



## 2021 North Market Vendor Rules & Regulations

North Market is a not-for-profit public market with two locations: North Market, Downtown located in Columbus, Ohio and North Market, Bridge Park, located in Dublin, Ohio.

For more than 140 years, guests have been coming to North Market to support local merchants, farmers and makers. We are proud of our heritage in the community and happy to be home to great events, such as the original farmers' market in central Ohio (downtown), Night Market, Holiday Market and pop ups.

Events North Market will have vendor calls for:

- Farmers' Market, Downtown. A weekly outdoor market, Saturdays, June - October.
- Night Market, Downtown. A monthly outdoor market, Fridays, June - October.
- Holiday Market, Downtown. A one-time, Saturday, outdoor event in December.
- Pop ups, Downtown & Bridge Park. An indoor event program with multiple Saturday dates available.

North Market Bridge Park events will be added once available.

North Market events are directed by the North Market Director of Programming & Events, Jillian Woltz (management). Events are staffed by North Market employees and may be supported by volunteers, North Market Development Authority board members or Ohio Public Market Authority board members.

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# Dates & Hours, Location and Weather

## Dates & Hours

North Market, Downtown hours of operation:

- Sunday – Monday, 10 a.m. - 5 p.m.
- Tuesday – Saturday, 9 a.m. - 7 p.m. (public entrances unlock an hour early Tuesday – Saturday at 8a.m.).

North Market, Bridge Park hours of operations:

- Thursday: 11 a.m. - 7 p.m.
- Friday - Saturday: 11 a.m. - 10 p.m.
- Sunday: 11 a.m. - 5 p.m.
- Monday - Wednesday, closed.

## Farmers' Market, Downtown

Every Saturday, June 5th - October 30th, 8 a.m. - 12 p.m., making a total of 22 market days.

First half season: June 5 - August 14. Eleven markets.

Second half season: August 21 - October 30. Eleven markets.

Vendors are required to be set up for the full duration of each market. However, vendors are welcome to begin selling before, and continue selling after the posted farmers' market hours.

## Night Market, Downtown

Every third Friday, June 18th - October 15th, 6 p.m. - 9 p.m., making a total of 5 market days.

Vendors are required to be set up for the full duration of each market. However, vendors are welcome to begin selling before, and continue selling after the posted Night Market hours.

## Pop up, Downtown & Bridge Park

Every Saturday, January 2nd - December 18th. Downtown, 9 a.m. - no required end time, as late as 7 p.m., Bridge Park, 11 a.m. - no required end time, as late as 10 p.m..

## Holiday Market, Downtown

The first Saturday in December, December 5th, 8 a.m. - 12 p.m..

## Location

North Market has two locations:

### **North Market, Downtown**

59 Spruce Street  
Columbus OH, 43215  
(614) 463-9664

### **North Market, Bridge Park**

6750 Longshore Street  
Dublin, OH 43017  
(614) 683-8800

Downtown outdoor events are held on the plaza. Bridge Park outdoor events are held along either the sidewalk, street or patio. These include events such as: farmers' markets, Night Markets, happy hours, Holiday Market.

Downtown & Bridge Park indoor events are held inside in specific spaces. These include events such as: pop ups, happy hours.

## Weather

Outdoor events are rain or shine. In the event of extreme weather, market management will communicate changes via email within 12 hours before the event start time.

# Eligibility & Acceptance

We are currently looking for Ohio growers & makers.

At this time, we are not accepting fish, bread or cheese vendors for any event. We are accepting meat vendors only at Bridge Park for pop ups. Additionally, we are not accepting franchise, resale, sales representatives or direct sale vendors.

Submitting an application does not guarantee any vendor a spot for any event. Applications are managed via ManageMyMarket.

Acceptance to any event may be determined by, but not limited to, the following: product type and diversity, reservation type and dates requested, prior acceptance and compliance with North Market vendor rules & regulations.

# Fees

## Farmers' Market, Downtown

A summary of all charges to be expected:

- Application fee: \$25.
- Rent for space: \$450/full season; \$225 half season (first or last half); \$200 once a month (5 dates).
- Late set up fee: \$5 per occurrence.
- Call-off fee (after max call offs, 2 per every 5 dates): \$10 per occurrence.
- No call no show fee: \$25 per occurrence (max of 2).

