



We are proud to announce our food, farmer and makers' outdoor market which will be held on the NEW Fleet Avenue at East 52nd Street. The market will open summer 2018 on Mondays from 4p.m. to 7p.m. from June 11 through August 27.

Farmers' markets do more than just offer neighborhoods greater access to fresh, healthy foods and support local entrepreneurs who both employ local people and sell local products. Farmers' markets are—fundamentally—public gathering places, spaces where people from all walks of life can gather and meet.

We are looking for vendors who produce locally grown foods, fresh produce, free range meats, jams, locally made bakery and prepared food; and hand made goods like floral products, soaps, jewelry, textiles, home accents, knits, pottery and paper goods, and more!

Application Process:

Vendors will not be considered for participation until all required information is submitted. Application forms (application page, product checklist and market agreement), relevant licenses and proof of insurance should be completed and mailed to: Village Market c/o Slavic Village Development 5620 Broadway Avenue, #200, Cleveland, OH 44127 or emailed to joel@slavicvillage.org

Applications will be reviewed, and prospective vendors will be notified as quickly as possible as to their acceptance or denial. Priority will be given to vendors who operate in the Broadway Slavic Village Neighborhood, whose applications are received prior to May 14th, and who commits to participating for the full season. However, applications will be accepted throughout the market season. By submitting an application, potential vendors agree that decisions are made after review by, and at the discretion of, the Village Market Steering Committee.

General information:

Each vendor receives a 10x10 foot space. A \$25 deposit will be required if you are selected as a vendor. Vendors must provide their own tent, table chairs and any other item required by your booth and display. All spaces are assigned by the market manager prior to the market. Spaces are not determined by “first come, first served.” Only products approved by the market staff may be sold at market! The market manager has final discretion to add or remove products from the market.

We genuinely hope that you will apply to join in the Village Market 2018!

Sincerely,

Joe Linsky
 AmeriCorps VISTA
JoeL@slavicvillage.org
 E: 216-429-1182 ext 107

Policies and Procedures – 2018 Village Market

HOURS OF OPERATION

The Village Market will be open Mondays, from 4:00-7:00 p.m., beginning June 11th through August 27th. The Village Market is located on Fleet Avenue at East 52nd, in the historic Broadway-Slavic Village neighborhood.

DEFINITIONS

Vendor means an individual or business that sells items that they themselves have grown, produced, or processed. A vendor is approved to sell at the VILLAGE MARKET, and has agreed to these rules and fees for participation each of the scheduled market days.

Urban Gardens and Farms: The market manager may visit your farm to certify that you are growing/producing what you will be selling. The visit is set up through our office. Certification does not ensure a space at the market. If approved, you will be given a contract at the time of the visit or sent one via mail.

Bakers/Food Purveyors: A sampling of your products may be submitted to our staff for approval. A list of ingredients is also required. We encourage the use of local ingredients whenever possible. If it is determined that your product fits into our market, you will receive a contract via mail.

Maker Artists: We must view a sampling of your work. This may be done through photographs of your product emailed to joel@slavicvillage.org. You must be creating hand-made or artisan items originally developed by you/your business. You must certify that the items you sell are made by you or your staff. Exceptions will be determined by the market staff.

APPLICATION PROCESS

Applications to participate in the VILLAGE MARKET 2018 summer season should be submitted by **May 14th**. Vendors will not be considered for participation until all required information is submitted. Application forms, relevant licenses and insurance and product declarations should be completed and mailed to: Village Market c/o Slavic Village Development

5620 Broadway Avenue, #200, Cleveland, OH 44127

- Applications will be reviewed, and prospective vendors will be notified as quickly as possible as to their acceptance or denial.
- Priority will be given to vendors whose applications are received prior to May 1st. However, applications will be accepted throughout the market season.
- By submitting an application, potential vendors agree that decisions are made after review by, and at the discretion of, the Village Market Steering Committee.

- Prior to the market's opening day, the market manager will contact you with information on arrival and set-up procedures.

