

# ZANESVILLE FARMERS MARKET

## 2024 SEASON

### Location and Time:

**Spring Market:** Saturday March 23rd through April 27th 11:00AM-1:00PM at Weasel Boy Brewing (126 Muskingum Avenue). The vendor fee if you pay in full for six weeks is \$66.00, or \$11.00 per market. Otherwise it is \$13.00 per week.

**Summer Market:** Saturday May 4th through October 26th 9:00AM-12:00PM at Adornetto's (2224 Maple Ave). The vendor fee for the Saturday market equates to \$13.00 if you pay in full for the season which is \$338.00. If paying in full, the first half of payment (\$169.00) will be due at the end of May and the second portion will be due at the end of June. Otherwise, weekly fees will be \$16.00 per Saturday.

The Zanesville Farmers Market is available to vendors located in the state of Ohio that produce food, body care, or handmade art and craft products. When deciding whether to admit new vendors, the Board of Directors will give priority access to vendors located in Muskingum and surrounding counties.

The market is a producer-only market, intended for vendors that produce the goods they are selling. Unless granted prior permission by the market manager, vendors may not sell goods they have not produced themselves, with an exception for small amounts of items like shirts, bags, etc. to promote their business.

The market may also be available to community, educational and not-for-profit organizations, especially those that focus on food or agriculture. Prior permission from the Board of Directors is required.

The market is not available to for-profit individuals or businesses that do not meet the criteria described above, except as part of the Business Sponsorship program.

The market is not available to organizations promoting a particular political or religious viewpoint, or to candidates for public office.

The Board of Directors has full and final discretion to determine whether an individual, business or organization meets the criteria described above.

The Board of Directors reserves the right to admit or decline any applicant based on the current needs, goals, and priorities of the Zanesville Farmers Market.

### **Market Contact Information: [zanesvillefarmersmarket.com](http://zanesvillefarmersmarket.com)**

[zanesvillefarmersmarket@gmail.com](mailto:zanesvillefarmersmarket@gmail.com)

(740) 280-2443

PO Box 2622 Zanesville, OH 43702

**Mission Statement:**To support local economic development by helping local producers develop and grow their businesses through educational, promotional and networking opportunities.To contribute to the reduction of local food insecurity by providing access to fresh local foods to all segments of the communities we serve. To promote the health, economic, and social benefits of consuming locally produced foods and crafts through educational outreach within the communities we serve.

## REQUIREMENTS

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### Applications

Can be filed online at [www.zanesvillefarmersmarket.org](http://www.zanesvillefarmersmarket.org) or by mail: PO Box 2622 Zanesville, OH 43702.

### Signage

All vendors must display a sign that includes their business name.

### Insurance

All vendors are required to carry liability insurance with a minimum limit of \$1,000,000 of liability coverage. The Zanesville Farmers Market must be included as an 'additional insured' on the policy, with the physical address for the market listed as 2224 Maple Avenue, Zanesville 43701. A 'certificate of coverage' reflecting this information must be included with your application, prior to being admitted to the market.

Please email this information to [zanesvillefarmersmarket@gmail.com](mailto:zanesvillefarmersmarket@gmail.com) or mail to P.O. Box 2622, Zanesville, 43702.

### Licensing

All licenses including health department, vendors, nursery, and agriculture are required if applicable to your business. Copies of these must be submitted with application.

## MARKET GUIDELINES

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Noncompliance with these guidelines and requirements may result in disciplinary action as determined by the Market Manager and/or the Board of Directors. **First violations will result in a verbal warning from the Market Manager and Board notification. Second violations will result in a written warning by the Market Manager and Board of Directors. The third violation will result in suspension from selling at the market the following week.**

### Selling and setup time

Set up is not permitted until the Market Manager arrives to set up barriers for vendor safety. Selling is permitted only during the designated time. Selling or soliciting outside your designated space is not permitted. Deliveries, layaways, or pick-ups are not permitted until the start of the market; however vendors may ask another vendor to hold an item at the selling vendor's

discretion. Vendors may also purchase concession food and drink, provided the vendor is prepared to sell. Serving concession food or drink is not permitted after market hours.

Vendors are expected to remain in place for the entire selling time, unless arrangements have been made between the vendor and Market Manager.

**-Saturday Selling Time for Summer Market 9:00am-12:00pm | Saturday Setup/End Breakdown Time 7:30am/1:00pm**

**-Saturday Selling Time for Spring and Fall Market 11:00am-1:00pm | Saturday Setup/End Breakdown Time 9:30am/2:00pm**

### **Space assignment and expectations**

Only the Market Manager can assign space. No vendor may assign their space.

**Vendors must be on site and at their space thirty minutes prior to the start of the market** or their booth space will be forfeited for that day. Arrangements may be possible by contacting the Market Manger. Vendors who do not contact the Market Manger and do not show up for the market may lose rights to their space the following week.