If any balance is due by a vendor after the due date listed on their invoice, North Market may decide to charge additional fees, suspend the vendor from remaining events, as well as reject future applications for any North Market events. Refunds, for any reason, will not be granted.

## Night Market, Downtown

A summary of all charges to be expected:

- Application fee: \$25.
- Rent for space: \$250/full season; \$60 individual date.
- Late set up fee: \$5 per occurrence.
- Call-off fee (after max call offs, 2 per every 5 dates): \$10 per occurrence.
- No call no show fee: \$25 per occurrence (max of 2).

If any balance is due by a vendor after the due date listed on their invoice, North Market may decide to charge additional fees, suspend the vendor from remaining events, as well as reject future applications for any North Market events. Refunds, for any reason, will not be granted.

## Holiday Market, Downtown

A summary of all charges to be expected:

- Application fee: \$25.
- Rent for space: \$40.
- Late set up fee: \$5 per occurrence.
- Call-off fee (after max call offs, 2 per every 5 dates): \$10 per occurrence.
- No call no show fee: \$25 per occurrence (max of 2).

If any balance is due by a vendor after the due date listed on their invoice, North Market may decide to charge additional fees, suspend the vendor from remaining events, as well as reject future applications for any North Market events. Refunds, for any reason, will not be granted.

## Pop Up, Downtown & Bridge Park

A summary of all charges to be expected:

- Application fee: \$25.
- Rent for space: \$150 per Saturday.
- Late set up fee: \$5 per occurrence.
- Call-off fee (after max call offs, 2 per every 5 dates): \$10 per occurrence.
- No call no show fee: \$25 per occurrence (max of 2).

If any balance is due by a vendor after the due date listed on their invoice, North Market may decide to charge additional fees, suspend the vendor from remaining events, as well as reject future applications for any North Market events. Refunds, for any reason, will not be granted.



# Timeline

## Farmers' Market & Night Market, Downtown

Applications will be reviewed annually.

- **November 1st:** application to apply opens.
- **February 28th:** deadline to apply.
- **March 14th:** notice of acceptance, rejection or waitlist.
- **April 30th:** all fees & required documents due. Failure to pay all fees and/or provide copies of all required documents by this date, will overturn your acceptance status. Your reservation is not guaranteed until payment & required documents are received.

## Pop up, Downtown & Bridge Park

Applications will be reviewed quarterly.

### Q1 2021, January - March

- **December 1st:** deadline to apply for the Q1 2021.
- **December 15th:** notice of acceptance, rejection or waitlist for the following month. Note: not all dates applied for may be approved.
- **January 1st:** all fees & required documents due. Failure to pay all fees and/or provide copies of all required documents by this date, will overturn your acceptance status. Your reservation is not guaranteed until payment & required documents are received.

### Q2 2021, April - June

- **March 1st:** deadline to apply for the Q2 2021.
- **March 15th:** notice of acceptance, rejection or waitlist for the following month. Note: not all dates applied for may be approved.
- **April 1st:** all fees & required documents due. Failure to pay all fees and/or provide copies of all required documents by this date, will overturn your acceptance status. Your reservation is not guaranteed until payment & required documents are received.

### Q3 2021, July - September

- **June 1st:** deadline to apply for the Q3 2021.
- **June 15th:** notice of acceptance, rejection or waitlist for the following month. Note: not all dates applied for may be approved.
- **July 1st:** all fees & required documents due. Failure to pay all fees and/or provide copies of all required documents by this date, will overturn your acceptance status. Your reservation is not guaranteed until payment & required documents are received.

#### Q4 2021, October - December

- **September 1st:** deadline to apply for the Q4 2021.
- **September 15th:** notice of acceptance, rejection or waitlist for the following month. Note: not all dates applied for may be approved.
- **September 1st:** all fees & required documents due. Failure to pay all fees and/or provide copies of all required documents by this date, will overturn your acceptance status. Your reservation is not guaranteed until payment & required documents are received.

## Holiday Market, Downtown

Applications will be reviewed annually.

