

## 2024 City of Milford Farmers Market Vendor Application

Please return the original signed copy of this application to the following address:

City of Milford  
745 Center Street, Suite 218  
Milford, OH 45150

Primary Vendor First Name: \_\_\_\_\_

Primary Vendor Last Name: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Farming/Growing Operation: \_\_\_\_\_  
(e.g. organic, conventional, sustainable)

Years in operation/growing: \_\_\_\_\_

Can you confirm that 60% or more of what you are selling was grown/made by you? \_\_\_\_\_

Where are your products made/grown? (example: Batavia, Clermont County, Ohio)

\_\_\_\_\_

List types of produce/products offered to be sold (please be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you accept WIC or SNAP? \_\_\_\_\_

Do you require electricity? \_\_\_\_\_ If so, how many amps? \_\_\_\_\_

Are you participating in any other markets? \_\_\_\_\_

If so, please provide the name/location \_\_\_\_\_

Provide attached copies of all necessary licenses to operate as a vendor with the farmers market to the back of this application.

Provide attached copies of all necessary certifications related to produce/products (e.g. certified organic)

**How are you going to advertise the City of Milford Farmers Market at Five Points Landing to your supporters/customers?**

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**Please provide the link(s) to one or more social media platforms for your business (e.g. website, Instagram, Facebook, X, etc.)**

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### **VENDOR WAIVER**

I understand that the nature of this activity may involve certain dangers and risks, and I voluntarily assume all risks of accident or injury. I hereby release and forever discharge the City of Milford, and its respective employees, officers, agents, elected and appointed officials, donors, coordinators, and volunteers ("City of Milford") from any liability for personal injury, death, or property damage of any kind sustained in any manner arising from my participation in The City of Milford Farmers Market at Five Points Landing. I agree to indemnify and hold harmless the City of Milford from any claims, liability, loss, and expense, including, but not limited to, damages, legal expenses, and costs of defense, and all claims of any nature whatsoever, in any manner, arising from my participation in The City of Milford Farmers Market at Five Points Landing.

Further, I hereby agree that any video or photographs taken of me by the City of Milford or their respective agents are owned by the City of Milford. If I should receive any print, negative, or other copy thereof, I shall not authorize its use by anyone else. I hereby waive all my rights to inspect and approve the finished product. I hereby grant to the City of Milford and to such other persons or entities that may be designated from time to time, the absolute right and permission to use or license the use, in perpetuity, without compensation, my name, portrait, likeness, voice, image, and photographs of me either alone or accompanied by other material, in any manner and any media for promotion of the City of Milford and its respective programs.

Your signature constitutes acceptance of the terms of this legal document including Vendor Application and acknowledgement of the Market Rules and Guidelines.

I understand that the nature of this activity may involve certain dangers and risks, and I voluntarily assume all risks of accident or injury. I agree to abide by all Milford ordinances, market rules, and guidelines outlined in this Application. Further, I acknowledge that failing to follow any such ordinances, policies, and regulations may result in me not being able to participate in the Farmer's Market at Five Points Landing.

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***Print Name***

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***Signature***

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***Date***

## **The Farmers Market at Five Points Landing is operated by the City of Milford and is a producer-only market.**

### **Market Rules & Guidelines:**

- **Market Hours and Locations**

The farmers market operates on Saturdays from 8 a.m. – 12 p.m. beginning May 25 through October 5 at Five Point Landing Park (527 Lila Avenue, Milford, OH 45150).

The farmers market operates on the second and fourth Tuesday of each month from 6:00 pm to 7:30 pm beginning June 11 through September 24 at Five Points Landing Park (527 Lila Avenue, Milford, OH 45150).

- **Vendors must sell products listed in one or more of the three vendor categories allowed in the market.**

Farm meat and produce.

Meats/dairy products produced on the vendor's farm.

Produce produced on the vendor's farm.

Cottage Industry (see ODA Cottage Industry Guidelines).

Food operations.

Temporary food service (see Clermont County guidelines for temporary food service license).

Food is prepared and sold on-site.

- **Market goods must be raised, baked, or grown within a 100-mile radius of Milford, Ohio**
- **The term “Certified Organic” shall not be used without certification.**
- **Vendors must clearly display their pricing.**
- **Product pricing must be representative of current market pricing; undercutting or price gouging is NOT permitted.**
- **Reselling products purchased from someone else is not permitted.**
- **The sale of live animals is not permitted.**

- **All products or items sold must follow the “Make it, Bake it, or Grow it” guidelines below and must be produced by the vendor.**

Fresh produce, fruit, or cut flowers must be grown by the vendor from seed or plants.

All plants, fruit trees, or vines must be grown by the vendor from seed, cuttings, or plugs. Re-potting or resale of purchased mature plants is not permitted.

Meat, cheese & eggs must comply with the Ohio Department of Agriculture/U.S. Department of Agriculture regulations and guidelines.

