



# LOVELAND FARMERS' MARKET SUMMER VENDOR APPLICATION

Thank you for your interest in becoming a vendor at the Loveland Farmers' Market. Review the market guidelines before applying. The Loveland Farmers' Market is a producer only, local food market. **No buying and reselling is permitted.**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

LENGTH OF RENTAL: \_\_\_\_\_ SEASON – MAY THROUGH OCTOBER - **\$250**

(Due with application)

\_\_\_\_\_ MONTHLY - **\$60** per month – **\$60 due with app**; remaining due the first market of each month.

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

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Do you need electricity at the market: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain. \_\_\_\_\_

There is a **\$25 charge** for electric for the season.

Are your products certified organic? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are your products certified naturally grown? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who will staff your booth? Owner Employee Other \_\_\_\_\_

List below the products you plan to sell at the market. (Make additional copies if needed)

PRODUCT AND MONTHS AVAIL.	MAY	JUNE	JULY	AUG	SEPT	OCT

In the event that you are not accepted for the current season, **all but \$25.00** (for processing your application) will be returned to you.

**Please mail application and include:**

- Signed Vendor Guidelines (signature page only)
- Signed Emergency Procedures
- Seasonal fee of \$250 or \$60 if monthly

\_\_\_\_\_  
 Signed \_\_\_\_\_  
 Date

Mail to: Loveland Farmers’ Market, P.O. Box 163, Loveland, OH 45140

Questions, contact Woody Woodruff, [info@lovelandfm.com](mailto:info@lovelandfm.com), or 513-885-3397



## LOVELAND FARMERS' MARKET Vendor Guidelines

**PURPOSE** The purpose of the Loveland Farmers' Market is to bring local farmers, bakers and artisans together to provide locally-produced, sustainable goods for sale to our community. LFM's goal is to create a vibrant gathering place where individuals can interact with farmers and producers while learning about sustainable living and enjoying educational and entertainment activities.

**MARKET GUIDELINES** The Loveland Farmers' Market is primarily an agricultural market, but also provides a variety of products made by local bakers, prepared food producers and artisans. All products and goods sold at the market must be grown or be made locally by the vendor. Products cannot be bought and resold by vendors.

1. All vendors will be subject to approval prior to selling at the market and eligibility will be determined by the Market Manager. Priority is given to returning vendors.
2. Products sold must be grown or produced by the principal farmer. Only those items listed on the application may be sold. Farmers must notify the Loveland Farmers' Market in writing of any proposed changes before bringing previously unlisted items to the market.
3. The market reserves the right to inspect or spot-visit any farm or establishment with advance notice if possible as necessary throughout the season. Visits will be made only with a farm representative present. Failure to allow an inspection will constitute a violation of market rules and/or application will be denied.
4. All produce or products labeled organic must be third party certified according to USDA standards by a recognized certifying agency. Certification letters must be available for inspection at your stand.
5. Value added edible items such as jams, sauces, and baked goods must be produced from scratch ingredients by Farmers in their homes or in a licensed facility according to local, state, and federal regulations. An effort to use local ingredients is expected.
6. All packaged items must be labeled in accordance with appropriate Federal and State guidelines.
7. Vendors are responsible for providing safety in food preparation, and recyclable containers. STYROFOAM is not an acceptable packaging material.
8. The allocation of space to vendors will be decided by the Market Manager. Spaces are 10 feet square. Canopies must be weighted at all times for the protection of the customers and the vendors. There will be no penetration of the asphalt parking lot. Any damage to the asphalt will be billed to the vendor.
9. Tables and stands used to display and sell goods are to be provided by the vendor. The tables must be set so as not to go beyond the lined stall. No food items are to be displayed or stored on the ground surface.
10. Vendors paying the annual fee will occupy the same space throughout the year whenever possible.
11. Vendors shall comply with all rules and regulations of the State of Ohio, and the City of Loveland relating to the products they sell (including but not limited to: State ID Tax #, sales tax, labeling and processing laws, insurance, etc.)
12. Produce vendors must use certified legal-for-trade scales if selling by the pound. The State of Ohio Dept. of Weights and Measures, and Hamilton or Clermont County will inspect scales randomly throughout the season.

