



2020-2021 INDOOR Vendor Guidelines & Application

Location, Dates and Hours

1. The North Canton Farmers' Market will be held INDOORS at **1447 North Main Street ~ North Canton, OH 44720** (former Kmart building). It will be open **every Wednesday**, from **October 21st** until **April 28th**, expect the last 2 weeks of the year. The hours of operation are **3:00-6:00pm**.
2. **Vendors may begin to set up, starting up to an hour & a half before the start of the market.** Market staff will not be onsite until that time. You will be assigned a specific door for loading.
3. All set up must be complete prior to the market start time.
4. **All vendors must stay until the market closes. Early booth breakdowns and departures are prohibited.**
5. **Open RAIN or SHINE.**

Rental Fees and Space Assignments

1. **Vendor fees are non-refundable.** Standard spots are 8x8, with flexible sized spots available upon request. **Prior to the start of the market, payment in the amount of \$25 per market date can be paid via credit card, check or cash to the City of North Canton. If paying in advance for all 27 dates, a discounted rate of \$20 per market date is available.**
2. Vendors are responsible for being self-sustainable and providing their own chairs & displays.
3. The City of North Canton & Know Your Roots, reserve the right to place vendors in different locations from week to week to provide the best possible market diversity. **Guaranteed spots are reserved for Full Season Vendors.**
4. **Vendors must display a sign on their table identifying their farm or business. An extra-large sign stating available products & prices is suggested for the ease of customers to read from 6+ feet away.**
5. Vendors must keep their display within their allotted space, unless prior permission is obtained. **Carts & wagons are suggested for the ease of transporting products & informational materials to and from assigned space.**

General Guidelines

1. Two (2) no call/no shows by a vendor will cause suspension from participating in the market for the remainder of the season. **No refunds will be given.**
2. **If unable to arrive by 2:45 pm, please do not plan to participate on that date.** No refunds available for late arrivals.
3. **No bummers, please ☺**
4. Vendors are to set their own prices. **For customer ease, prices for all items are to be clearly marked.**
5. No loud music, shouting at shoppers, pets, alcoholic beverages, firearms or smoking on premises.

6. It is the vendor's responsibility to obtain all government required licenses and permits, and pay any fees required by the state or local government. This includes the vendor's license for goods sold, for which a sales tax must be collected.

7. Scales must be accurate and are required to have Stark County inspection of weights and measures. Contact Stark County Weights & Measure to ensure accuracy at 330-451-7356.

8. Vendors must wear proper attire and keep their area clean and free of debris during the market and promptly remove all personal items and dispose of all trash at the conclusion of each market.

9. Vendors are encouraged to assist in promoting the North Canton Farmers' Market. The market can be found on Facebook @NorthCantonFarmersMarket & Instagram #NorthCantonFarmersMarket

10. Any dispute concerning products, rules or regulations must be appealed in writing to Catherine Farina, the North Canton Deputy Director of Administration and Development. The Deputy Director has final say in settling any disputes presented. If need be, the Deputy Director has the discretion to ban vendors and/or guests from the market.

11. The City of North Canton and/or Know Your Roots shall have the discretion to deny any application should it be determined to violate the "spirit of the market." The spirit of the market includes, but is not limited to, a spirit that fosters community and inclusivity, and showcases vendors and their products primarily. Divisive, discriminatory, hateful, or non-inclusive ideology and/or information shall automatically be deemed in violation.

12. No vendors shall be involved in political campaigning of any kind and the distribution of information that is politically related shall be prohibited at the North Canton Farmers' Market.

13. Products must be grown/created within the state of Ohio, unless with prior approval due to a local option not being available. All products not Ohio grown/created, must be labeled as such, and produced in the USA.

14. Vendors will respect the integrity of the market, its customers and each other, at all times.

COVID-19 Guidelines

1. While it is required by the Governor of Ohio, **all vendors must wear a face mask/shield.**

2. Vendors must sanitize their stands regularly, by cleaning tables, credit card terminals & cash boxes. Familiarize yourself with the **CDC Guidelines to clean & disinfect.**

3. It is recommended that only materials that can be washed after each use be utilized for your display, such as tablecloths and display bins.

4. Vendors are required to sanitize their hands often and follow the CDC Recommendations for cleaning hands.

5. Vendors are encouraged to offer alternative sales outlets, such as online/email & phone pre-orders to ensure quicker transactions.

