



## 2022 Rules and Regulations Between Common Greens and Market Producer

The following rules and regulations have been established by Common Greens (the “organization”) to maintain a productive marketplace for both producers and consumers. Common Greens may change, modify or delete rules and regulations at any time to preserve the safety and security of said marketplace.

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## I. ORGANIZATION INFORMATION

### ABOUT

Common Greens is a 501(c)3 nonprofit with a mission of *connecting central Ohio communities with regional farmers and food producers in vibrant, inclusive marketplaces*. We are committed to supporting small food businesses, and ensuring the success of producers at our four markets by growing consumer appreciation for locally produced foods.

We hope that by bringing markets together under a single operational umbrella, we will increase efficiency, consistency, and impact for both customers and producers. The organization is supported by a part-time Executive Director, Market Managers, Token Coordinator, Board of Directors and volunteers.

### MARKET LOCATIONS

**Bexley:** East Main Street & South Dawson Avenue, Bexley, OH 43209  
Thursdays, May 19 – October 20, 4-7 PM

**Clintonville:** N High St & Dunedin Rd, Columbus, OH 43214  
Saturdays, April 30 - November 19, 9AM-12PM

**Upper Arlington:** 2850 Tremont Rd, Columbus, OH 43221  
Wednesdays, May 18 - October 26, 4-7PM

**Winter (Tentative):** Ohio History Center, 800 E 17th Ave, Columbus, OH 43211  
Saturdays, December 3, 2022 - April 15, 2023, 4-7PM

## II. ADMISSIONS

Common Greens supports the goal of building a sustainable local food system, and therefore reserves spaces at market for Ohio farmers/growers, as well as cottage food operations and small processors that source ingredients locally. All rules are in place to ensure the integrity of products sold. *The re-sale of products is strictly prohibited.*

### CRITERIA FOR ACCEPTANCE

Approval to participate in a Common Greens market will not exceed one growing season. When reviewing applications for acceptance, the organization has the following goals in mind:

- Support small farmers and food producers in Ohio.
- Increase direct-to-consumer sales of foods produced in the state.
- Further environmental sustainability.
- Improve local food security.
- Promote market efficiency and long-term support of the organization's mission.

The decision to approve applications will also be based on available space and compliance with fee payment requirements. The Market Committee uses a Vendor Approval Matrix (pg. 16) to help guide their decisions regarding accepting new vendors to the markets. Returning vendors will be evaluated based on past adherence to market rules and regulations. All final decisions will be made at the sole discretion of the Board of Directors and Executive Director.

The application process is competitive. Neither applying to sell, nor having sold with us in the past is a guarantee that you will be admitted. Likewise, submission of all required documents and meeting eligibility standards does not guarantee acceptance. Decisions made by Common Greens shall be final.

### WHO IS A VENDOR?

All vendors must qualify in at least one of the following categories. CG reserves the right to restrict items that do not meet the intent of the market.

1. **Farmers/Growers:** those actively involved in managing the planting, growing, and harvesting of agricultural product on their own or rented land. Vendors of the market should be farmers themselves, a family member of the farm represented, business partners or direct employee of the business. In addition, employees or members of an agricultural cooperative are allowed. All produce/plants must be grown in Ohio by the applicant. Specific requirements:
  - Cider: Must be produced from farmer's own or leased orchard, but may be processed off-farm in a facility that ensures the cider is made with the fruit from that orchard. Name of mill where fruit is processed must be provided on application. Raw cider allowed as long as product is labeled as such and producing farm has ODA license.
  - Dairy: Fresh milk must be 100% from the farmer's own herd (no raw milk sales).

Cheese may be farmstead or artisanal. For artisanal cheese or butter, all milk purchased must be from Ohio farmers. Names of all supplying dairy farms must be provided on application. Yogurt and ice cream must be made with milk produced by the farmer or sourced from an Ohio farmer with flavoring agents such as fruit or honey procured from local sources.