13. The Loveland Farmers' Market is covered by a limited liability insurance policy. Each vendor is required to carry their own liability insurance and will need to provide a copy of their current insurance prior to the opening of the first market.
14. Producer will indemnify and hold harmless the Loveland Farmers' Market, and its members, managers, and agents for, and will pay to the Loveland Farmers' Market the amount of, any loss, liability, claim, damage (including incidental and consequential damages), expense (including costs of investigation and defense and reasonable attorneys' fees), arising, out of, directly or indirectly, from or in connection with producer's display and sale of merchandise at the Loveland Farmers' Market, Loveland, Ohio as arranged by the Loveland Farmers' Market.
15. Vendor members with reserved spaces must notify the Market Manager by 12:00 noon Monday if they are not attending the Tuesday market. Unexcused absence will result in a loss of reserved space.
16. Vendors are expected to arrive by 2:30 p.m., be set up and ready for business at 3:00 p.m. and stay until **6:30 p.m.**
17. Once vendor's vehicle is parked, the motor must be turned off and kept off.
18. There is **no smoking** allowed at the Loveland Farmers' Market.
19. After each market day, vendor spaces must be **cleared of debris.**
20. Vendors are required to submit gross sales figures at the end of the day to the Market manager, rounded off to the nearest dollar. These figures are confidential. These slips will be provided by the market manager and must be returned before leaving the market each week.
21. Communications between the Market and the Farmer will be handled through e-mail whenever possible. Please ensure that the Market has your current e-mail address.
22. Vendors must have a professional looking sign, which clearly and legibly lists the name of their business.
23. Any disputes between vendors will be handled in a professional manner by the Market Manager.

By signing below you are stating that you have read and understand these Market Guidelines and you agree to abide by them.

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Signed

Date

***The signature page of these Guidelines must be submitted with your application, and one copy should be retained for your records.***

**LOVELAND FARMERS' MARKET**  
**EMERGENCY PROCEDURES**

The following are emergency procedures developed for the Loveland Farmers' Market. They include, but are not limited to, wind advisory, tornado/severe weather threat, lightening, medical emergency, fire, and theft.

Wind Advisory

If, on the day of a market, the National Weather Service issues a wind advisory, **it will be the responsibility of the vendor** to determine whether or not to erect their canopy. It is the policy of the Loveland Farmers' Market that all tents must be weighted down on all four corners. In the event that a vendor erects a tent without weights, they will be required to remove the tent and sell product without one.

Tornado/Severe Weather Threat

In the event the National Weather Service issues a tornado or severe weather warning, the market will not open or, in the event that the market is open, will close. If emergency cover is needed, all will go inside the adjacent building whenever possible.

Lightning Threat

Upon discovery of an impending storm, tents will be collapsed if time permits and all persons will be directed to their vehicles or to the adjacent building.

Missing Person

Should report of a missing person occur, market volunteers upon receipt of a description shall canvass the market area. Emergency personnel will be notified immediately by calling 911. One volunteer will circle the market informing vendors. One volunteer will meet the emergency vehicle.

Medical Emergency

In the event of a medical emergency such as a heart attack, stroke, allergic reaction to bee sting, heat exhaustion, food allergy, etc. call 911; area surrounding the emergency will be cleared by market volunteers; volunteers assist to direct emergency personnel to problem area.

Fire

Although rare, should a fire occur, call 911. There is a fire extinguisher at the market info booth.

Theft

In the event of reported theft, whether it be reported by a vendor or customer, call 911 immediately. If a suspect is identified, under no circumstances should a vendor nor volunteer approach the individual, but attempt to get a good description.

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NAME

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DATE