- **September 1st:** application to apply opens.
- **October 15th:** deadline to apply.
- **November 1st:** notice of acceptance, rejection or waitlist.
- **November 15th:** all fees & required documents due. Failure to pay all fees and/or provide copies of all required documents by this date, will overturn your acceptance status. Your reservation is not guaranteed until payment & required documents are received.

# Vendor Guidelines & Requirements

## What Can be Sold

North Market events are for both growers & makers. Vendors are prohibited from selling products that have not been pre approved by the market manager.

All Ohio Department of Agriculture regulations and permit requirements (temperature control, air contact, cut leafy greens, Mobile Food License, etc.) pertaining to the sale and transport of any fresh food (raw meat, egg, dairy, etc.) sold at North Market must be in full compliance. All vendors producing baked goods or value-added food products must meet all cottage food laws and/or present a mobile food license.

In no case may any grower supplement their offerings with produce from another grower or sell produce from any source that they have not grown, unless pre approved by the market manager. The wholesale purchase of produce from the terminal, or the trade of produce at the terminal, is strictly prohibited.

Cottage food and small processors are those processing foods from growers, value-added processed foods and cottage foods. All products must be made in Ohio by the vendor. If selling under “cottage food,” vendor must adhere to all policies set forth in the Ohio Administrative Code, Chapter 901: 3-20 Cottage Food Production, including labeling of product(s).

- Artisanal food products: ingredients sourced from Ohio growers & producers.
- Art, candles, clothing crafts, jewelry, photography & prints, pottery, soaps, herbal products and woodworked goods: products must be hand-made by the vendor.
- Baked goods: fresh, baked-from-scratch, ingredients sourced from Ohio growers & producers.
- Cider: produced from either grower’s own or leased land or processed in a facility that ensures the cider is made with the fruit from that land. If processed by a mill, the name of the mill must be listed on the application. If cider is raw, product must be labeled as such and the grower must hold an ODA license.
- Dairy: milk must be fresh and 100% from the producer (no raw milk sales). Yogurt must be made with milk from producer or sourced from an Ohio producer.
- Dried fruits & vegetables: must be from grower’s own or leased land. If processed off-site, location must be provided on application.
- Eggs: must be from producer.
- Flowers, plants & trees: must be from the grower’s own or leased land. Must be grown from seeds, bulbs, transplants or cuttings. Must plant or repot all plant material. Resale of any plant materials is prohibited.
- Whole Grains, Grain Products & Dried Beans: All grain berries and dried beans must be from the grower’s own or leased land. Granola, baking mixes, meal and flour must be made fresh and sourced from Ohio growers.
- Honey & honey products: must be from the grower’s own or leased land. If processed offsite, name of facility must be listed on application.
- Meat: meat products must be raised by on land owned or leased by grower. If processed offsite, name of facility must be listed on application.

- Preserves, jams and fruit butters, pesto, purees and salsa, syrup, oils and vinegars: ingredients must be sourced from Ohio growers and producers.
- Produce: fruits and vegetables must be from the grower's own or leased land.
- Wool & pelts: if processed offsite, name of processor must be listed on application.

North Market reserves the right to allow merchants who operate businesses inside the market house to sell outside at any event.

Any vendor offering samples of products or cooking demonstrations must comply with all city and state regulations.

## Merchandise Displays & Pricing

Displays and products for sale must be confined within the boundary lines as defined by North Market. If any part of a vendor's display is set outside of the boundary lines, and is determined by market management to be impeding the safe flow of customer or employee traffic, the vendor will be asked to place all display items and products within boundaries.

- The common area sidewalk and indoor aisles are not to be used for additional product display or staging area, unless prior authorization has been given from North Market.
- Vendors set their own retail prices, but must display them clearly in writing by utilizing one or more of the following signage techniques:
  - Price stickers on each individual item.
  - Individual price signs for each type of product.
  - A list of prices on a large sign or board.
- Growers are strongly encouraged not to under-value their products, as "price wars" and underselling will reduce the profit margin for all vendors.
- Vendors offering samples are required to provide a trash receptacle within their stall.

