



## VENDOR POLICIES + GUIDELINES

Your dedication is the driving force behind making this Market a reality. We aim to connect Westwood and local producers, highlighting the goodness that each of you bring to the table.

In order to support everyone's success, it's important to read and agree to these Policies + Guidelines.

Thank you for your participation and cooperation!

### ABOUT US

Westwood Farmers Market—where passion for food, community, and local agriculture come together in a celebration of flavors and connections.

Nestled in the heart of Cincy's Westwood neighborhood, our Market is more than just a marketplace; it's a gathering space for families, friends, and neighbors who share a love for locally sourced food, handcrafted wonders, and high-quality, farm-fresh produce that'll make your taste buds do a happy dance.

### HOURS + LOCATION

Thursdays, May 9th - Oct 24th 2024 (Closed July 4th)

Market Hours: 4:00-7:00pm

Load In: 3:00-3:45pm (Gates Close at 3:45pm)

Load Out: 7:00-7:30pm (Gates Open at 7:15pm)

Rain or shine, unless we're under threat of severe weather.

Westwood United Methodist Church (Back Lot)  
3460 Epworth Ave Cincinnati, OH 45211

## CONTACT

Ally Larsson  
Market Manager + Operator  
shop@westwoodfm.com  
513.909.4570 (call or text)

Erik Larsson, our Assistant Manager + Operator, can be found on site during Market.

## WEB

westwoodfm.com

instagram.com/westwoodfm.513

facebook.com/513.westwoodfm

## HOW VENDORS ARE DETERMINED

Westwood Farmers Market strives to meet the needs of our vendors and our neighbors. Acceptance is determined by the need to maintain overall product diversity. Vendors must be located within 100 miles of Westwood, with all products sold at Market produced within that area.

Interested vendors are required to read the Policies + Guidelines, sign and complete the Vendor Application Form, and return it to the Market Manager prior to being permitted to sell at the Market.

## ALLOWED PRODUCTS

If you're interested in selling something that isn't listed below, please contact the Market Manager for details. Allowed products include, but are not limited to:

- Raw or minimally processed farm products including produce, eggs, fresh and frozen meat, honey, herbs, annual seedlings, nursery stock, cut flowers, maple syrup, and mushrooms. Foraged mushrooms are prohibited from being sold at the Market.
- Cottage foods and non-refrigerated baked goods, canned items, coffees, and tea that are made from scratch using raw ingredients. Including a variety of preserved foods such as jams, jellies, juices, cider, syrups, salsas, broth, smoked or canned meats or fish, dried fruit, flours, and salad dressings. Products made from commercially prepared doughs and mixes are not permitted.
- Products that require more stringent inspections, regulation, and usually refrigeration, including acidified foods like pickles and relishes, cheese and other dairy products, vinegars, and ready-to-eat prepared foods.
- Home and body products that include soaps, lotions, detergents, salves, deodorants, candles, lip balm, room spray, and cleaning supplies. The vendor must be the creator of the crafted home and body products being sold. State/Federal labeling regulations must be followed.
- Farm crafts produced predominantly from harvested materials. Beeswax candles, tie-dyed clothing, knitted items, up-cycled items, textiles, pottery, reclaimed wood, wreaths, roping, vine and woven wood baskets, arrangements and displays of fresh and dried flowers, vegetables, vines and gourds. The vendor must be the creator of the arts-and-craft items. Non-harvested crafted farm products will be considered individually on a case-by-case basis. Contact Westwood Farmers Market for details.

## VENDOR POLICIES

- Vendors are required to carry their own personal and product liability insurance policy. Proof of insurance must be provided during the application process. The market liability policy only covers Westwood Farmers Market, not the vendor.
- Wholesale or retail purchase of items for resale is not permitted when pertaining to food. Foods sold shall be grown, baked, or otherwise produced by the vendor.
- Selling only the products listed in your application is required, and any changes must be communicated to and approved by the Market Manager.
- Vendors are responsible for bringing their own tables, chairs, signage, and weather protection.
- Vendors are required to identify their farm or business with a clearly written or printed sign affixed to their table or stand. These signs don't need to be professionally produced, but must include the name of the business or vendor.
- Vendors are not permitted to play music during market hours (but don't worry, we'll provide the jams).
- Vendors are not permitted to advertise their products in a loud or repetitive way that interrupts the sales of surrounding vendors.
- Vendors are expected to be aware of and in compliance with all state and local requirements for their product(s). They must comply with all applicable guidelines, obtain all required inspections and licenses, and meet all labeling requirements. Vendors must possess all licenses and permits legally mandated by the ODA/USDA, State of Ohio, Hamilton County Health Department, and the Cincinnati Health Department, or relevant state and local inspection agencies to conduct business. Copies of these documents must be provided during the application process. Vendors selling non-consumable items are responsible for collecting and reporting sales tax independently. Food vendors must adhere to guidelines set forth by the USDA, FDA, ODA, DOH, other relevant State of Ohio authorities, Hamilton County Health Department, Cincinnati Health Department, and any other governing body with jurisdiction over their products. Processed foods must be labeled in compliance with all state and local labeling codes, including the producer's name, address, complete list of ingredients (including allergy warnings), and net weight, as per state and federal regulations.
- Vendors using the term 'organic' in reference to their products must provide a copy of their certification during the application process and have a copy of this certification at their stand on market days.
- Scales must be accurate, maintained and inspected and sealed by the Ohio Department of Consumer Affairs and approved by the Hamilton County Office of Weights and Measures. If the vendor resides in an Ohio county other than Hamilton, they may receive approval for the scale from their home county. Scales must be located so customers can see weights during the transactions.
- The Market Manager will make all day-to-day operating decisions. This includes overseeing vendor participation, set-up, collection of fees, providing information on Market policies, and assuring vendor compliance. The Market staff has complete authority to interpret and implement policy on the Market site, as necessary, and to make all decisions regarding Market participation, booth assignments, and other Market operations.
- We hope to offer SNAP and Produce Perks. These programs provide customers with alternative methods of payment using a token or voucher system. Customers would purchase tokens at the market information booth and could use the tokens or vouchers to purchase eligible items from any vendor. Vendors would turn tokens in to the Market Manager for