FEES

- *Vendor deposit* of \$25 **due after vendor is approved by SVD** (make checks out to Slavic Village Development). Deposit will be returned to vendor at the end of the season if they meet the policies and procedures guidelines and the commitments made by the vendor.

TAXES:

- Vendors are responsible for paying all applicable local, state and federal taxes and fees.

PERMITS:

- Vendors are responsible for all licensing and permits required by law to sell or promote their products.
- All items must be sold under license and in accordance with all state, local and federal laws, rules and regulations regarding the production, handling and selling of the items.
- Members must submit photocopies of all inspection forms, licenses, insurance verification, and other necessary documents with their membership application.
- Products must be labeled as required, in accordance with the Ohio Department of Agriculture guidelines.
- Products labeled "organic" must be certified by an accredited organization according to the rules of the National Organic Program.
- Advertising products as "organic" must be accompanied by written evidence of organic certification.

Note: City of Cleveland Farmers' Market and Food Vendor Permit information can be found at: <http://www.clevelandhealth.org/network/environment/environment.php>

Or by calling 216-664-4925

More information including exemption from permitting process can be found at <http://www.agri.ohio.gov/foodsafety/#tog>.

ODA Farmers' Market Registration Form is available online at

http://www.agriohio.gov/public_docs/forms/foodsafety/Food_3800-03.pdf

ACCEPTANCE AND SPACE ASSIGNMENTS:

- The VILLAGE MARKET will try to balance the needs of the market (supplying customers with a complete and competitive selection of produce available in season) with the needs of vendors without overloading the market with particular products.
- Each vendor will be allotted one 10' x 10' space
- Vendors are responsible for their own tent, table, chairs, and any other needs for display or product service.

- All displays and tables must stay within that space.
- Space assignments will be made at the discretion of the Market Manager based upon vendor preference as well as the good of the market. Preference for space assignments will be given to vendors who have committed to the full season.

PRODUCTS AND SALES

- Vendors must be the producer of products sold.
- Vendors may sell at the VILLAGE MARKET only on the announced days of the market.
- There will be no sales to the public prior to the opening of the market.
- Radical price cutting of top quality produce is prohibited. Poor quality or overripe produce must be labeled as such and can be sold for a discounted price.
- Selling of dairy products, eggs, meats, canned goods, and other processed or potentially hazardous products must meet all legal requirements.
- Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, and City of Cleveland. Vendors must obtain all licenses or certifications as required, and these must be displayed at the market.

VENDOR ETIQUETTE

- No smoking is allowed in the market area.
- Vendors and their representatives are expected to dress professionally and conduct themselves in a safe and courteous manner.
- The consumption of alcohol or controlled substance is prohibited.
- SET-UP time is between 3:00 p.m. and 4:00 p.m.
- Vendors must contact the Market Manager by phone by noon on market day if they are unable to attend or are running late.
- Vendors are permitted to set up their booths starting at 3:00 p.m. and must be set up and ready for the public prior to the start of the market at 4:00 p.m.
- Each Vendor is responsible for the unloading and the display of their own merchandise.
- Vendors are responsible for bringing their own loading/unloading equipment.
- Each vendor shall provide the necessary tents, tables and other equipment for their displays. *TENTS MUST BE SECURED IMMEDIATELY WITH WEIGHTS AND/OR EXTRA STURDY STAKES.*
- Each Vendor shall display a sign stating the producers' names and locations and shall have their prices clearly displayed.
- Vendors must use a certified scale when selling by the pound.
- Booths must be staffed at all times.
- Vendors should have their own bags or boxes for customers who have purchased items.
- Vendors are responsible for maintaining the appearance and cleanliness of their assigned space and displays.
- Vendors must supply their own cleaning equipment: brooms, dustpans, garbage cans, and bags.

- The Market does not provide water or electricity to vendors. Generators are not permitted.
- TEAR-DOWN (7:00 p.m. – 7:30 p.m.)
- Early tear-down is not permitted. Vendors are required to stay until close of the market. Vendors who sell out early should post a sign letting customers know they have sold out.
- Vendors are responsible for cleanup of their booth—the area around the booth should be left as found.