- Dried Fruits & Vegetables: Must be from farmer's own produce. If fruits or vegetables are dried off farm, location must be provided.
- Eggs: Must be from farmer's own fowl only.
- Fish: Must be cleaned and caught wild or raised by the farmer. Name of any processor, if applicable, must be provided.
- Flowers, Plants, & Trees: Must be from the farmer's own farm or greenhouse. Producers must start bedding, potted plants or flowers from seed, cell pack, bulbs, cutting, or plugs. Producers must plant or repot all plant material, as re-sale of flowers, plants, and trees is prohibited.
- Whole Grains, Grain Products, & Dried Beans: All grain berries and dried beans should be grown 100% by the farmer. Granola, baking mixes, meal, or flour prepared by the farmer or producer must be made fresh and from Ohio produce. Commercial products or mixes are prohibited. Dried fruit for granolas should be produced by the farmer or purchased from Ohio growers.
- Honey & Honey Products: Honey must be from the farmer's own hives, but may be processed off-farm as long as name of processing facility is provided.
- Meat: Livestock: All meat of meat products must be 100% from animals raised from weaning by the farmer. Animals may be butchered and/or processed off-farm with the name of the processing-facility provided.
- Produce: All vegetables and fruits must be 100% grown by the farm. Re-sale of produce is prohibited.
- Soaps & Herbal Products: Must feature the grower's own seasonal ingredients. Artisanal producers in this category will be reviewed on a case-by-case basis.
- Wool & Pelts: Must be from the farmer's own animals, but may be carded, cleaned, spun, or processed off-farm. For products sold at market, farmer must identify those made by him/herself and those made by others using farmer's materials.

**2. Cottage Food Operations/Small Processors:** those involved in the processing of farm foods, value-added processed foods, and cottage foods. All products must be made in Ohio by the applicant. (If selling under the guise of "cottage food," producer must adhere to all policies set forth in the [Ohio Administrative Code, Chapter 901: 3-20 Cottage Food Production](#), including labeling of product(s). Specific requirements:

- **Artisanal Food Products:** Must be made in small amounts using high-quality, unprocessed ingredients sourced from Ohio growers and producers. Locally available fruits, vegetables, and meat used in prepared foods should be from the farmer's own production or sourced from Ohio farmers. Preference is given to prepared foods that use local dairy, eggs, grains, herbs and other ingredients where applicable.

- Baked Goods: Must be fresh and baked from scratch using local seasonal ingredients as much as possible. (Seasonings and certain other incidental ingredients may be exempt from this rule.) Preference is given to bakers using ingredients sourced from Ohio growers. No commercial mixes, crusts, or commercially-flavored fillings may be used. Vegetables, fruits, grain berries, and various flours can be frozen, canned, or dehydrated before baking.
  - Preserves, Jams, Fruit Butters, Pesto, Purees, Salsa, Syrup, Flavored Oils & Vinegars: Preference is given to farmers making these items from produce grown on their farm. Artisanal products in this category will be reviewed on a case-by-case basis.
3. **Food Trucks:** a mobile structure or vehicle equipped with facilities for cooking and selling food; a temperature-controlled structure or vehicle providing ready-to-eat foods. Specific requirements:
- All food trucks must be properly licensed with city, state and/or federal agencies.
  - Food trucks using propane and/or deep frying for food preparation must have a fire extinguisher that is compliant with safety codes and procedures.

Common Greens is committed to building a sustainable and thriving local food economy. To that end, all producers selling value-added, cottage foods, or prepared food items must demonstrate that they source as many ingredients from Ohio farmers and businesses as possible (i.e. eggs, produce, honey, dairy, meat). Ideally, at least 50% of products available should feature local agricultural ingredients.

## LICENSING

Vendors that offer for sale only one or more of the following are exempt from retail licensing:

- Fresh unprocessed fruits or vegetables
- Maple syrup from an exempt producer, sorghum, or honey (properly labeled)
- Properly labeled products of a cottage food production operation
- Commercially prepackaged food that is not potentially hazardous, on the condition that the food is contained in displays, the total space of which equals less than one hundred cubic feet on the premises where the person conducts business at the farmers' market.