## Proof of Insurance

Vendors must provide proof of insurance before they may participate in any event via uploading to ManageMyMarket. Each vendor must submit a copy of their certificate of liability to North Market. The insurance requirements are that each vendor must maintain general liability insurance with limits of not less than one million dollars and no cents (\$1,000,000.00) for general aggregate and products-comp/op agg. Vendor policy shall name North Market as certificate holder.

## Licensing Requirements

Vendors selling products in which sales tax is collected are required to obtain a vendor's license.

Certified Organic vendors must provide a copy of certification.

Vendors selling products that require a mobile food license must present a copy of their mobile food license.

All copies must be submitted via uploading to ManageMyMarket.

## Weights & Measures Requirements

You must follow the guidelines for the sale of produce provided by the City of Columbus, Division of Weights and Measures. If you use a scale, it must bear the seal of inspection from that office.

North Market, Downtown has three approved scales that growers may use for downtown events. To use one, please contact management to make arrangements.

## Absence & Unannounced Arrivals

North Market, at its sole discretion, may make exceptions or changes to fees and policies as they see appropriate, at any time, any day, for any reason.

## Setting up late & tearing down early

### Farmers' Market & Holiday Market, Downtown

Vendors are to be set up by 7:45 a.m.. Setting up late is considered not being completely ready by 7:45 a.m.. There will be a \$5 fee per occurrence. If a vendor is not set up completely by 8:30 a.m., 1 call-off will be used.

Vendors are not to begin tearing down prior 12 p.m. unless they have sold out and/or have prior approval by North Market to do so.

If a vendor begins tearing down without being sold out or without prior approval, it will be considered tearing down early. There will be a \$5 fee per occurrence.

Setting up late and/or tearing down early can determine acceptance to other North Market events and future events already approved. If it is determined by North Market that setting up late and/or tearing down early has become a pattern with any vendor, that vendor may be subject to suspension or expulsion.

## Night Market, Downtown

Vendors are to be set up by 5:45 p.m.. Setting up late is considered not being completely ready by 5:45 p.m.. There will be a \$5 fee per occurrence. If a vendor is not set up completely by 6:30 p.m., 1 call-off will be used.

Vendors are not to begin tearing down prior 9 p.m. unless they have sold out and/or have prior approval by North Market to do so.

If a vendor begins tearing down without being sold out or without prior approval, it will be considered tearing down early. There will be a \$5 fee per occurrence.

Setting up late and/or tearing down early can determine acceptance to other North Market events and future events already approved. If it is determined by North Market that setting up late and/or tearing down early has become a pattern with any vendor, that vendor may be subject to suspension or expulsion.

## Pop ups, Downtown

Vendors are to be set up by 8:45 Saturday. Setting up late is considered not being completely ready by 8:45 a.m. that day. There will be a \$5 fee per occurrence. If a vendor is not set up completely by 9:30, 1 call-off will be used.

Vendors are not required to stay for any certain period of time and may leave at anytime, but may not go past 7 p.m. Saturday.

Setting up late and/or tearing down early can determine acceptance to other North Market events and future events already approved. If it is determined by North Market that setting up late and/or tearing down early has become a pattern with any vendor, that vendor may be subject to suspension or expulsion.

## Pop ups, Bridge Park

Vendors are to be set up by 10:45 a.m. Saturday. Setting up late is considered not being completely ready by 10:45 a.m. that day. There will be a \$5 fee per occurrence. If a vendor is not set up completely by 11:30 a.m., 1 call-off will be used.

Vendors are not required to stay for any certain period of time and may leave at anytime, but may not go past 10 p.m. Saturday.

Setting up late and/or tearing down early can determine acceptance to other North Market events and future events already approved. If it is determined by North Market that setting up late and/or tearing down early has become a pattern with any vendor, that vendor may be subject to suspension or expulsion.

## Call offs

A call off is considered email notification of a vendor's absence of a scheduled event. Notification must be sent no later than 30 minutes after the start time day of, or it will be considered a no call no show.

Vendors will be permitted 2 call offs per every 5 dates (1 - 4 dates = 0 call offs, 5 - 9 dates = 2 call offs, 10 -14 dates = 4 call offs, etc). After the number of call offs has been reached, there will be a \$10 fee per occurrence.