OHIO DIRECTION CARDS (EBT)

The VILLAGE MARKET is licensed to allow all eligible farmers in the market to accept Ohio Direction Cards through the Market’s centralized Point-of-Service device. Ohio Direction Cards, also known as Electronic Benefit Transfer (EBT), is an electronic system that allows a recipient to authorize transfer of their SNAP (formerly known as Food Stamps) government benefits from a Federal account to a retailer account to pay for products received. This program increases access for low-income people and families to buy the food they need for good health.

The process is simple:

1. VILLAGE MARKET staff swipes the Ohio Direction Card at a centrally located POS device and debits the amount requested by the customer in exchange for \$1 and/or \$5 tokens that can be used to shop at all eligible food booths in the market. (NOTE: the VILLAGE MARKET tokens are printed with the words, “Village Market”, which was the first name of this market)
2. The customer purchases USDA-FNS eligible food items from vendors with their tokens; change cannot be given. *All vendors are required to accept tokens for eligible items.*
3. Because there is no expiration date, customers may keep unused tokens for future trips to the VILLAGE MARKET. Customers can also return unused tokens to the token cashier for credit to their EBT account only on the day they are purchased if their receipt is kept. No lost or stolen tokens will be reissued or refunded.
4. Vendors shall return EBT tokens to Market Manager at the end of market day. Vendors will be reimbursed in arrears, via check, after accruing \$25 worth of EBT compensation (If, for example, EBT sales are less than \$25 on one market day, then reimbursement will come after the vendor has reached a total of \$25 EBT on ensuing market days). Checks will be cut and mailed promptly after each occasion that a vendor accrues \$25 or more in EBT sales. If, for another example, a vendor sells over \$25 EBT on three consecutive market days, then the Market Manager will mail one check each week for three weeks.

ENFORCEMENT OF RULES

- Vendors who suspect that another vendor is violating any market rules should report the matter to the Market Manager. Vendors should not attempt to address violations themselves.
- The Market Manager has complete authority to interpret and implement policy on the market site.

- The Market Manager also has the authority to use their best judgment in the absence of a specific policy, up to and including suspension from the market, provided that such action shall not be in conflict with the general mission and objective of the market.
- If for any reason a vendor wishes to appeal a decision made by the Market Manager and no reasonable solution can be reached, the VILLAGE MARKET Steering Committee will meet to decide the issue.

MARKET MANAGER ROLE

- Enforce the operating rules and procedures.
- Review and approve all products proposed to be sold at the VILLAGE MARKET.
- Oversee set-up and tear-down, booth assignments, collection of fees, provide information, and assure Vendor compliance with all market policies.
- Deal with public concerns and vendor complaints.
- Handle violations of market rules.
- Inspect or visit any farms or establishments used by Vendors as determined necessary by VILLAGE MARKET Committee. Farm/facility visits by the Market Manager or designated representative will be conducted with at least a 48-hour notice.

NON-DISCRIMINATION CLAUSE

The Village Market welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

APPLICATION SUBMISSION

Market selection for applicants will begin May 1st but will continue throughout the market season. **If you are submitting electronically please complete email all attachments to joel@slavicvillage.org with the name of your business as the subject header.**

Include:

- **Application (Online)**
- **Market Agreement (Online)**
- **Offerings Checklist (Online)**
- **Copies of applicable licenses and relevant Insurance and Additional Insured Requirement (Slavic Village Development and Sonny day Development)**
- **If you are an artist email product photos to joel@slavicvillage.org**

If you are selected as a vendor, you will be notified to supply the following:

- o Deposit (\$25—will be returned at the end of the season if the vendor meets the policies and procedures) checks made out to Slavic Village Development, with “Village Market” in the memo.

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To:

Village Market
c/o Slavic Village Development
5620 Broadway Avenue
Cleveland, OH 44127