Baked goods & processed food items must be made by the vendor from basic raw ingredients in his/her kitchen or approved production facilities. Repackaging of purchased goods is not permitted. All applicable regulations (commercial / cottage industry) must be followed.

Honey must be from the vendor’s hives or hives on the farmer vendor’s property by a beekeeper on a paid or shared basis. Processed honey products or beeswax products must be made by the vendor and follow processed food guidelines.

All ‘Cottage Industry’ products must be labeled in accordance with ODA regulations. (<http://producesafety.osu.edu/farm-market/selling-homemade-goods>).

- **Vendors found to be selling products that do not meet the standards listed above will have their right to sell at the market revoked and will be asked to leave immediately. Any market fees paid will not be refunded or adjusted in the event of a suspension.**
- **Vendors selling produce by weight must provide their own scales. Scales must be “legal for trade” and are subject to inspection by the Department of Agriculture’s “Weights and Measures” program. All scale displays must be readable and in plain sight to customers during transactions.**
- **Sampling of food products is permitted. However, cutting portions of an item or creating a single serving on-site to sell requires a proper food vendor license.**
- **Individual insurance coverage is the responsibility of the vendor. If a customer or vendor is injured because of your actions or products, it is your responsibility, not the responsibility of the City of Milford. Each vendor is required to carry at least \$1 million in liability insurance to participate in the market. A copy of the vendor’s liability insurance coverage must be on file with the City of Milford located at 745 Center Street, Suite 218, Milford, OH 45150. No vendor can participate in the farmer’s market without the above insurance.**

- All licensing, taxes, certifications, inspections, liability, safety, etc. are the responsibility of the vendor. All pertinent licenses and permits must be in the possession of the vendor while at the market. Vendors are responsible for the safety of their produce and products. Each vendor is responsible for obtaining and adhering to applicable local, county, state, or federal licensing, labeling, handling, storage, or other regulatory requirements. Contact the Clermont County Health Department for applicable regulations and to obtain a vendor's license.
- Vendors must be in their assigned spot 20 minutes before market start time. If a vendor arrives late, they will have to park out of the market area and carry their items in by hand. The market has the authority to reassign vacant spots 20 minutes from the starting time.
- Vendors must be ready to do business by the indicated market start time.
- Vendors are required to stay in their market space during the published market hours. Packing up and leaving early is not permitted.
- Selling prior to the market start time is not permitted.
- Clean up own vendor area. Remove all waste, leftovers, equipment, and personal items before leaving the market area.
- The City of Milford has the authority to assign vendor spaces, settle disputes, and enforce rules. The City of Milford has the right to refuse participation to any vendor and to refuse the right to sell specific items if the product does not complement the market as a whole.
- Vendors may only sell products listed on their application unless given explicit permission from the City of Milford City Manager or his/her designee.
- Vendors may have individuals, besides themselves, cover their booth at the market if needed.
- Vendors must supply all equipment for selling and provide clean, safe tables, baskets, or stands to display products. Each market space shall be covered with a tent/canopy that fits within their 10 x 10 space.
- The City of Milford will provide the tent/canopy and a table for each vendor. The tent/canopy and table are the sole property of the City of Milford and the market and shall remain on-site at all times. The tent/canopy and table are limited to a total of ten for each vendor (e.g. one tent/canopy and table per vendor)
- Vendor's fees cover a 10 by 10 tent/canopy space for that vendor.

Each space costs \$150.00 for the market year or \$20.00 per day for the farmer's market. (If electricity is needed there is an additional \$25 annual fee). All fees for yearly market space shall be collected two weeks before the opening of the market season on May 25, 2024. Per-day fees shall be collected a week before the next scheduled market date.

- **Vendors are not permitted to sell items/products from their vehicles.**
- **Smoking in the market is not permitted in the designated market area.**
- **Vendors must demonstrate respect for all the market members. (Vendors, attendees, City of Milford Officials/personnel, and adjacent property owners).**
- **If vendors are not going to participate in or be absent from a particular market session, they must give the City of Milford (513-576-5460 or email [mdoss@milfordohio.org](mailto:mdoss@milfordohio.org)) at least 48 hours notice of such absence.**
- **Application does not guarantee a space in the market. There is a limit of ten vendors during market days.**
- **Taxes, Insurance, Licenses, Permits and Special Requirements**

Any applicable retail sales taxes are the responsibility of the individual vendor.

All vendors shall provide, at the time of application, current copies of any permits, insurance, and licenses applicable to the sale of their products.

All prepared foods and baked goods vendors must meet the Ohio Department of Agriculture's regulatory requirements.

All market vendors are responsible for obtaining and adhering to local, county, state, and federal regulations, and requirements.

- **All decisions of the City of Milford about the farmer's market are final and within the absolute discretion of the City Manager or his/her designee.**