A vendor that is not exempt because of the types of food they are selling (i.e. a product other than one listed above) must be licensed and/or regulated by the local health department that has jurisdiction, and must abide by all licensing and/or permitting requirements including but not limited to Mobile Food Operation, Food Safety (such as Home Bakery or Frozen), and Nursery Dealer License. It is the non-exempt vendor's sole responsibility to acquire all appropriate licenses and comply with all federal, state, and local regulations.

## CORPORATIONS, MULTI-LEVEL MARKETING AND NONPROFITS

We are committed to small farmers and food producers. As such, corporations, multi-level marketing companies, nonprofit organizations and the like are not permitted to sell/attend/participate as weekly vendors. Instead, we welcome these organizations through alternative methods such as:

- Community Table
- [Sponsorship](#)

Solicitation is not permitted at the Markets. CG exists for the purpose of promoting food-based businesses. Generally, vending for the sole purpose of raising money for a non-food/non-agricultural business or non-profit will not be permitted. If a producer chooses to support a non-food business or non-profit with proceeds from sales, the business's mission may be noted at the producer's booth, but may not be the sole purpose of the booth.

## INSURANCE

All producers must provide proof of liability insurance, in the form of certificates of insurance, greater than or equal to \$1 million dollars. Market host locations solely provide space for the market and its producers, and assumes no liability for Common Greens, its staff, producers, or customers.

Certificate Holder: Common Greens  
PO Box 141318  
Columbus, Ohio 43214

*Upper Arlington Market ONLY* - Additional Insured: City of Upper Arlington  
3600 Tremont Rd  
Upper Arlington, OH 43221

## WEIGHTS AND MEASURES

Scales should be capable of approval by the Columbus Division of Weights and Measures. You may contact them at (614) 645-7397 with questions or concerns.

## FARM & KITCHEN VISITS

Common Greens promotes an honest and transparent relationship with its producers and customers. As such, producers of the market should be forthcoming and honest regarding products, production, and other pertinent information regarding his/her business.

All producers are required to comply with the rules and regulations of Common Greens, which includes transparency of production and product sourcing. Common Greens, or an appointed third party working on behalf of the organization, reserves the right to visit your farm or establishment and its primary sites of production, announced or not, at any point in time.

## CERTIFICATION & LABELING

Producers should provide clear, written information about production methods to any consumer who requests it.

According to [\*Title 7: Agriculture, Part 205—National Organic Program, Subpart B—Applicability\*](#): Except for operations exempt or excluded in §205.101, each production or handling operation or specified portion of a production or handling operation that produces or handles crops, livestock, livestock products, or other agricultural products that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must be certified according to the provisions of subpart E of this part and must meet all other applicable requirements of this part. Certified organic producers shall provide a certificate issued by a certifying organization.

Certified Naturally Grown producers (produce, apiaries, and livestock) shall provide a certificate issued by Certified Naturally Grown.

## **III. GENERAL MARKET RULES**

### SALES

For fairness and safety of producers and consumers, sales are NOT permitted prior to the start of market. At closing, all producers must begin packing up to leave the market site but may continue to sell as they pack up unless otherwise instructed by CG management. No loud radios or shouting of prices is permitted.

### ATTENDANCE

If you will not attend, or will be late to the market, please contact the Market Manager as soon as possible. Repeat instances of tardiness or absence may result in removal from the market as determined by CG management.

Producers who miss three consecutive markets or a total of one-third of the season’s market days may be removed from the market. Tardiness shall be treated like an absence.

### SAFETY AND SANITATION

Producers must maintain the market stands in a clean and sanitary condition. Food must be kept at least 6 inches off the ground.

When you leave, all areas considered to be the “market site,” including grassy areas and sidewalks should look like they did when you arrived. Market host(s) reserve the right to terminate its role as host site of a Common Greens based on lack of cleanliness. If a host site decides to terminate its role as host based on the safety and sanitation of the property, the Common Greens lease with producers is also terminated.