reimbursement at the end of every market. If/when we become a Food Assistance Retailer, all vendors will be notified as soon as possible.

- Vendors are responsible for keeping their space clean and are required to clean up their sites at the conclusion of each market day. Vendor waste may not be deposited on site.
- If you are in need of change, please ask your fellow vendors. Worst-case scenario, there is an ATM 0.2 miles away.
- Our venue, Westwood United Methodist Church, reserves the right to supersede Westwood Farmers Market's usage of the back lot if there is ever an unplanned event at that date/time. (For example, a funeral, etc.) WUMC will do their best to accommodate Westwood Farmers Market in another area of the property.
- Vendor spaces are approved by the Market Manager. Booths may not be shared or sublet to another vendor without prior approval by Manager.
- Late-arriving vendors may not be allowed to enter the Market with a vehicle to set up.
- To keep a professional atmosphere and prioritize customer safety, vendors are required to maintain their booth until the Market concludes. Tear down is only permitted once the Market has officially ended.
- Attendance at Market is crucial to the Market's success. If you need to miss a day, vendors must contact the Market Manager with at least 24-hours advance notice.
- Vendor's signature on the application form indicates that they have read, fully understand, and agree to comply with all the Policies + Guidelines in this document.
- Failure to comply with any of the rules will result in warnings, fines, or possible termination.
- Westwood Farmers Market reserves the right to modify these Policies + Guidelines at its discretion. All vendors will be notified if any changes are made.

## VENDOR FEES

We anticipate vendor spaces to be 10' x 10', with the possibility of adjustments during planning; however, the size will not decrease beyond this. The vendor is obligated to pay the specified fee for one 10' x 10' space. Additional space may be provided upon request. Due to size constraints, we may not fulfill all requests, and additional fees may apply for increased space requests. Full payment/deposit is required by May 2nd. Failure to pay by the due dates will incur a late fee of \$25. Failure to pay by the first market day (May 9th) will result in inability to participate until both the late fee and payment/deposit are settled. If accepted, you will be emailed with an invoice with payment options. No refunds will be given for vendor fees. If a vendor decides to change schedule or end their participation in the Market, they will need to discuss circumstances directly with the Market Manager.

### VENDORS WHO COMMIT TO A FULL SEASON

Vendors who make a full commitment are the backbone of the Market. In recognition of their dedication, they will receive top priority and additional social media marketing placements. Please note, if a vendor misses more than 3 market days, they may become ineligible for the weekly rate.

- Vendor Fee (24 weeks): \$380 or \$190(2x)  
Full payment of \$380 is due May 2nd. If you prefer to pay in two installments, the initial \$190 deposit is due May 2nd. A subsequent payment of \$190 is due August 1st.

- Pay-Per-Week Vendor Fee (24 weeks): \$20/week  
This payment option allows committed vendors to pay as they go. Initial \$20 deposit is due May 2nd. Subsequent payments will be due before market begins each Thursday.
- Non-Profit Vendor Fee (24 weeks): \$150 or \$75(x2)  
Payment of \$150 made in full is due May 2nd. If you prefer to pay in two installments, the initial \$75 deposit is due May 2nd. A subsequent payment of \$75 will be due August 1st.

### **VENDORS WHO AREN'T ABLE TO COMMIT TO A FULL SEASON**

Even if you're unable to attend every week, we would be delighted to welcome you whenever you're available. Simply coordinate your dates with the Market Manager. Please note, if a vendor misses more than 3 market days, they may become ineligible for the bi-weekly rate.

- Bi-Weekly Vendor Fee (12 weeks): \$250 or \$125(2x)  
Full payment of \$250 is due May 2nd. If you prefer to pay in two installments, the initial \$125 deposit is due May 2nd. A subsequent payment of \$125 is due August 1st.
- Non-Profit Bi-Weekly Vendor Fee (12 weeks): \$120 or \$60(2x)  
Full payment of \$120 is due May 2nd. If you prefer to pay in two installments, the initial \$60 deposit is due May 2nd. A subsequent payment of \$60 is due August 1st.
- Pay-Per-Visit Vendor Fee: \$30/visit  
This option is ideal for those who wish to drop by occasionally. Initial \$30 deposit is due May 2nd. Subsequent payments will be due before market begins on the selected Thursday(s).
- Non-Profit Pay-Per-Visit Vendor Fee: \$15/visit  
This option is ideal for those who wish to drop by occasionally. Initial \$15 deposit is due May 2nd. Subsequent payments will be due before market begins on the selected Thursday(s).