## No call no shows

A no call no show is considered no prior notification of a vendor's absence for an upcoming scheduled event to management. If notification of absence is sent, but after 30 minutes past the start time day of, it is still considered a no call no show. There will be a \$25 fee per occurrence. After 3 no call no shows, the vendor will be suspended from all North Market events.

## Cancellations

If you have paid for a stall reservation but are unable to attend any dates, please contact management. Under no circumstances will a refund be given for the reservation, application fee or any other fees that are due.

## Unannounced arrivals

Unannounced arrivals are not permitted. Any vendor that arrives without prior approval to participate in any given event will be turned away. If a vendor wants to add an additional date to a recurring event, they must email management at least 1 week prior to determine availability. If approved, the vendor must pay prior to setting up that day.

# Market Logistics

## North Market Staff

### Farmers' Market, Night Market, Holiday Market, Downtown

North Market staff will arrive between 7 a.m. and 7:45 a.m. each Saturday for farmers' market as well as Holiday Market. Staff will be onsite all day prior to Night Markets on Friday. Staff will be located inside the office on the second floor, prior to setting up the North Market info tent outside.

The North Market info tent will be set up each of these events with the following:

- Sale of EBT.
- Sale of North Market merchandise.
- Parking validation for customers.
- Parking stickers for vendors.
- Answers to all North Market-related questions.

### Pop ups, Downtown

North Market staff will arrive between 7 a.m. and 8:45 a.m. depending on the events that Saturday. Staff will be located inside the office on the second floor should immediate assistance be needed. The office phone number is (614) 463-9664.

### Pop ups, Bridge Park

North Market staff will arrive between 10 a.m. and 10:45 a.m. that Saturday. Staff will be located inside the office through the mural ramp should immediate assistance be needed. The office phone number is (614) 683-8800.

## Access to the North Market

### North Market, Downtown

On event days only, vendors are permitted to enter North Market, downtown through the employee door located in the loading dock area, prior to public entrances unlocking, to use the facilities or meet with market staff. Customers are not permitted to use this door anytime, for any reason. Vendors loading product inside the market for events must do so through this entrance.

### North Market, Bridge Park

On event days only, vendors are permitted to enter North Market, Bridge Park through the employee door via the loading dock area. Exit the back of house via the downward sloping ramp to the left. Vendors loading product inside the market for events must do so through this entrance.



# Parking

## Downtown

Free parking for one vehicle inside the North Market lot is included for each approved date with each accepted vendor application. When a vendor pulls into the lot, they will receive a white parking ticket. Vendors will place free parking sticker on the back of the ticket to waive all parking fees. To obtain a parking sticker, each vendor will need to ask North Market staff. If the vendor has lost or did not receive a white parking ticket, please let North Market staff know.

- Vehicle must fit in one parking space.
- Vendor may choose to keep a trailer in the parking space, provided their vehicle will be moved to an alternate parking location outside of the North Market lot.
- Vendors are not permitted to hold or reserve a parking space for another vendor.
- Vendors who park at a meter or in a parking garage will not be reimbursed for parking expenses by North Market.

North Market does not reserve or guarantee any/or a specific parking space with a stall assignment. Therefore, the earlier a vendor arrives, the better the chance they will get a parking space closest to their assigned stall.

Customers are to get their white parking tickets validated by North Market to lower the cost of parking. This is done by North Market merchants or staff stamping the back of the ticket. Vendors at events are not responsible for customer parking validation. Vendors are to inform their customers that their parking can be validated by North Market staff or by a merchant inside.

## Bridge Park

Vendors must park on the 5th and 6th floors of the Howe parking garage (the garage above the market).

- Vehicle must fit in one parking space.
- Vendor may choose to keep a trailer in the parking space, provided their vehicle will be moved to an alternate parking spot.
- Vendors are not permitted to hold or reserve a parking space for another vendor.
- Vendors who park at a meter or in a paid parking garage will not be reimbursed for parking expenses by North Market.

North Market does not reserve or guarantee any/or a specific parking space with a stall assignment. Therefore, the earlier a vendor arrives, the better the chance they will get a parking space closest to their assigned stall.