Each vendor must provide everything needed to sell at the market, including tables, seating, and/or a tent. If vendors are utilizing a tent at the market, appropriate weights or alternative means are required to secure the tent to reduce the potential of safety concerns for vendors and consumers.

Persons who rent space are responsible for clean-up in the rented space. The dumpster near Giacomos is available at the Saturday market. Failure to clean space could result in suspension from the market. We are there as a guest, so let's do our best to ensure we are invited back.

### **Parking**

Parking spaces are limited to one vehicle per space. All others must be unloaded and moved to regular parking. Please do not proceed to set up your booth space before moving your vehicle. Please be considerate of loyal shoppers who come to support the market and leave the closest spaces for them, if you are able.

### **Vendor conduct**

Vendors are required to wear shirts, shoes, and appropriate clothing. In addition, vendors should refrain from playing loud music and using inappropriate language. Each vendor is a representative of the market and is expected to treat customers, fellow vendors and Market Manager with respect and kindness. Negative or poor attitudes will not be tolerated and may result in disciplinary action.

### **Selling practices**

Only locally grown produce is permitted for sale at the Zanesville Farmers Market. All produce must be verified as locally grown before it comes into the market by a board appointed committee or market manager. If different produce is grown at different times, more than one inspection may be necessary. If produce being sold is grown by another farmer, the vendor selling the produce must file a supplemental produce form that includes the grower's signature, verifying the produce was purchased directly from that farmer and giving the board permission to verify their growing operation with a farm visit. In addition, the vendor must have signage noting where and by whom the produce was grown. It is the responsibility of the vendor to seek acceptance of produce being sold. Only craft and art vendors who hand make their products are permitted to sell at the farmers market.

No firearms, ammunition, weapons over three inches long including swords, knives or fireworks of any kind or description are to be displayed or sold at the Zanesville Farmers Market.

### **Licensing**

It is the responsibility of each vendor to comply with state and county regulations pertaining to their product and to contact the Muskingum County Health Department prior to setting up to see if any licensing is required for their product. The health department comes on site to check for licenses and proper sanitation requirements for all food. The vendor is required to comply with the health department. All licenses including health department, vendors, nursery, and agriculture are required if applicable to your business. Copies of these must be submitted prior to setup. Do not assume you fall under cottage industry, as health rules and guidelines are always subject to change.

For questions or further explanations, please call or email the Market Manager.

## **FOOD4ALL ONLINE MARKETPLACE GUIDELINES**

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The intent of offering the online marketplace through Food4All is to augment the physical market by offering our vendors a new way to connect with consumers who might prefer an online shopping experience.

Any vendor can set up a free online store page through Food4All and sell directly to consumers. If a vendor has followed the guidelines outlined below they will be invited to add their store page to the Zanesville Farmers Market online marketplace where customers can shop from multiple vendors, checkout just one time, and pick up one consolidated order.

The online marketplace is intended for vendors who regularly attend the physical farmers market. Vendors who pay their physical booth fees in full at the start of the season will not be charged any additional fees to use the online marketplace. Vendors who pay their booth fees on a weekly basis and are attending the physical market regularly will have to pay a service fee to use the online marketplace during weeks they are absent from the physical market. The fee charged will be equal to the booth fees being charged at the physical market at that time.

Vendors also have the option to voluntarily deactivate their presence on the online marketplace for a period of time to avoid paying service fees during absences from the physical market. Prolonged or repeated absence from the physical market can result in suspension from the online marketplace.

It is each vendor's responsibility to ensure that they fulfill all customer orders consistently, accurately and according to the procedures established by the market manager. Failure to do so can result in suspension from the online marketplace.

Vendors are required to charge the same price for their goods on the online marketplace as they do at the physical market. Any discounts or incentives offered on the online marketplace must be offered equally at the physical market, and vice versa.

Vendors are responsible for deactivating their store if they will not be available to sell their products in a given week, and for reactivating it when they return.

The board of directors will have full and final discretion to determine whether a vendor is eligible to participate in the online marketplace, and whether a vendor has violated any of the rules outlined above.

# SUPPLEMENTAL PRODUCE OR GOODS

Zanesville Farmers Market vendors are permitted to source supplemental produce or goods directly from local farm operations. Purchasing and reselling from farm stands or auctions will not be permitted. Failure to comply with these guidelines will result in disciplinary action. Those choosing to cooperate with other local growers to supplement market offerings must obtain permission from the grower prior to the market. Additionally, the Board of Directors must approve any supplemental produce before it enters the market. Zanesville Farmers Market vendors are required to provide signage that notes the name and location of the farm from which the produce was sourced. The grower and seller (ZFM vendor) must complete this form and are subject to farm visit.

Name of Seller (ZFM Vendor) \_\_\_\_\_

Telephone number of vendor \_\_\_\_\_

Name of Grower \_\_\_\_\_

Address of growing operation \_\_\_\_\_

Telephone number of growing operation \_\_\_\_\_

Supplemental Produce List \_\_\_\_\_

Seller Signature \_\_\_\_\_

Grower Signature \_\_\_\_\_