If a producer does not clean his/her/their market space, such shall constitute a breach under the

rules and regulations and will be subject to removal. If producer is removed from the market, a refund will not be granted, as all fees are non-refundable.

1. All food must be kept at least 6 inches off the ground.
2. No producer shall bring an animal at any time with the exception of registered service animals.
3. All unsold products, containers, signs, debris and/or trash must be taken with you.
4. Clean up should conclude within 45 minutes of market closure.
5. Tables, tents, signs, and like materials must not impede pedestrian traffic.
6. Vendors may not use host property trash receptacles for debris removal unless otherwise stated by Market Manager.
7. Producers offering samples or cooking demonstrations must comply with all city and state regulations, as well as instructions of the market.
8. Producers using grills must have a fire extinguisher onsite.
9. Producers may not smoke while at the market.
10. No products shall be lit on fire during the market, including but not limited to, candles and incense.
11. Producers are permitted to use generators with a decibel rating of 50-65 dB when the market is in operation. Generators must not emit offensive fumes.

#### YOUR SPACE AT MARKET

1. Producer space will be assigned by the Market Manager.
2. Each space is approximately 10' x 10'.
3. Those staffing a producer's stall must be the applicant(s), employee(s) or family member(s) of the applicant who can knowledgeably speak about the life of the product(s) sold.
4. Excessive tardiness or absence may result in a reassignment of space.

Producers may share one space on the condition that both producers are approved independently of one another by Common Greens. Producers who wish to share space shall submit completed documents (see **ADMISSIONS**) together. It is the responsibility of the producers to determine the cost share of the space and shall submit payment together upon approval. An additional fee of \$10 per day will be added to market fees for a shared space.

Common Greens will not approve a producer for a half space. In the case that one producer is approved, and one is not, the approved producer will have the option of submitting a new space share producer or of renting a whole space.

#### STALL ASSIGNMENT CONSIDERATIONS

1. Stalls are assigned with respect to balance and variety of products at market, number of days producer requests to be at market, and timing of participation during the season.
2. Assignments for the season and each week are made at the discretion of the Market Manager to maximize space, promote diversity of product in the Market, and assure safety.

3. The same location each week is not guaranteed.

### EQUIPMENT AND SUPPLIES

1. Producers are required to supply their own tables, tents, signs and like materials.
2. Producers must display an identifying sign for their farm or business.
3. Electricity is not available, please plan accordingly.
4. Producers shall supply carts or like equipment for transporting supplies.
5. Producers must have sufficient weights (25 lbs per tent leg) to safely secure tents and canopies.

If tents are inadequately secured, Market Manager will ask the producer to take it down and may not be allowed to sell. Weights must be at least 25 pounds per tent leg. Tents may be secured to your vehicle, but weights are still required on tent legs not tethered. Tent weights should be securely attached to the canopy, be tethered with lines that are taut and clearly visible and should not create a tripping hazard in the market.

### PRODUCT PRICING

1. Pricing of products is the responsibility of the individual producer.
2. Prices should be displayed clearly.
3. Dropping prices at the end of the day is not permitted.
4. Producers are prohibited from giving products away for free or at below-cost pricing, thus undercutting potential sales of other producers.
5. Prices should reflect fair market value.
6. Producers shall follow guidelines set forth by the [Ohio Administrative Code, Chapter 901: 6-7 Packaging and Pricing of Food and Nonfood Products.](#)

### DATA COLLECTION AND MARKET EVALUATION

Participants of Common Greens markets are required to complete an anonymous **Sales Record Sheet** reporting their total sales by currency (e.g. total cash sales, sales by credit card, and food assistance sales) to market management when requested (no more than once per month). Failure to complete and submit a *Sales Record Sheet* may result in a loss of privilege to participate in future markets. A *Sales Record Sheet* will be passed out to each participant at the beginning of market. At the end of market, each producer must place completed sales slip in the designated collection box.