## Stall assignments

### Farmers' Market, Night Market & Holiday Market, Downtown

Stall assignments are made by North Market. They may be determined by the following, but not limited to: reservation type and date(s), type & diversity of product, previous stall locations or North Market operations requirements.

Any vendor assigned a 10x10 uncovered, outdoor stall is required to set up a tent. If a tent is set up, it must have a 25 pound weight on each leg. Vendor is responsible for tents and weights. Vendors are also responsible for providing their own tables, chairs, signs and all other display items.

Only full stall locations are available to rent (no half or partial stalls). Vendors are not permitted to share a stall location with any other vendor unless previously approved by North Market. A request to make changes to the original stall assignment may be permitted but is not guaranteed. Change requests must be done in advance via email.

Stall assignments will be available in ManageMyMarket. If a map for customers is necessary for an event, that map will be published on northmarket.com. Therefore, all stall assignment decisions are final once posted for the season. Vendors are to set up in their assigned location unless management has given permission or instructed a stall change for that day.

If a vendor is no longer able to commit to an event, they are to let management know so that stall may be filled by a waitlist vendor.

North Market, at its sole discretion, may make exceptions or changes to stall assignments as they see appropriate, at any time, any day, for any reason.

### Pop up, Downtown & Bridge Park

The Downtown pop up location is roughly 8' x 10' and is located next to the stairs, across from Black Radish Creamery. Vendors are not block traffic of the aisles or the swing doors and must line the customer-facing table up to the railing of the stairs.

The Bridge Park pop up location is roughly 10' x 17' with a working sink inside the stall, next to The Pit. Vendors are not to block traffic of the aisles and must line the customer-facing table no further out than up to the wall inside the space.

## Setting Up & Tearing Down

If a vendor is not set up by 15 minutes prior to start time, they:

- May forfeit their location and/or be asked by North Market staff to move their display.
- May be denied market that day.
- Will be charged a \$5 late fee for each occurrence.

When tearing down, vendors are to:

- Remove all display items.
- Remove all food scraps.
- Sweep & clean stall (do not sweep into parking lot or aisles).
- Break down all cardboard boxes.
- Use trash & recycling compactors. These are located in the loading dock area at Downtown and in the trash room at Bridge Park. Use compost bins in the trash room at Bridge Park.

### Farmers' Market, Holiday Market, Downtown

Vendors may begin setting up their displays as early as they like for these events. Displays must be completely set up no later than 7:45 a.m.. This means that by 7:45 a.m., all tents, tables, chairs, products and any other display items, must be completely set up and ready for business.

Vendors are not to begin tearing down prior to 12 p.m. for these events unless sold out or prior notice & approval have been given. This means that at 12 p.m., vendors are permitted to tear down all tents, tables, chairs, products and any other display items.

Vendors are to refer to the Absence & Unannounced Arrivals section if they will be late setting up or won't be set up the whole duration of the market.

### Night Market, Downtown

Vendors may begin setting up their displays as early as 5 p.m. for these events. Displays must be completely set up no later than 5:45 p.m.. This means that by 5:45 p.m., all tents, tables, chairs, products and any other display items, must be completely set up and ready for business.

Vendors are not to begin tearing down prior to 9 p.m. for these events unless sold out or prior notice & approval have been given. This means that at 9 p.m., vendors are permitted to tear down all tents, tables, chairs, products and any other display items.

Vendors are to refer to the Absence & Unannounced Arrivals section if they will be late setting up or won't be set up the whole duration of the market.

## Pop ups, Downtown

Vendors may begin setting up by 8 a.m. Saturday. Displays must be completely set up no later than 8:45 a.m.. This means that by 8:45 a.m., all, tables, chairs, products and any other display items, must be completely set up and ready for business.

Vendors are not required to stay any certain time length for pop ups.

Vendors are to refer to the Absence & Unannounced Arrivals section if they will be late setting up or won't be set up the whole duration of the market.

## Pop ups, Bridge Park

Vendors may begin setting up as early as 10 a.m. Saturday. Displays must be completely set up no later than 10:45 a.m. Saturday. This means that by 10:45 a.m., all, tables, chairs, products and any other display items, must be completely set up and ready for business.

Vendors are not required to stay any certain time length for pop ups.

