

GENERAL MARKET INFORMATION**Market Vision:**

Thank you for your interest in the first ever Wood County Fair Farmers Market! We are excited to bring this event to our community. Below you will find all needed information regarding market information, guidelines and application processes.

Our goal is to support local vendors of quality agricultural products, cottage foods and artisanal hand-crafted goods. The one-day farmers market will serve as a networking opportunity to gain a new customer base as well as educate the public on the importance of shopping/eating local.

Contact Information:

Wood County Fairgrounds- Main Office

[https://www.woodcounty-fair.com/
office@woodcounty-fair.com](https://www.woodcounty-fair.com/office@woodcounty-fair.com) 419-352-0441

Regular Office hours are 8:30 a.m.-4:30 p.m., Monday-Friday.

Alyssa Bell, Farmers Market Organizer

WCAS13800@gmail.com 419-601-1489

Date/Location:

Thursday August 1st 2024 10am-4pm

13800 W. Poe Rd. Bowling Green, OH 43402

Market will be held underneath the community free tent
located just outside the fair office

Application Process:

-Application period is open May 1st-June 1st

-Application is available at the end of this packet

-Completed applications can be scanned/emailed to WCAS13800@gmail.com or dropped off in person at the fair office 13800 W. Poe Rd. Bowling Green, OH 43402 Monday-Friday 8:30am-4:30pm

-First come first serve, 17 spots available

-The \$15 booth fee is NOT due at time of application; we will collect these after applications are reviewed/accepted.

-Vendors will be notified via email if application is accepted; by June 5th at the latest

Fees/Refunds/Fines:

-Upon acceptance email a \$15 non-refundable fee will be collected to reserve your spot. **Payment due by JUNE 19th 2024**, in person or by mail to the fair office. There is a returned check fee of \$50.00. No refund will be given for no shows.

What is included?

Acceptance into the market will include a 10x10 booth space under a large covered community tent, 2 single day admission passes for 8/1, a table and 2 chairs, wifi access (although we recommend having a backup plan), marketing of the event including printed handouts/bios for each vendor to give shoppers. Public restroom access within walkable distance.

*Should you require a unique setup please email WCAS13800@gmail.com to discuss accommodations AND also note this on your application.

*Vendors are responsible for individual booth displays, decorations, and signage.

*Additional vendor passes are available at a discounted rate, please contact fair office

Prior to event:

Information packets will be ready for pick up after vendors are notified of approval and spots are paid for but must be picked up at the fair office prior to the fair opening.

Day-of access:

Vendors are permitted on grounds starting at 8 am using Gate B on Poe Rd. Vendors will be permitted to unload near the free tent and then will be directed to park in the south parking lot on Poe Rd. At the conclusion of the market, vendors may enter the grounds through gate B and park behind the Annex Building/Home and Garden Building for loading only. Sheriff's carts may be available to transport items to vehicles.

Alyssa Bell (Market organizer) and/or additional WCF staff will be available on site to open and close the market and to address vendor or customer concerns.

VENDOR & PRODUCT ELIGIBILITY/VENDOR CONDUCT/REGULATIONS & POLICIES**Vendor & Product Eligibility:**

Accepted products include but not limited to; fresh and high-quality produce, plant starts, fresh florals, cottage baked goods, honey, herbs, properly licenced meat, eggs, cider, and artisanal hand-crafted products (subject to approval). The focus of the market is farm products vs. crafts yet some select artisanal goods may be a good fit.

The market is open to growers and producers from the following Northwest Ohio counties: Allen, Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot. Resellers and NOT permitted. Goods must be at least 60% produced/grown/crafted by the vendor themselves.

*WCAS has final approval of approved products and vendors

Promoting the event:

We encourage vendors to publicize their participation in the market, but we request that vendors do not use the Wood County Fairgrounds logo on any marketing materials.

Vendor Conduct:

Vendors will present and conduct their business in a professional manner and adhere to all commercial vendors rules of the Wood County Agricultural Society (found on page 15 of the fair book). Courtesy and honesty are required. Please refrain from inappropriate verbiage on clothing. The Farmers Market is a family event. Please respect other vendors and our customers.

Vendors must have signs on their displays identifying their farm or business. No outside sponsorship or advertising is permitted on vendor signs.

Vendors may set their own prices. Pricing must be clearly indicated in writing for all items offered for sale. This may be done through the use of individual price stickers on items, individual price signs for each type of produce, or a list of prices on a large sign clearly visible to customers.

Any scales used by vendors must be inspected and approved by the Wood County Auditor's Offices.

Any products not grown or created by the vendor must be clearly labeled as to their origin.

No hawking, disruptive behavior or loud noises are permitted. Vendors must follow the direction of the Market Management in regard to these issues.

Smoking, firearms and alcohol are prohibited.

Vendors may not place items outside the boundaries of their booth space.

Vendors are required to keep their sales area, including the ground, clear of garbage. Vendors are responsible for removing all of their garbage from the area when they leave. Vendors offering samples and handing out paper plates, cups, napkins, etc. must have a trash can for customers to use.

