

City of Huber Heights Farmers' Market Rules and Guidelines

These Rules and Guidelines have been established to create a market that offers local produce and products to the consumer directly from the producer. Please keep a copy for your records. Failure to observe these rules may result in termination of your market assignment. If you have any questions regarding these rules or joining the market, please contact **Market Manger, Lori Hartman at (937) 371-2977 or City of Huber Heights Parks Manager, Josh King (937) 237-5836.**

LOCATION & HOURS OF OPERATION

- The market shall be located at the Eichelberger Amphitheater located at **8625 Brandt Pike Huber Heights, Ohio 45424.**
- The 2021 City of Huber Heights Farmers Market hours shall be from 10:00 A.M. to 2:00 P.M. each Saturday, commencing on Saturday, **May 1, 2021 through October 30, 2021.**
- Vendors must arrive no later than 30 minutes prior to market opening time. Latecomers may be denied admission or admitted and located at the market manager's discretion.
- Vendors must set up weekly, rain or shine (severe weather conditions excluded), and must stay the duration of the market. One vendor's departure affects other vendors – one tent comes down and customers think the market is done for the day.
- At the close of market, all vendors must begin packing up to leave the market site but may continue to sell as they load. Vendors must leave the market site as soon as possible after the close of the market.
- If a market is cancelled due to severe weather, vendors will be notified in a timely way by email, text, and/or telephone.
- **Vendors must email or call the market manager if they will miss a market, giving us notice at least 24 hours in advance, so the market setup can be modified. Failure to do so will affect the return of deposit. Contact Market Manger, Lori Hartman at (937) 371-2977.**

GOODS, PRICING & SALES

- We are a producer-only market. All items sold at this market are to be grown or made locally. "For purposes of these Rules and Guidelines, "locally" shall mean Ohio.
- We allow handmade consumables (e.g. food; health and beauty products) provided that the items have met all state and local regulations.
- Growers are expected to sell only high-quality goods. If goods are of a low grade, the sale of these goods may be prohibited. Lower quality or overripe produce must be labeled as such and can be sold for a discounted price.
- Bakers must sell freshly baked goods of high quality. No resale of old product (i.e.: product that has lost freshness and taste) is allowed.
- Vendors that locally produce handmade pottery, crafts, etc. are also invited to participate in the market.
- The market shall open each scheduled day at 10:00 A.M., and every vendor should be ready for business at that time. Vendors are expected to remain open for business until the conclusion of the market at 2:00 P.M. If a vendor happens to sell out before then, the tent, table, and signage need to remain until 2:00 P.M., although the vendor does not have to maintain a physical presence at the booth. Vendors who choose to leave the market before its close at 2:00 P.M. will not receive their deposit back at the close of the market season.
- Vendors must have signage that clearly identifies their farm or business. This sign may also include the farm's/business' general location, a photo, brief history of farm/ business, description of growing/other practices, and so forth.

- Products and produce labeled organic must be certified according to the United States Department of Agriculture.
- Vendors are to set their own prices. Prices must be visibly posted. The preferred method is to label each individual item or group of items for sale with a price tag. Alternatively, prices may be listed on a large poster board/sign that is readily visible to customers.
- Vendors selling non-edible products, such as flowers, plants, yarn, soap, or other items that are subject to tax must comply with applicable tax reporting laws.
 - Start by visiting <http://business.ohio.gov/> and obtain an account on the website mentioned. Then request a "vendor license" (probably "transient vendor license" for most vendors). Call 1-888-405-4089 for help with the vendor license application.

BOOTH SPACES

- Sales tables and stands, one vehicle or truck, and tents must be confined within the defined sales area. A standard booth is 10' X 10', a double booth is 10' X 20', and a triple booth is 10' x 20'. No "open trunk" sales will be permitted. No stakes may be driven into the ground or parking lot surface.
 - Vendors are required to provide their own gear. It is recommended that all vendors use a tent, canopy, umbrella, or other type of shade (especially since we are a "rain or shine" market). These items shall be weighted at all times for the protection of customers and vendors.
 - ***Limited electric (reservation is required) is available for an additional fee of \$10 per season.***
 - **All produce must be kept off the ground.**
 - Vendor displays must neither block the public sidewalk nor impede vehicular traffic.
 - **No restrictions on generators, however quiet generators are strongly preferred.**

