

**HILLSBORO FARMER'S AND PRODUCE MARKET
SELLER'S APPLICATION 2019**

SELLER NAME: _____

FARM/BUSINESS NAME: _____

FARM/BUSINESS ADDRESS: _____

CONTACT NUMBERS: _____ **OR** _____

E-MAIL: _____

DETAILED LIST OF PRODUCTS YOU PLAN TO BRING TO THE MARKET:

One vendor space will be two whole parking spots. No stakes will be driven into the ground. Tents are required to be weighted down at all times.

The Market will open on Saturdays starting June 22, 2019 and will run through October 19, 2019. A \$30 fee will be due upon initial setup and should be paid in cash or check to Margaret West. Applications and fee can be mailed to 9410 Prospect Road, Hillsboro, Ohio 45133. If you have any questions regarding the Farmers Market please contact Margaret West at 937-205-6504

By signing this agreement, I agree to comply with the Hillsboro Farmer's and Produce Market Rules and Regulations. I understand that any non-compliance to any of the rules will result in expulsion from the Market.

Signature

Date

**HILLSBORO FARMERS' AND PRODUCE MARKET
RULES AND REGULATIONS 2019**

WHAT CAN BE SOLD

1. Participants will sell produce which they themselves have grown or produced. However, growers will be allowed to sell a percentage (not greater than 25%) of produce provided by other growers. All produce or farm products must come from Highland County and/or immediately adjacent counties. The City of Hillsboro reserves the right to schedule visits to the site of production in order to assure compliance with the rule. Any grower not following these rules can be expelled from selling at the market at the discretion of the City of Hillsboro. Sales of bedding plants, potted herbs, flowering plants, honey, homemade jams and jellies, vinegars, apple cider and maple syrup, dried flowers and cut flowers, meat products, eggs, poultry and baked goods are permitted. Unique items will be considered for sale upon approval of the Farmers' Market. **Food products must adhere to licenses and permits as required. All prepared foods must be labeled with ingredients in accordance with ODA and the Highland County Health Department regulations. If you have any questions, please contact the Highland County Health Department at (937) 393-1941 or the ODA at (614) 728-6201.**
2. Growers are expected to sell only quality goods. The City of Hillsboro may, at any time, inspect growers' stand and produce. If the goods are of low grade, the City of Hillsboro may prohibit the sale of these goods.
3. All edible products must be displayed off the ground a minimum of 12 inches for sanitation purposes.

HOURS OF OPERATION

The Market location will be on Governor Foraker. The Market will only be open on Saturdays from 9:00 a.m. – 1:00 p.m. Participants are required to set up no later than 9:00 a.m. Sales can commence at 8:45 a.m. for early customers and are permitted until 1:15 p.m. for late customers.

APPROVAL AND VENDOR LOCATION

1. The seller must complete an Application Form and send it to the City of Hillsboro. When the application is approved, you will be notified by the City of Hillsboro and you will receive an Approved Sellers Certificate.
2. The location of each vendor will be on a first come first serve basis. As vendors arrive, they will fill in the available spots.
3. No participation in the Market will be allowed until the approval process is complete.

MARKET DAY RULES

1. In order to be able to sell at the Market, sellers must display their Approved Sellers Certificate at their booth as proof that they are an Approved Seller. The certificate must be in plain sight.
2. Sales tables, trucks, and tents must be confined within the sellers reserved space boundary lines. All sales of edible products should be from a display. If that is not possible, all edible products must be at least 12 inches off the ground. **NO STAKES MAY BE DRIVEN INTO THE GROUND, AND ALL SHELTERS MUST BE SELF-SUPPORTING.** Tents are required to be weighted down at all times in the event of inclement weather.

3. Growers will set their own prices, and must display them clearly in writing. Growers are encouraged NOT to under-value their products. "Price Wars" and underselling will result in a grower being banned from the Market for the remainder of the season. No drop in the prices as the day goes on will be allowed.
4. Sellers are STRONGLY ENCOURAGED to carry product liability insurance and attach a copy to their application.
5. Sellers are responsible for removal of all refuse such as vegetable scraps, husks, silks, signs, containers, etc. Sellers are required to clean up their reserved space when they are finished for the day. Sellers who do not clean up their space will not be permitted to return to sell at the Market for the remainder of the season. Sellers are encouraged to stay for the entirety of the Market.
6. **Weights and Measures (i.e. scales) need to be certified by the County Weights and Measures office.** Contact the Highland County Auditor at (937) 393-1915.
7. **If you sell a product in which sales tax is collected, you are required to obtain a vendor's license.** For more information, contact the Highland County Auditor at (937) 393-1915.
8. Sellers that are selling products labeled "ORGANIC" must be in compliance with the National Organic Program. Contact the USDA office at (937) 393-1921 for more information.
9. All vendors are expected to conduct themselves with courtesy and in a manner of good conduct. Sellers will be appropriately dressed. There will be no gossip, arguments, harassment, name-calling, profane language, or fighting within the Market area. Violations are grounds for dismissal and revocation of Market privileges.
10. Vendors will not be permitted to use tobacco products of any kind within the Market area. Any tobacco use must take place outside the Market area.
11. **Any violation of the above Rules and Regulations may cause forfeiture of the right to continue as a Market Seller.**

COMMENTS, SUGGESTIONS AND COMPLAINTS

The City of Hillsboro invites comments and suggestions from the sellers and participants on how we can better serve the seller and the local community. Please contact the Administration Office at (937) 393-5219 with any comments and/or questions.

We also understand that at times the sellers may have complaints in regard to violations of the Rules and Regulations. All complaints must be submitted in writing to the City of Hillsboro at 130 North High Street, Hillsboro OH 45133.