Vendors are to refer to the Absence & Unannounced Arrivals section if they will be late setting up or won't be set up the whole duration of the market.

## Smoking

Smoking and tobacco use of any kind are not permitted on North Market property.

## Electricity & Water

Access to electricity is limited. If a vendor requires water or electricity, they are to see market management for availability.

## Farm Visits

North Market reserves the right to visit each growing site in order to assure the vendor is growing product on land they own or lease.

# Events & Marketing

## North Market & Public Events

North Market holds several events, including large scale fundraisers. In the event that any North Market event causes delay or changes to normal small event hours, North Market management will communicate these with vendors via email.

North Market, Downtown's location means that oftentimes street closures due to public events, such as races, festivals and parades, may cause disruption. North Market, Bridge Park's entertainment district also means public events. Vendors are encouraged to stay informed and plan around public events.

## Marketing & Social Media

North Market staff and management will do their best to highlight and tag each full seasonal vendor or their products or pop up, at least once during their overall range of time on site. This may be done via social media (Instagram, Facebook and/or Twitter) and/or North Market newsletter communications. If a vendor would like a specific product highlighted, or no longer wants a product/themselves highlighted, they must provide advanced notice to management. This is particularly true if a new crop or other item will soon become available or will no longer be available.

We encourage vendors to post when they will be at North Market and to tag North Market when posting to social media (Instagram, Facebook and/or Twitter). When posting about North Market, vendors must be respectful and mindful of all content. Vendors should assume that media, community members and competitors will see any and all posts.

We encourage vendors to use the following hashtags when posting about North Market:

- #yourfarmersmarket
- #yournorthmarket
- #freshlocalauthentic
- #shoplocal
- #northmarketdowntown
- #northmarketbridgepark

North Market staff may take photos of your products, displays and staff with permission for the purposes of marketing. Permission is given by applying to any North Market event. You may opt out of the photo release if you do not wish to have North Market take photos of your products, display or staff and/or market your business. This opt out must be communicated via email.

## Media Release

By submitting an application to any North Market event, you, the vendor, authorize North Market Development Authority (NMDA) and Ohio Public Market Authority (OPMA), acting through its agents, employees and representatives, to take photographs, video recordings and audio recordings of vendor, vendor's staff and of vendor's business at any NMDA or OPMA function.

You, the vendor, grant NMDA and OPMA an unlimited right to reproduce, use, display, broadcast and distribute any medium in any manner or media, in perpetuity. I agree that NMDA and OPMA may use this media for any purpose, including but not limited to, advertising, publicity or other promotional purposes. You, the vendor, agree that NMDA and OPMA will have editorial authority over the use and waive any right to inspect or approve of any such use. You, the vendor, acknowledge that you are not expecting to receive compensation for any reason, at any time, for any medium. You, the vendor, release and fully discharge NMDA and OPMA, its employees, agents and representatives, from any claim, damages or liability arising from or related to my connection with any medium or NMDA's and OPMA's use of that medium.

# Sales Reporting & North Market, Downtown Currency

## Sales Reporting

North Market requires sales to be reported by each vendor. Sales must be recorded by the vendor directly in their ManageMyMarket account for each event.

North Market uses the combined sales data captured from all vendors for completing grant applications and reports for other funding sources. It is important to report the economic impact of North Market - doing so directly benefits each vendor and the event as a whole.

Individual vendor sales data will be held in the strictest confidence by North Market.

## North Market, Downtown Currency

North Market, Downtown has several forms of currency that vendors are required to accept. Once accepted, the vendor is able to submit currency to North Market, Downtown for a reimbursement check that will be ready the following week or mailed. Management can provide photos of different currency and additional details prior to the start of the event if requested.

All vendors are required to accept all paper North Market, Downtown gift certificates, market vouchers and North Market, Downtown event vouchers.

- Treat as cash, provide change if applicable.
- Write vendor name and date on currency, place in envelope with name.
- North Market will deduct a 2.5% processing fee from the face value of each when processing reimbursements.

All farms and vendors selling eligible products are required to accept paper Ohio Direction Card Scripps (EBT), Produce Perks, WIC Farmers' Market Coupons and Senior Farmers' Market Nutrition Program vouchers.