Common Greens will also conduct regular surveys of market shoppers to measure growth and change over time. Producers can help these efforts by reminding their customers to complete the survey before they leave market. All shopper data collected will be shared with CG producers.

These data will help us better articulate the role the market plays in our economy and community, and advocate for its sustainability into the future. Given the importance and relevance of the information gathered, the Market Manager will report previously collected market data including aggregate sales, customer attendance, and weather to producers on a

regular basis.

### MARKETING AND COMMUNITY OUTREACH

Common Greens provides approved vendors with the following: signage; special promotional events; weekly customer updates via online newsletter, Facebook, and Instagram channels; publicity and advertising; farm visits to monitor good growing practices; annual producer meetings for market updates; end-of-season producer survey; and customer access to EBT/SNAP and Debit tokens.

As public health permits, the Market will provide weekly customer activities such as live music, tastings, health screenings, cooking and educational demos.

Participants of Common Greens are encouraged to assist in promoting their market(s). Please consult your specific market's welcome packet (sent after approval) to find appropriate social media tags.

### CUSTOMER PAYMENTS & TOKENS

Given our concern for the surrounding communities, **producers are required to accept SNAP tokens, Produce Perks and other incentive coupons where applicable, but only when city, state and federal regulations have been met.** Under no circumstances should producers accept tokens or coupons for goods not approved by said programs. Producers will be reimbursed for tokens and coupons collected on a weekly basis via direct deposit.

Disparaging comments directed at or about a recipient of SNAP or Produce Perks, other social benefits including but not limited to the Senior Farmers Market Nutrition Program and WIC Farmers Market Nutrition, the market, Market Manager, employees or volunteers of the market will not be tolerated and are grounds for immediate expulsion with no redress.

### INCLEMENT WEATHER POLICY

Common Greens markets are open rain or shine and failure to attend on rainy or poor weather days will count towards your total absences and impact decisions for future market acceptance.

If inclement weather should occur, CG staff will make decisions to change market times based on weather reports and on-site market conditions. CG Managers have the authority to close a market early, open a market late, or cancel a market day due to severe or inclement weather. CG producers will be notified of the change in a timely manner by email or phone. During inclement weather events, it is up to the individual producer to decide whether to attend market or not. Absences due to hazardous or severe weather (other than rain) will not count against the producer's attendance record.

## **IV. PROFESSIONAL CODE OF CONDUCT**

All producers are expected to act in a professional manner. Producers may not bully, disrespect, or publicly disparage other vendors, products, volunteers, customers, market staff, city officials, host locations, businesses, or Common Greens, either in person or by electronic media. This type of behavior may result in permanent expulsion from Common Greens market(s) with no redress.

### DISCIPLINE

For the first offense, a verbal and written warning will be issued. The second offense will incur a written warning and may include a meeting with the Market Manager and/or Executive Director. Upon the third offense, the response may include, but is not limited to, suspension and/or termination of any business, current and future, with Common Greens.

### CONCERNS

Common Greens has created protocols and procedures that allow producers to lodge complaints against other producers whom they think are out of compliance with market rules and regulations. We believe it's important for everyone to have the opportunity to express their concerns without reprisal and in a format that feels safe and comfortable. We also believe that in-person conversations can reduce miscommunication and resolve issues faster, so we will strive to address concerns in-person as much as possible.

1. Concerns should be directed in writing using our [\*Producer Concern Form\*](#).
2. Market Manager will review the complaint and escalate to the Executive Director and/or Board of Directors if necessary.
3. Common Greens decision shall be final.

### GROUND FOR REMOVAL

1. Failure to obey city, state or federal laws and regulations.
2. Failure to obey the market rules and regulation in the sole discretion of the Market Manager and/or Executive Director.
3. Causing an unsafe marketplace for producers and/or customers.
4. Excessive tardiness or absence in the sole discretion of the Market Manager and/or Executive Director.

### INDEMNIFICATION

The producer agrees to protect, indemnify and hold harmless host location(s), Common Greens, and its employees, volunteers, service vendors or independent contractors from and against any and all causes of action, claims, demands, suits, liability or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of use of market space, the purchase of any item from any producer, or in connection with any action or claim.