6. Vendors are encouraged to accept credit cards and have 2 people to facilitate the speed of transactions.

7. No on-site food preparation or samples are permitted, without Stark County Health Department approval.

8. Vendors that appear to be ill upon arrival to the market or become sick during market hours will be asked to leave for the safety of all. Such are welcome to return, 14 days after the symptoms first appear.

9. Only new plastic bags and packaging are permitted for the sale of all goods. Vendors are asked not to touch custom's reusable bags.

Vendor Parking

Vendors will be assigned a specific door to use for loading & unloading. We appreciate your patience & compliance in quickly unloading. After such, you are invited to park your vehicle in a nearby parking spot, until 6pm, when loading can begin.

Eligible Products

- 1. Products sold at the market must be locally produced.** The City of North Canton has the right to monitor the products that are for sale by vendors and restrict the sale of items that do not meet the mission of the market. With pre-approval by the Market Coordinator, vendors may offer up to 20% of sellable products that are created by another vendor, as long as said product is labeled properly. **Farm vendors are subject to onsite farm visits to verify local growth of all produce.**
2. All products labeled organic must be certified by an accredited organization.
- 3. Bakery products and other “cottage foods” must meet all labeling requirements.**
4. Eggs or food items requiring refrigeration must be in compliance with food storage regulations.
5. Flea market or second hand sellables are not permitted.
6. No live animals may be sold or given away at the market.

Compliance

1. Vendors must comply with all applicable local health department, Ohio Dept of Agriculture, USDA (614-728-6250) and other federal, state or local licenses which may include a food license from the Stark County Health Department (330-493-9904). **If so, a copy of the food license (if required) must be provided to the City of North Canton/Know Your Roots with your application.** State and local licenses (if required) must be displayed within the vendor’s space.
2. The North Canton Farmers’ Market is not responsible for the enforcement of USDA, ODOA or any other local regulations. **Each vendor is responsible for compliance with regulations for their sales.**
3. All vendors are independent entities and are responsible for compliance with local codes and paying all applicable taxes, federal, state and local. **Personal and product liability is the responsibility of the vendor.**
4. Vendors must comply with all laws, ordinances and regulations of the United States, State of Ohio, Stark County and the City of North Canton.

Proof of Insurance

Vendors are required to provide proof of liability insurance to participate. The City of North Canton and Know Your Roots are not responsible for any damage, loss, injury, theft, harm or altercation that may occur before, during and/or after the market. Liability of North Canton is strictly limited to its employees and maintenance of its facility.

Market Contact

Jena Grosschmidt- Manager: (330) 209-0809 or KnowYourRootsOhio@gmail.com

Follow the market:

www.facebook.com/NorthCantonFarmersMarket/

www.instagram.com/northcantonfarmersmarket/

www.NCantonFarmersMarket.com



Business Name: _____
Owner(s) Contact Name: _____
Mailing Address _____
City: _____ **ZIP:** _____
Business Phone: _____
Cell Phone: _____
Email: _____
Website: _____
Facebook Page: _____
Do you require electric? _____

Insurance Information:

- My Proof of Liability Insurance is included with my application.**
- My insurance agent will forward my Proof of Liability Insurance.**

My signed completion of this application, confirms that my products are made/created in Ohio.

If not made/created in Ohio, please describe:

I, with the intention of binding myself, my spouse, my heirs, my legal representative and my assigns; voluntarily, knowingly and expressly release the City of North Canton, Stark County, Ohio & Know Your Roots LLC or any member or employee thereof from all claims, demands, actions, judgements and executions, that I now have or may have or that anyone claiming through me may have or claim to have against the City of North Canton, Stark County, Ohio & Know Your Roots LLC, or any member or employee thereof, created by or arising from my participation in the Farmers' Market offered on property owned by the City of North Canton.

I have read and understand the guidelines for the North Canton Farmer's Market.

Print Name: _____

Signature: _____

SUBMIT TO: Know Your Roots 9690 Gans Ave NE ~ Canton, OH 44720
or
KnowYourRootsOhio@gmail.com

You will receive an email from **KnowYourRootsOhio@gmail.com** within 3 days of the receipt of your application to confirm status. Payment due in advance to secure guaranteed spot and "full season" discounted prices.