VENDOR RESPONSIBILITIES & MARKET CONDUCT

- Each vendor shall pay a \$50 to the City of Huber Heights upon signing the Vendor Participation Agreement through the provided online portal on the City of Huber Heights website www.hhoh.org.
 - **This deposit shall be returned at the end of the season if the vendor misses no more than 4 markets as a Full Season Vendor, (cancellations due to severe weather or governmental requirements excepted) arrives on time for setup, and stays until the designated end of the market, and follows all the terms of this agreement. If a vendor withdraws from the market commitment at any time during the season, all payments made will be forfeited.**
 - **Full-season vendors are given priority for acceptance to the market and booth assignment over daily vendors.**
 - Daily vendor fees are \$10 per day plus \$50 deposit fee and are due prior to the day of attendance. Dates of attendance need to be submitted in advance and deposit will be refunded if all date commitments are met. Daily vendors are strongly encouraged to sign up for a date each month (4 times).
 - Mobile food truck vendors fees are \$10 per day selected and are due prior to the day of attendance. Mobile Food Vehicles are regulated by Chapter 729 of the Business Regulations Code. Please contact **City of Huber Heights Parks Manager, Josh King (937) 237-5836** with questions.
 - ALL vendors must be paid in full on the first market day if not before the start of the market season. If you are a daily vendor, please prepay according to the number of dates you have signed up to attend the market.
 - The City of Huber Heights reserves the right to approve/disapprove and/or dismiss vendors upon time of application. Decisions will be based on diversity of products and factors related to overall market success.

- The City of Huber Heights reserves the right to request product samples for the purpose of assessing quality at any time during the market season.

- **Scales used by vendors must be certified by the County Auditor of their county of residence. Scales must be placed so that they are clearly visible and readable to customers at all times.**

- Vendors shall maintain their area in a neat condition, free of trash and debris, and shall clear their space before leaving the premises. All containers, waste, and trimmings must be removed by vendors before leaving the market site and any trash generated at the market must be taken back to their farm or place of business.

- Vendors are encouraged to assist the City of Huber Heights in promoting the market.

By participating in this market, vendors agree to be a part of the market community and maintain a high standard of conduct. City of Huber Heights market vendors are expected to treat others the way they would want to be treated. No verbal or physical negative or bullying interaction with customers, market management, or fellow market vendors.

COMPLIANCE WITH STATE AND LOCAL REGULATIONS

All food products must comply with health department regulations and licensing requirements, including those products that must have ingredients listed on the product labeling. For Ohio Department of Agriculture food safety, packaging, and labeling information, visit:

<http://www.agri.ohio.gov/foodsafety/>.

- These regulations specify, as examples, that vendors selling perishable goods must obtain a food vendor license. –

THE CITY OF HUBER HEIGHTS IS NOT RESPONSIBLE FOR MONITORING VENDORS' COMPLIANCE WITH THESE REGULATIONS. VENDORS SHOULD CONTACT THE DAYTON & MONTGOMERY COUNTY PUBLIC HEALTH DEPARTMENT AT 937-224-3790 FOR ASSISTANCE WITH THE REGULATIONS.

By participation in the Farmers Market, the vendors agree to indemnify, defend and hold the City, its elected and appointed officials, officers, employees, volunteers, board members, agents and contractors harmless from and against any and all claims, actions, administrative proceedings, judgements, damages, punitive damages, penalties, fines and costs that arise directly or indirectly from or in connection with vendors' use of the Premises, breach of the agreement, and/or any violation of governmental or insurance requirements of vendor, provided that such indemnity shall not extend to matters that arise out of the gross negligence or willful acts of the City.

- Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, Montgomery County, and the city of Huber Heights.

EXCLUSIONS

- Produce purchased wholesale is absolutely prohibited.
- No flea market, garage sale, used, or antique items are permitted for resale.
- No shouting of prices or for solicitation purposes.
- We encourage the use of biodegradable, compostable containers and bags.

- No smoking on market premises.
- No livestock is allowed at the market.

The Ohio Department of Agriculture outlines the types of licenses available, and their cost here.

Finally, a farmer's market participant cannot generally sell eggs, raw poultry or raw meat from their farmers market booth, unless they acquire the appropriate retail food establishment license from their local health department. These products will require appropriate refrigeration on-site.

SPECIAL NOTE

- In the event of severe weather, including lightning or tornado-like conditions, the market will suspend activity until the area is safe.
- Security is not provided; however, the City of Huber Heights Police Department (937-237-3541, or 911 for emergency calls) is available and will respond as circumstances warrant.