### PHOTO & MEDIA CONSENT

By participating in a Common Greens market, you agree to give consent to all photographs, audio recordings, academic work and/or video recordings taken of you or your staff taken at

market or during a site visit. You understand that such photographs, audio recordings, academic work, and/or video recordings become the property of Common Greens, and may be used by the organization or others with their consent, for educational, instructional or promotional purposes determined by Common Greens in broadcast and media formats now existing or created in the future.

## V. COVID SAFETY AND SANITATION

Common Greens is committed to protecting the health and safety of our customers, producers, staff, and community. Anyone showing to be in disregard of the safety and sanitation guidelines may be asked to leave the premises immediately.

Per the recommendations of the Ohio Farmers Market Network and Ohio Department of Agriculture, CG will be implementing the following modified operating conditions in the interest of producer, staff and customer safety:

- Spacing vendor stands at least 6' apart.
- Providing 80% alcohol-based hand sanitizer for customers at market entry and exit points.

### Further Vendor Safety Precautions

- Producers are responsible for making sure they and staff are healthy before coming to the market. One effective way to do this is to take temperatures and confirm that no person has a temperature of more than 100.4°F [38° C].
- If previously ill, all market staff, volunteers and vendors must stay home until they are free of fever for at least 72 hours without fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath) and, at least 7 days have passed since symptoms first appeared.

## VI. MARKET SPECIFIC POLICIES, RULES & REGULATIONS

### ARRIVAL AND DEPARTURE

1. Producers may begin setting up one hour prior to the market opening.
2. Producers should be in place at least 10 minutes before the market begins. No producer may drive into the market site after the market has opened without the permission of the Market Manager. Latecomers may be denied admission or admitted and located at management's discretion.
3. Producers may **NOT** leave prior to the end of market, unless in cases of exceptional circumstances and approved by Market Manager. One tent or one table must remain up until the close of the market.
4. Repeat instances of tardiness or absence may result in removal from the market.

MARKET	ARRIVAL TIME	MARKET OPENS
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<b>Bexley</b>	<b>3:00 pm</b>	<b>4:00 pm</b>
<b>Clintonville</b>	<b>7:30 am</b>	<b>9:00 am</b>
<b>Upper Arlington</b>	<b>3:00 pm</b>	<b>4:00 pm</b>
<b>Winter</b>	<b>7:30 am</b>	<b>9:00 am</b>

#### APPLICATION DEADLINES

<b>MARKET</b>	<b>APPLY BY</b>	<b>NOTIFIED BY</b>
<b>Bexley</b>	<b>March 1</b>	<b>March 14</b>
<b>Clintonville</b>	<b>January 31</b>	<b>February 18</b>
<b>Upper Arlington</b>	<b>March 1</b>	<b>March 14</b>
<b>Winter</b>	<b>August 31</b>	<b>September 23</b>

#### MARKET FEES

A non-refundable \$20 application fee is required upon submission of your application. Your application will not be reviewed or considered until your application fee is received. *If applying to multiple markets, each additional market application fee is \$15.*

<b>MARKET</b>	<b>FULL SEASON</b>	<b>DAILY</b>
<b>Bexley (23 wks)</b>	<b>\$450</b>	<b>\$22</b>
<b>Clintonville (30 wks)</b>	<b>\$680 (\$960 with parking)</b>	<b>\$28 (\$35 with parking)</b>
<b>Upper Arlington (24 wks)</b>	<b>\$470</b>	<b>\$22</b>
<b>Winter (18 wks)</b>	<b>\$425</b>	<b>\$25</b>

#### PAYMENT SCHEDULE

Stall fees for markets attended are due as follows: **50% by April 1; 50% by July 1.** Late payments will incur a \$10 late fee. Producers can pay online via ManageMyMarket or send a check payable to *Common Greens* to PO Box 141318, Columbus, OH 43214.