PRODUCTS

Which description(s) best describes your line of products:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> <i>Certified Organic</i> | <input type="checkbox"/> <i>Certified Natural</i> | <input type="checkbox"/> <i>Non GMO</i> | <input type="checkbox"/> <i>Other: _____</i> |
| <input type="checkbox"/> <i>Antibiotic Free</i> | <input type="checkbox"/> <i>Free Range</i> | <input type="checkbox"/> <i>Corn Finished</i> | <input type="checkbox"/> <i>Grass Fed</i> |
| <input type="checkbox"/> <i>Hormone Free</i> | <input type="checkbox"/> <i>Pastured Raised</i> | <input type="checkbox"/> <i>All Natural</i> | <input type="checkbox"/> <i>Locally Sourced</i> |
| <input type="checkbox"/> <i>Cottage Food</i> | <input type="checkbox"/> <i>Commercial Bakery</i> | <input type="checkbox"/> <i>Sustainable</i> | <input type="checkbox"/> <i>Licensed Home Bakery</i> |

DATES

Check the dates that you are interested in attending the market:

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> October 21 | <input type="checkbox"/> November 25 | <input type="checkbox"/> January 13 | <input type="checkbox"/> February 17 | <input type="checkbox"/> March 24 |
| <input type="checkbox"/> October 28 | <input type="checkbox"/> December 2 | <input type="checkbox"/> January 20 | <input type="checkbox"/> February 24 | <input type="checkbox"/> March 31 |
| <input type="checkbox"/> November 4 | <input type="checkbox"/> December 9 | <input type="checkbox"/> January 27 | <input type="checkbox"/> March 3 | <input type="checkbox"/> April 7 |
| <input type="checkbox"/> November 11 | <input type="checkbox"/> December 16 | <input type="checkbox"/> February 3 | <input type="checkbox"/> March 10 | <input type="checkbox"/> April 14 |
| <input type="checkbox"/> November 18 | <input type="checkbox"/> January 6 | <input type="checkbox"/> February 10 | <input type="checkbox"/> March 17 | <input type="checkbox"/> April 21 |
| | | | | <input type="checkbox"/> April 28 |

SPOT

Help us provide you with the best spot by sharing the dimensions of your display & product needs.

Please confirm which products you intend to sell, during which months:

	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>	<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>
<i>Root Vegetables</i>							
<i>Tomatoes</i>							
<i>Pumpkins / Gourds</i>							
<i>Squash</i>							
<i>Peas / Beans</i>							
<i>Asparagus</i>							

	OCT	NOV	DEC	JAN	FEB	MAR	APR
<i>Apples / Pears</i>							
<i>Frozen Fruit</i>							
<i>Berries</i>							
<i>Mushrooms</i>							
<i>Apple Cider</i>							
<i>Greens</i>							
<i>Fresh Herbs</i>							
<i>Garlic</i>							
<i>Melon</i>							
<i>Bison</i>							
<i>Chicken</i>							
<i>Lamb</i>							
<i>Beef</i>							
<i>Pork</i>							
<i>Eggs</i>							
<i>Cheese</i>							
<i>Butter</i>							
<i>Milk</i>							
<i>Raw Honey</i>							
<i>Honey Products</i>							
<i>Dried Herbs</i>							
<i>Oil</i>							
<i>Vinegar</i>							
<i>Tea</i>							
<i>Fresh Cut Flowers</i>							
<i>Live Plants</i>							
<i>Nursery Stock</i>							
<i>Bread</i>							
<i>Cookies</i>							
<i>Cupcakes</i>							
<i>Pie</i>							

	OCT	NOV	DEC	JAN	FEB	MAR	APR
Muffins							
Bagels							
Speciality Baked Goods							
Nuts & Nut Mixes							
Nut Butters							
Jelly & Jams							
Pasta Sauce							
Pasta – Any variety							
Face Masks:							
Popcorn / Kettle Corn							
Coffee Beans							
Candy							
Dried Foods							
Dog Treats							
Pet Care Products							
Hand Soap							
Dish Soap							
Laundry Soap							
Shampoo							
Conditioner							
Bath Bombs							
Lip Balm							
Lotion							
Candles & Tarts							
Books / DVDs							
Home Decor							
Other:							