFM rules.

Booths may not be shared or sublet to another vendor without prior approval by manager. To present a professional venue and to ensure the safety of customer and vendors, vendors are expected to remain until the end of the market.

For the safety of our customers and to provide an visually pleasing market, all vendors will be required to be set up no later than 10 minutes before the start of the market. Late-arriving vendors may be permitted to set up as space permits. Vendors that are late may not be allowed to enter the market with a vehicle to set up if customer safety is put at risk. Vendors who are repeatedly late are subject to discipline under the WFM policy.

There may be times when vendors are required to move their vehicles into nearby parking places. If requested to move your vehicle, please do so in a timely manner. A market representative can be made available to watch your booth. Failure to do so may result in disciplinary action under the WFM policy.

It is the vendor's responsibility to apply and obtain any licensing through the Ohio Department of Agriculture and the Warren City Health Department. Vendors are solely responsible for being aware of rules and regulations. They must display and they must be able to produce any necessary license or certification upon request of the Market Manager or other city, state, or regulatory agent. Failure to do so may result in disciplinary action including removal from the market.

The re-sale of products by farmers/growers is permitted **ONLY WITH PRIOR APPROVAL** from the Market Manager and may not exceed 20% of the vendor's seasonal product brought to the market. Any re-sale

products from a different farm or producer must be separated and labeled with the name and location of the farm or production facility where it was sourced.

Vendors claiming their products are organic must show proper certification. This includes non-edible products as well.

Examples of allowable products include, but are not limited to:

**FRUITS AND VEGETABLES:** May be sold by growers of these fruits and vegetables.

**CIDER AND FRUIT JUICE:** May be sold only by growers of these fruits. Juice may be pressed off farm, but producers must provide the name and address of the mill. The mill must supply a label listing all ingredients and allow access for inspection.

**DRIED FRUIT:** Must be from only fruit grown and dried by the producer. Preservatives must be indicated on label.

**NUTS:** Must be foraged by the producer from his/her own farm.

**HONEY:** Producer must own the hives from which honey is extracted and bottled. Processed honey products may be sold only by honey Producers and are subject to Market approval.

**JAMS AND PRESERVES:** Must be prepared from fresh produce grown by the producer OR sourced by regional farms in compliance with state law. Contact the Ohio Department of Agriculture for information.

**MEAT PRODUCTS:** Must be from animals raised from weaning by the producer. Animals may be butchered and smoked off-farm provided the meat sold is from the producer's own animals. Fresh meat products must be handled per regional and state regulations.

**CHEESE AND OTHER DAIRY PRODUCTS:** Must be regionally produced and sourced milk made in licensed facilities sold by producer or a representative.

**EGGS AND POULTRY:** Must be from the Producer's



# 2018 Warren Farmers Market Rules

## Courthouse Square and Quinby Park

own fowl (preferably pastured or free range), be kept below 45 degrees Fahrenheit and be properly labeled.

**MAPLE SYRUP:** Must be from the producer's own or rented tree and the final product must be processed by the producer. Fresh regional fruit may be added to maple syrup for flavoring.

**BAKED GOODS:** These include breads, cakes, pies and cookies and must be baked by the Producer. Baked goods must be kept covered at the WFM.

**CUT FLOWERS:** Must be grown locally, by the vendor.

**HAND CRAFTED FINE ART:** Cannot be made from a pattern, must be original work by the artist that has reserved the vendor space.

The WFM reserves the right to inspect and to spot visit any farm or establishment throughout the season. Advanced notice will always be given. Unless otherwise permitted, farm visits will only be conducted with a farm representative present.

It is not permitted to dump large quantities of produce/product at low prices. Providing product samples or giving away good salable products to charity is permitted.

Trading goods among vendors is welcomed and encouraged.

Qualifying vendors are required to take the following payments, an orientation that explains these payment methods in detail will be held in May of 2017 before the start of the market.

The WFM EBT system, which is an alternative payment system utilizing the WFM token system for customers using Visa, MasterCard, and the Ohio Direction Card (SNAP/EBT). SNAP Tokens are marked with red stars and can only be used to purchase qualifying SNAP eligible foods. Unmarked tokens can be used to purchase anything at the market. Reimbursement checks for this payment program are distributed weekly by Trumbull Neighborhood Partnership.

The Warren Farmers Market accepts WIC, all produce vendors participating at the WFM will be required to take this form of payment. Reimbursements will be made weekly by Trumbull Neighborhood Partnership.

The WFM partners with Mercy Health to provide the Fruit and Vegetable Prescription Program which allows people to purchase fruits and vegetables at participating farmers markets with a voucher. The vouchers will then be switched over to a green market token that can only be used on fresh and local produce.

The Market Manager and Trumbull Neighborhood Partnership will determine and delegate which products qualify for the payment programs offered at the WFM.

Vendors will be required to anonymously report their weekly sales totals to the Market Manager. At the beginning of the market, vendors will receive a small slip of paper. At the end of the market, participating vendors will be required to fill out the small slip, fold the piece of paper, and drop it into the sealed box which will not be opened until all vendors have reported their sales for that market day. The purpose of collecting this data is to further evaluate the economic impact of the WFM and to ensure our vendors are successful.

Smoking and the consumption of drugs or alcohol are not allowed at the Warren Farmers Market and participation in these activities could result in disciplinary action including termination from the market with no refund.

All cancellation and refund requests must be made in writing. Full refunds are only available if cancellation is made prior to the first market date of the season (for All Season Payment option) or prior to the first market date of the month (for Monthly Payment option). Any refund requests made after the market season begins and the vendor

# *2018 Warren Farmers Market Rules*

## **Courthouse Square and Quinby Park**

has started selling at the market are at the discretion of the Market Manager and Trumbull Neighborhood Partnership.

Any grievance to be considered shall be filed, within seven (7) days of incident /violation of market rules, with the market staff. It shall be in writing with a clear description of the incident / violation of Market rules. WFM staff will handle all grievances within seven (7) days of receiving the grievance. The WFM staff ensures compliance with the market rules. However, the market staff has the authority to grant exceptions to the rules on an individual basis for reasons of dire need.

The Market Manager or his/her designee will discipline vendors and exhibitors not willing or unable to comply with market rules with the following actions in any order:

Verbal warning

Written warning and the vendor may be asked to leave the market for the remainder of that day

Loss of vendor privileges with no refund, removal of right to participate for the season.

The right to terminate the vendor relationship at will at any time is retained both by the vendor and by the Warren Farmers Market.

*2018 Warren Farmers Market Rules*  
Courthouse Square and Quinby Park

**By signing this document, I acknowledge that I have read and agree to the Warren Farmers Market rules and regulations for 2018.**

Name (Print): \_\_\_\_\_

Name (Signature): \_\_\_\_\_

Farm or Business: \_\_\_\_\_

Date: \_\_\_\_\_