#### CLINTONVILLE VARIATIONS

##### ***Operational Method***

CFM will operate a hybrid market model, providing customers with the option to pre order via our Local Food Marketplace virtual store and/or shop onsite on Saturdays. Customers will be strongly encouraged to preorder items through our e-commerce site, picking up their purchases on foot from each producer's stall on market day. Onsite sales will be allowed, but with the messaging that inventory is not guaranteed.

### ***E-Commerce Considerations***

The financial well-being of the market depends on the success of the online pre-order system and we believe the proposed model shares that risk equitably between the market, its customers, and producers. Even as walk-up sales are allowed, we want to maintain a well-stocked online marketplace and encourage customers to preorder most of their purchases.

It is therefore strongly recommended that producers participate in the e-commerce platform by listing all available products and make a good faith effort to list inventory as accurately as possible. (We understand that agriculture is unpredictable, and some quantities may be hard to know before the time of harvest. If you are concerned about this, list a quantity you know you are sure to have. You can always add more inventory throughout the ordering period.)

The more product variety a customer sees in the online store, the more likely they will be to reorder and/or attend market that week, to the benefit of all producers.

### ***Logistics***

1. NEW Producers: will receive an email invitation to set up an account on the e-commerce platform. CFM Producers will upload their products and pricing onto the site no later than 12 pm Monday, April 25, 2022. Inventory and Availability must be updated before each Tuesday at 10 am (and can be updated/adjusted continuously throughout the ordering period). *Make sure you do not oversell a product.*
2. CFM customers will shop participating market producers from Tuesday 10 am - Thursday 5 pm. Customers can shop by product or producer and add items into their virtual cart as they go. Items can be added to their order up to the order cut off time of 5 pm Thursday.
3. On the checkout page, customers will see a recap of items ordered from each producer. Customers will enter their credit card one time to complete their purchase. They will then receive instructions to bring their confirmation email with them when they come to pick up at the market.
4. Producers will receive an emailed picklist from Local Food Marketplace on Thursday at 5:05 pm. It is up to each individual producer to decide how to best package and label orders prior to market. *If you choose to package on site at market, please ensure you bring enough inventory to fulfill your orders and do not sell pre-ordered inventory.*
5. If you are not attending the market on Saturday, **you must put your account "on vacation" in Local Food Marketplace** prior to the store opening on Tuesday at 10am.

### ***Producer Costs***

1. Common Greens will operate as the payment processor and tax marketplace facilitator for all preorder sales on the e-commerce platform at Clintonville Farmers' Market. E-commerce payments will be processed on Tuesdays following market. Please allow extra time for the financial transaction to reach your bank account.
2. Producers will be charged 3.9% of their e-commerce sales (2.9% to cover credit card transaction fees and 1% additional), in addition to a weekly stall fee.
3. CFM has been advised to remit sales tax payments for taxable items sold through the e-commerce platform. We will not be passing through the collected sales tax to the vendor, therefore you do not need to remit sales tax payments yourself for items sold through the e-commerce platform.

### **Customer Payments**

1. To help CG cover extra costs for staff, supplies and parking lot rental, customers will pay a 10% markup on items purchased online. The producer will see this charge reflected as a 10% increase to their listed product price.
2. Using the e-commerce platform, customers will shop from multiple producers and make a single payment through the platform.

## **VII. ACKNOWLEDGEMENT**

With the submission of your application, you are acknowledging that you have read, understand and agree to adhere to the above stated regulations set forth by Common Greens. You understand that additional rules and regulations may be implemented for the benefit of the marketplaces in the 2022 season and agree to abide by them.

