

Warren Farmers Markets 2019 Application

Thank you for your interest in the Warren Farmers Markets at Courthouse Square and Quinby Park. We are so excited that you have decided to join the market for our 2019 season. Included in this packet is the Warren Farmers Market Application, Rules, and Liability Waiver. Please return the completed forms along with any other food processing licenses, permits, and certifications you have acquired for your business to Cassandra Clevenger, Market Manager. Applications can be emailed to Cassandra@tnpwarren.org or they can be mailed directly to Trumbull Neighborhood Partnership, ATTN: Cassandra Clevenger, 736 Mahoning Ave. NW, Warren, Ohio 44483. Applications can also be dropped off by appointment to Trumbull Neighborhood Partnership.

Application Check List:

- 2019 Warren Farmers Market Application
- 2019 Warren Farmers Market Vendor Release and Liability
- 2019 Warren Farmers Rules Receipt
- Other Processing Documentation as Required by Product (needed for products that will be made weekly on site or for products that are not considered cottage foods under the Ohio Revised Code)

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

Warren Farmers Market

2019 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 2018 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 _____

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

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Market Fees

COURTHOUSE SQUARE

EARLY BIRD SPECIAL - APPLICATIONS and PAYMENTS received or postmarked on or before April 1, 2019

*Season Paid - \$210 if paid before April 1, 2019

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, 2019

*Season Paid - \$230 if paid after April 1, 2019

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 2019 season.

Please make checks payable to Trumbull Neighborhood Partnership.

QUINBY PARK

Vending space is provided at no charge for the Warren Farmers Market at Quinby Park.

Payments

I will be paying for the Warren Farmers Market at Courthouse Square

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 4 | <input type="checkbox"/> July 9 | <input type="checkbox"/> August 13 | <input type="checkbox"/> September 17 |
| <input type="checkbox"/> June 11 | <input type="checkbox"/> July 16 | <input type="checkbox"/> August 20 | <input type="checkbox"/> September 24 |
| <input type="checkbox"/> June 18 | <input type="checkbox"/> July 23 | <input type="checkbox"/> August 27 | <input type="checkbox"/> October 1 |
| <input type="checkbox"/> June 25 | <input type="checkbox"/> July 30 | <input type="checkbox"/> September 3 | <input type="checkbox"/> ALL MARKETS |
| <input type="checkbox"/> July 2 | <input type="checkbox"/> August 6 | <input type="checkbox"/> September 10 | |

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

- | | | | |
|----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> July 12 | <input type="checkbox"/> August 9 | <input type="checkbox"/> September 13 | <input type="checkbox"/> October 4 |
|----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|

Warren Farmers Market

2019 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

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Meats

Honey

Maple Syrup

Plants

Flowers

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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. If you participated in 2018, 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.

2019 Warren Farmers Market
Vendor Release and Waiver Liability

This is a Release and Waiver of Liability (the "Release") executed on this date, _____, by _____ (the "Vendor"), and, if applicable, in conjunction with _____, (if applicable) the parent having legal custody or legal guardianship of the vendor, in favor of Trumbull Neighborhood Partnership, a nonprofit corporation, their directors, officers, employees, and agents (collectively known as "TNP"). The Vendor agrees to engage in the activities related to being a vendor at the Warren Farmers' Market. The Vendor hereby freely, voluntarily, and without duress executes this Release under the terms below: 1. Release and Waiver Vendor does hereby release and forever discharge and hold harmless TNP and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Vendor's Activities with TNP. Vendor understands that this Release discharges TNP from any liability or claim that the Volunteer may have against TNP with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Vendor's Activities with TNP, whether caused by the negligence of TNP or its officers, directors, employees, or agents or otherwise. Vendor also understands that TNP does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness. 2. Medical Treatment Vendor does hereby release and forever discharge TNP from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Vendor's Activities with TNP. 3. Assumption of Risk The Vendor understands that the Activities include work that may be hazardous to the Vendor, including, but not limited to, lifting tables and boxes of produce. The Vendor hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases TNP from all liability for injury, illness, death or property damage resulting from the Activities. 4. Insurance The Vendor understands that, except as otherwise agreed to by TNP in writing, TNP does not carry or maintain health, medical, or disability insurance coverage for any Vendor. 5. Photographic Release Vendor does hereby grant and convey unto TNP all right, title and interest in any and all photographic images and video or audio recordings made by TNP during the Vendor's Activities with TNP, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. By signing below, the Vendor and, if applicable, the parent/guardian, has read, understood, and executed this Release as of the date first above written.

Name: _____ (signature)

Parent/Guardian (if applicable): _____
(signature)

Complete Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Contact person in case of emergency: _____ Phone: _____

2019 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.

2019 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 a 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

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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

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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.

2019 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 2019.

Name (Print): _____

Name (Signature): _____

Farm or Business: _____

Date: _____