



Trotwood Parks & Recreation 2023 COMMUNITY FARMERS' MARKET REGISTRATION APPLICATION

Thank you for your interest in the Trotwood Community Farmers' Market. Before completing this application, please read the Trotwood Community Farmers' Market Rules and Guidelines. Applications and vendor fee may be submitted to Charles Wheeler III at Trotwood Government Building, 3035 Olive Road, Trotwood, Ohio 45426 by **4:30 PM, Wednesday June 28th**. The Trotwood Community Farmers' Market Committee or the Market Manager will review applications and contact you as soon as possible.

Points of Contact:

- Charles Wheeler III, Marketing Coordinator, (937) 854-7228, chwheeler@trotwood.org
- Sharron A. Williams, Chairperson, Park & Recreation, (937) 623-5408 or sawwill@msn.com

Fee Payment (July 5 – September 27): \$50.00 for a 10' x 10' Space (Non-Food Vendor)

Fee Payment (July 5 – September 27): \$35.00 for a 10' x 10' Space (Food Vendor)

Pop-up

Fee Payment (July 5 – September 27): \$25.00 for a 10' x 10' Space (Non-Food Vendor)

Fee Payment (July 5 – September 27): \$15.00 for a 10' x 10' Space (Food Vendor)

(Please make checks payable to: City of Trotwood Parks and Recreation)

Vendor Information

Name: _____

Business Name (if applicable): _____

Address: _____

Phone: _____ Email Address: _____

Description of produce to be sold:

I have read and agree to comply with the rules and regulations of the Trotwood Community Farmers' Market and understand that my non-compliance will result in expulsion from the market. I affirm that all information provided to the market is complete and true. I agree to defend, indemnify, and hold harmless the City of Trotwood, their officers, agents and employees, from and against any and all claims for damages or injuries arising out of or in any



way related to the undersigned's participation in or attendance. I agree that I will obtain all necessary licenses and permits, and collect any sales tax as required by law.

Signature

Date

(FOR OFFICE USE ONLY)

Date Received: _____ Form of payment: _____ Received By: _____

Rules & Guidelines

The Trotwood Community Farmers' Market was created by the Trotwood Parks and Recreation Department to provide locally grown produce to sell directly to consumers.

Rules and Regulations

The following rules have been established in order to create a market that offers local produce to the consumer directly from the producer. Read the Rules and Guidelines and keep this 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 contact **Sharron Williams, Farmers' Market Manager, (937) 623-5408** or sawwill@msn.com. Please CC **Charles Wheeler III, chwheeler@trotwood.org** on all communications.

Produce/products sold must be grown/produced by the principal farmer/producer. The market reserves the right to inspect and to spot visit any farm or establishment throughout the season.

You may supplement your produce by no more than 25% with produce from additional producers. All produce that is supplemental must be labeled with the name and address of the person who grew it (or made the product) and displayed on the vendor's table.

FARMERS ARE PROHIBITED FROM PURCHASING PRODUCE FROM AN AUCTION OR A WHOLESALE FOR RESALE AT THE MARKET.

Products and produce labeled organic must be certified according to the U.S.D.A. (United States Department of Agriculture).



Rules of Operation

The market will be held on Wednesdays at **5200 Salem Avenue, the former Salem Mall Parking lot**. Sales start at 3 p.m. and sales end at 7 p.m. The market will run every Wednesday beginning July 5, 2023 through September 27, 2023. Market runs RAIN OR SHINE.

The market manager is responsible for space assignments, public safety and enforcement of the market rules. Farmers should be set-up no later than 2:15/2:30pm and ready to sell by 3 p.m. Once vendors are set up, vehicles will be moved to the designated parking area.

Operate your stand in a safe, sanitary and neat manner. Keep sales area (including ground) clear of garbage. **REMOVE ALL OF YOUR GARBAGE FROM THE AREA WHEN YOU LEAVE EACH Wednesday.**

All vendors must register with the Trotwood Community Farmers' Market along with paying the appropriate registration fee to the City of Trotwood Parks and Recreation department. You will not be allowed to set up at the Market until your registration has been approved. Submitting an application does not automatically mean you are approved for the market. You will receive notification of your acceptance from Market Manager, Sharron Williams or Parks and Recreation Marketing Coordinator, Charles Wheeler III. Vendors must contact the market manager if they are not going to be present on a Wednesday.

If a vendor fails to attend the Market for two consecutive weeks, and does not notify the Community Market Administration, then that vendors space can be occupied by another vendor for the remainder of the season (payment fee will be forfeited).

Market prices for all items must be clearly posted.

A standard booth is considered 10' by 10'. All participants must supply their own pop-up canopy for their assigned space and must be confined to the assigned space as described above. Tents should be no larger than the 10'x 10' space given to each vendor. Tents must be properly anchored with weight anchors; adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Tents, other signage must be free of holes, offensive or obscene language and be secured to prevent any safety hazard.

Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, and Trotwood, Ohio. **IN CASE OF U.S.D.A. INSPECTION, THE VENDOR IS HELD RESPONSIBLE FOR COMPLIANCE. The Trotwood Community Farmers' Market reserves the right to admit or reject any vendor for any reason not prohibited by law.**

Trotwood Parks and Recreation thanks you for your participation in our Farmers' Market. Please call Sharron Williams, Farmers Market Manager, (937) 623-5408 or sawwill@msn.com with questions or to register. Please copy Charles Wheeler III, chwheeler@trotwood.org on all communications.