### **CONTACTS AND RESOURCES**

- Division of Weights & Measures: 614-728-6290; [weights@agri.ohio.gov](mailto:weights@agri.ohio.gov)
- Vendor's License: Franklin County Auditor's Office: 614-525-3260; 373 S High St, Columbus, OH 43215
- Columbus Health Department: Food Safety 614-645-8191; 240 Parsons Ave, Columbus, OH 43215
- Franklin County Public Health Food Safety Program: <https://myfcph.org/environmental-health/food-safety/>
- Ohio Dept of Agriculture: Food Safety/Cottage Industry [www.agri.ohio.gov/FoodSafety](http://www.agri.ohio.gov/FoodSafety); 614-728-6250; [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov)
- WIC: [www.odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx](http://www.odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx)
- Senior FMNP Coupons: <http://aging.ohio.gov/services/seniorfarmersmarketnutritionprogram/>
- Ohio Farmers Market Network: <https://ohiofarmersmarketnetwork.org/>
- Ohio Ecological Food and Farming Association: [www.oeffa.org](http://www.oeffa.org)
- National Organic Labeling Standards: <https://www.ams.usda.gov/publications/content/labeling-organic-products>
- Cottage Foods: [www.agri.ohio.gov/divs/foodsafety/docs/Cottage\\_Food\\_Rules\\_Final6-09.pdf](http://www.agri.ohio.gov/divs/foodsafety/docs/Cottage_Food_Rules_Final6-09.pdf)
- [Packaging and Pricing of Food and Nonfood Products](#)
- Info on selling at markets: [www.growingformarket.com/categories/SellingAtFarmersMarkets](http://www.growingformarket.com/categories/SellingAtFarmersMarkets)

- Info on sampling at markets: [www.ca.uky.edu/cmsspubsclass/files/extensionpubs/2012-19.pdf](http://www.ca.uky.edu/cmsspubsclass/files/extensionpubs/2012-19.pdf)

### VENDOR APPROVAL MATRIX

This matrix is intended to assist the Board of Directors when making decisions about accepting producers to its markets.\* It is a tool for the Board to use as needed, but is not necessarily the final say on all decisions. 24/25 total points are possible. For consideration, a producer must score at least 13 of 24/25 points. At least 50% spaces at market are reserved for Farmers/Growers.

Possible Points	1	2	3	4	Goals Met
<b>Producer Type</b>	Cottage Food/Small Processor/Food Truck that does not currently source Ohio-grown ingredients	Cottage Food/Small Processor/Food Truck that sources some Ohio-grown ingredients	Farmer/Grower actively growing on over 150 acres. Cottage Food/Small Processor/Food Truck that features Ohio-grown ingredients in all or most of their products.	Farmer/Grower actively growing on less than 150 acres.	Support small Ohio farmers
<b>Producer Availability</b>	Able to attend less than 50% of market days.	Able to attend at least 50% of market days	Able to attend at least 75% of market days	Full season availability	Markets operating at capacity each event
<b>Product Sales</b>	Farmer/Grower: sells out of state or more than 50% to wholesale customers. Cottage Food/Small Processor/Food Truck: has a brick-and-mortar storefront. Sells more than 50% at retail outlets.	Farmer/Grower: sales are through both wholesale and direct market outlets; regional or out-of-state sales. Cottage Food/Small Processor/Food Truck: Sells more than 50% at retail outlets.	Majority of sales are local and direct-to-consumer. Wholesale business comprises less than 25% of total annual sales.	Independent and/or family-owned business focused on local, direct-to-consumer sales.	Increase direct-to-consumer sales
<b>Environmental Stewardship</b> <i>(This category dependent upon current COVID recommendations.)</i>	Farmer/Grower: Conventional production practices. Cottage Food/Small Processor/Food Truck: conventional ingredients and single-use packaging.	Farmer/Grower: Some sustainable production practices used. Cottage Food/Small Processor/Food Truck: feature some organic and/or sustainable ingredients. Single-use packaging.	Farmer/Grower: Mostly sustainable production practices used. Cottage Food/Small Processor/Food Truck: feature organic and/or sustainable ingredients. Packaging is recyclable or compostable.	Third-party certified (organic, fair trade, naturally grown, humane)	Further environmental sustainability
	Farmer/Grower: Located in Ohio.	Farmer/Grower: Located 75+ miles from the market.	Farmer/Grower: Located 25-74 miles from the market.		