Licensing / insurance requirements:

Vendors of food items must comply with ODA and Wood County Health Department regulations. It is the individual vendors responsibility to familiarize themselves with these regulations and abide by individual product rules. Wood County Fairgrounds will not answer questions on specific product regulations, labeling etc. and all inquiries should be directed to the Wood County Health Department.

All vendors must supply with their application a signed (1) Vendor Participation Agreement, (2) proof of liability insurance and (3) all applicable licensing information prior to the event date.

Resources: for reference only; non exhaustive list[Licenses](#)[COTTAGE FOOD AND BASIC REQUIRED FOOD LABELING COMPONENTS](#)[Food Safety](#)[Apple Cider and Juice Labeling](#)[Home Bakery Labeling](#)[Cottage Food Labeling](#)[Small Egg Producers - Egg Carton Labeling](#)[Maple Syrup Labeling](#)[Honey Labeling](#)**Sampling:**

Vendors giving out free samples are not required to have a Health Department license. No bare hand contact is allowed with any ready-to-eat foods. Vendors must use tongs, waxed paper or gloves to keep from touching the foods. Hair restraints—hair nets, hats, headbands, ponytail holders—must be used when working with ready-to-eat foods.

Insurance:

Throughout the Term of Vendor’s participation, Vendor shall maintain, commercial general liability insurance policies with combined single limits of not less than \$1,000,000, that provide coverage for claims arising from contractual liability, property damage, bodily injury or death of persons occurring (a) in, on or about the Premises. Such policies shall be underwritten by companies rated “A” or better in Best’s Insurance Reports. Vendor shall provide Wood County Agricultural Society with a Certificate of Insurance as evidence of compliance naming Vendor as an “Additional Insured”. Vendor shall bear all risk of loss, damage, theft, misappropriation or other causality to all or any portion of Vendor’s personal property located in, on or about the Premises. With exception of those losses that are a direct result of Wood County Agricultural Society’s gross negligence or intentional misconduct, Wood County Agricultural Society shall have no liability for interruption to Vendor’s business or for damage to, or replacement or repair of, Vendor’s personal property.

Payment collection/taxes

Vendors of taxable items are responsible for collecting and remitting sales tax as required by law.

Inclement weather policy

The market will operate rain or shine unless contacted by the organizer due to threatening weather conditions.

Regulatory Agencies

The Ohio Department of Agriculture (ODA) and the Wood County Health Department have

regulatory authority over the sale of produce and food items at the Wood County Fair Farmers' Market.

The Ohio Department of Taxation determines which items are taxable. Vendors selling items subject to sales tax must have a vendor's license, which is available at the Wood County Auditor's Office or online at the Department of Taxation's website. The Wood County Auditor's Office also checks market scales for accuracy.

Vendors are responsible for obtaining all licenses and complying with all applicable state, county and local laws and regulations. Copies of licensure must be presented to the market organizer.

Contact Information for Regulatory Agencies

Bowling Green Fire Division

552 East Court Street Bowling Green, OH 43402 Telephone: 419-352-3106
www.bgohio.org/departments/safety-department/fire-division

Wood County Health Department

1840 E. Gypsy Lane Rd. Bowling Green, OH 43402-9173
Telephone: 419-354-2287 Toll free: 1-866-861-9338
Environmental Fax number: 419-353-7201
www.co.wood.oh.us/healthdepartment

Wood County Auditor's Office

One Courthouse Square Bowling Green, OH
43402 Telephone: 419-354-9150 Toll Free
866-860-4140
www.co.wood.oh.us/auditor

***Certificate of Liability Insurance (Attach a copy)**

Insurance Carrier Contact Phone Number _____

Food Service License Number (If applicable)** _____*Please include copies of these items with your signed vendor participation contract.***

Vehicle Make & Model _____

Vehicle License Number _____

Type (pickup, van, etc.) _____

Vendor further agrees as follows: I have received a copy of the Wood County Fair Farmers Market Rules & Regulations Vendor Packet. I have read the Rules & Regulations and agree to abide by them. I understand that failure to follow the Rules & Regulations may mean removal from the market.

Vendor shall indemnify, defend and hold Wood County Agricultural Society harmless against all accidents, losses, damages, injuries, fines, fees, costs, expenses (including attorney fees) and claims (the "Covered Losses"), to any persons or property in, on or about the Farmers Market premises ("Premises"), which are not caused directly by the negligence or willful misconduct of Wood County Agricultural Society, their employees, contractors or agents. Vendor shall indemnify, defend and hold Wood County Agricultural Society harmless against all Covered Losses occurring in, on or about the Premises, unless such Covered Losses are caused directly by the negligence or willful misconduct of Wood County Agricultural Society or their employees, contractors or agents.

Vendor Signature _____ Date _____

Print Name of Person Signing _____

Print Name of Business _____

Please return this signed form along with copies of liability insurance and license information (if applicable) to: WCAS13800@gmail.com or in person at the fair office 13800 W. Poe Rd. Bowling Green, OH 43402.