COVID 19 PRECAUTIONS:

The Ohio Department of Agriculture, Ohio Farmers Market Network, and local health departments have placed guidelines for the operation of Farmers Markets during the COVID 19 Pandemic. Attached you will find an outline of those requirements. As of June 20, 2020, the only changes to the policies has been that non-food vendors may now participate and that face shields are also now allowed.

Any further updates will be communicated directly to market vendors. Please understand that following mandatory requirements is **REQUIRED** to participate in the market. Anyone not following the mandatory guidelines will forfeit their deposit and no longer be able to participate in the market.

PRESEASON TRAININGS:

Prior to the beginning of this season, we will offer several trainings for vendors. There are required trainings and optional trainings.

REQUIRED TRAINING:

All vendors who sell foods that are eligible to be purchased with SNAP/EBT benefits, that would like to accept Market tokens for SNAP/EBT, produce perks, or the Senior Farmers Market Nutrition Program Coupons will be required to attend a training program prior to the beginning of the season. This training will be scheduled closer to the beginning of the season. This training will cover what items are eligible, who is eligible for participation, federally required equal opportunity training, etc.

OPTIONAL TRAINING:

One of the goals of The Farmers Market at the Heights is to foster and develop local businesses to promote success for all vendors. The idea of these workshops is to assist new and established businesses in general marketing, branding, stand layout, online marketing (including Facebook and Instagram), vendor partnerships, and brainstorming on what types of events will bring more customers to the market. Dates and location of these workshops are pending.



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Your Farmers Markets and Responsible RestartOhio

Farmers market operators, farmers and food producers care deeply about one another and the communities they serve. With added precautions, new procedures and proactive steps to protect market customers, vendors, and staff, a farmers market is permitted to operate under the essential category identified by Governor DeWine. The rigorous regulations that normally govern farmers markets exist to prevent the spread of infectious diseases, meaning that you, farmers market managers and vendors, are well versed and prepared to enact additional precautions.

In line with Responsible RestartOhio and guidelines set forth by the State of Ohio, farmers markets must enforce the following regulations:

Mandatory	Recommended Best Practice
<ul style="list-style-type: none"> ● Designate six-foot distances between people 	<ul style="list-style-type: none"> ● Use tape or chalk to indicate 6 foot distances in and throughout the market space. <ul style="list-style-type: none"> ○ Example - spray paint ○ Example - vendor lines ○ Example - vendor lines ○ Example - vendor tents
<ul style="list-style-type: none"> ● Hand sanitizer and sanitizing products are to be readily available for employees and customers 	<ul style="list-style-type: none"> ● Provide handwashing stations for customers and vendors where possible. At a minimum, provide alcohol-based hand sanitizer with at least 60% alcohol for customers to use prior to entering the market space and throughout. <ul style="list-style-type: none"> ○ Mobile hand washing station ○ Inexpensive, non-mechanical hand wash station ○ How to Build a Low-Cost Hand Washing Station from University of Minnesota



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	<ul style="list-style-type: none"> ○ Foot pedal activated hand washing station ○ Ohio manufacturers website for PPE ○ Example - Columbia Farmers Market ○ How to Build a Hand Washing Station for Under \$20 ○ Hand Washing Units by NC State University
<ul style="list-style-type: none"> ● Separate operating hours for vulnerable populations 	<ul style="list-style-type: none"> ● Establish a period of time (30 minutes or 1 hour) at the beginning of market for vulnerable populations, and communicate those hours on the market's website, social media outlets and with on-site signage.
<ul style="list-style-type: none"> ● Online and remote access; post online whether a facility is open and how best to reach the facility and continue services by phone or remotely 	<ul style="list-style-type: none"> ● Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc. ● Invest in online sales platforms such as Local Line, Local Food Marketplace or similar. ● Organize vendor websites and purchasing suggestions through Google Sheets or similar. <ul style="list-style-type: none"> ○ Example - Worthington Farmers Market ○ Example - Ballard Farmers Market ○ Example - Nashville Farmers Market
<ul style="list-style-type: none"> ● Discontinue self-service food stations, product samples 	



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<ul style="list-style-type: none">• Require vendors, employees and volunteers to wear a cloth face covering	<ul style="list-style-type: none">• CDC Face Covering Guidance
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In addition to mandatory regulations, the Ohio Farmers Market Network, together with the Ohio Department of Agriculture and other state partners, recommends modifying operational conditions including, but not limited to:

- Limit the sale of food to whole, uncut produce and packaged food items. No on-site food preparation will be allowed.
- All ready-to-eat foods must be pre-packaged before arriving at market.
- Limit crowds by staggering entry to provide for social distancing of customers.
- Require space between vendor stands of at least 6 feet.
 - [Example - Holly Springs Farmers Market](#)
- Cancel all extracurricular activities including music, children's activities, cooking demos, etc.
- Group like items together (ie. all produce, all bread and baked goods, etc.) to reduce the amount of time searching the market for particular products.
- Ensure that aisles are at least 12 feet wide to provide for ample distancing around vendor spaces.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Consider using tape or chalk to indicate 6 foot distances in and throughout the market space.
- Consider making the market one directional, combined with one entry and one exit.
 - [Example - Granville Farmers Market](#)
 - [Example - Columbia Farmers Market](#)

Employees, volunteers and vendors:

- Sick employees, volunteers and vendors must stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication **and** improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**, at least 7 days have passed since symptoms first appeared.
- Those who appear to be ill upon arrival to market or become sick during the day should be sent home immediately.



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- Clean your hands frequently, ideally between each customer transaction. Follow [CDC recommendations](#) for cleaning your hands.
- Designate one person to handle food and another person to handle payment transactions when possible.
- Take the temperature of all employees, volunteers and vendors upon arrival, confirming that no person has a temperature of more than 100.4°F [38° C]. If an employee, volunteer or vendor should register a temperature of 100.4°F [38° C], he/she/they will be sent home immediately.

Vendor policies:

- All vendors must sanitize their stands regularly, primarily wiping down tables, terminals, cash boxes, etc. Familiarize yourself with the [CDC Guidelines](#) to clean and disinfect surfaces.
 - [CFSA's Guide to When to Clean, Sanitize, or Disinfect](#)
- Discontinue use of tablecloths and other porous materials such as baskets.
- Add an empty table to the front of vendor's tent to assist with 6 foot distancing.
 - [Example - Minnesota Farmers' Market Association](#)
 - [Example - Columbia Farmers' Market](#)
 - [Example - Holly Springs Farmers Market](#)
- Recommend using only materials that can be immediately washed and sanitized after use.
- Clean your hands frequently, ideally between each customer transaction. Follow [CDC recommendations](#) for cleaning your hands.
- Use only new bags (plastic, paper, etc.) for the packaging and sale of goods.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Consider purchasing a contactless chip reader to process customer sales.
- If accepting cash, consider selling items at whole dollar amounts to reduce the exchange of currency and use of coins.

Customers:

- Encourage customers to stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication **and** improvement in respiratory symptoms



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(e.g., cough, shortness of breath) **and**, at least 7 days have passed since symptoms first appeared.

- Encourage shoppers to prioritize only essential food purchasing and discontinue social gatherings.
- If space is limited, encourage shoppers to send only one adult per household to the market in order to curtail crowds.
- Discourage shoppers from touching products they do not intend to purchase.
- Discontinue use of reusable bags and materials at this time. Accept only new bags from your farmers and food producers.
- When possible, order directly from farmers and food producers for delivery or pick-up.
- Wear a [cloth face covering as recommended by CDC guidelines](#).

For additional photo examples of the suggested modifications, [click here](#).

The content herein has been reviewed and supported by the Ohio Department of Agriculture, and has been provided to all local health departments. However, it has not been approved by any single public health authority, and markets should consult with their local health department prior to opening.

Recommendations in this document have been collected from farmers markets across the state and the country who are adapting operations to comply with public health officials' guidance and requirements. Methods and tools contained herein are being used by those actively managing and selling at farmers markets. As recommendations change in response to the current situation, this document will be updated and informed by public health guidance for grocery and farmers markets, as well as by those market managers implementing the guidance through operational changes.

The Ohio Farmers Market Network is here to support you while also accepting an obligation to be part of the solution. While we hope that your farmers market is open and meeting the needs of its community, it is not "business as usual" and modified operations must be implemented. **Without the ability to modify operations as defined by State of Ohio regulations, it is strongly recommended that you do not open** your market for the safety and wellbeing of yourself, your vendors and customers, and your community in general.



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We continue to connect with our community through a series of forums, including our [private Facebook group](#) and our bi-weekly "COVID Convo" on Mondays at 12 PM. Follow the [Ohio Farmers Market Network](#) online for all the latest information.

Sincerely,

Ohio Farmers Market Network

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History

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