- Treat EBT scripps as cash, provide change if applicable.
- Write vendor name and date on currency, place in envelope with name.
- Do not write on WIC coupons.
- North Market, Downtown is now able to register to accept Senior Farmers' Market Nutrition Program vouchers directly and reimburse eligible vendors.

Prior to leaving North Market, Downtown each week, confirm vendor name is listed on collected currency and turn in to management. Seasonal vendors may receive an envelope to keep all currency that staff will return each week. Vendors will receive a check in person the following week or by mail if not scheduled to return.

# Professional Conduct

All vendors are required to treat fellow growers, makers, guests and North Market staff & board with respect and dignity at all times. Vendors must operate their business in a fair and honest way, in order to protect the integrity of the community of growers and makers. A vendor's actions affect the reputation and character of North Market and its events.

It is the vendor's responsibility to inform all present and future employees of the policies & procedures outlined in the North Market vendor rules & regulations. Each vendor is responsible for their own, and their employees' compliance with the vendor rules & regulations. Violation of any North Market vendor rules & regulations constitutes forfeiture of the right to participate in North Market events and may lead to expulsion.

North Market will follow this procedure in the event of a violation:

- First violations will result in a verbal warning to the person or vendor.
- Second violations will result in a written warning to the person or vendor.
- Third violations will result in the expulsion of the person or vendor from North Market events.

Should a vendor feel obligated to bring forth evidence of another vendor's violation of any part of the vendor rules & regulations, they are to copy & paste the following bullet points with their added answers and submit them in writing via email to the Director of Programming & Events:

- The vendor in question:
- The rule outlined in this document (copy & paste directly) that is questioned to be in violation by the vendor:
- The reason you believe this rule is in violation (it is important to stick to facts and leave emotional responses out - keep it short, sweet and to the point):
- The date you witnessed a violation, if applicable:

The Director of Programming & Events will confirm the violation email has been received. At that point, North Market will have 2 calendar weeks to conduct an investigation and provide a response to the vendor submitting the violation. North Market is not required to let the vendor submitting a violation know the specific actions being taken or not taken with regards to the outcome of an investigation. North Market is required to let the vendor submitting the violation know whether the investigation found the vendor to be in violation of a rule or not.

North Market is not required to inform a vendor questioned to be in violation of a rule, know the details of the submission of a potential violation against the vendor.



# Resources

North Market events are directed by the North Market Director of Programming & Events, Jillian Woltz, [jillian@northmarket.com](mailto:jillian@northmarket.com). Vendors are to communicate all questions, comments and concerns related to North Market directly with Jillian via email.

- **Columbus Health Department:** Food Safety 614-645-8191; 240 Parsons Ave, Columbus, OH 43215.
- **Cottage Foods:** <http://codes.ohio.gov/oac/901%3A3-20>
- **Division of Weights & Measures:** 614-525-7380; 240 Greenlawn Avenue, Columbus, OH 43223.
- **Food Safety Modernization Act information:** <http://www.fda.gov/Food/GuidanceRegulation/FSMA/>
- **Franklin County Public Health Food Safety Program:**  
<https://myfcph.org/environmental-health/food-safety/>
- **ManageMyMarket Contact & Application Info:** 503-878-8466; [info@managemymarket.com](mailto:info@managemymarket.com).  
<https://managemymarket.com/Howtoapplytoamarket.pdf>
- **Mobile Food License:** <https://myfcph.org/environmental-health/food-safety/mobile-food-license/>
- **National Organic Labeling Standards:**  
<https://www.ams.usda.gov/publications/content/labelingorganic-products>
- **North Market:** northmarket.org
  - North Market Development Authority: (614) 463-9664; 59 Spruce St, Columbus, OH 43215.
  - Ohio Public Market Authority: (614) 683-8800; 6750 Longshore St, Dublin, OH 43017.
- **OEFFA:** [www.oeffa.org](http://www.oeffa.org)
- **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)
- **Packaging and Pricing of Food and Nonfood Products Info on selling at markets:**  
[www.growingformarket.com/categories/SellingAtFarmersMarkets](http://www.growingformarket.com/categories/SellingAtFarmersMarkets)
- **Sampling at markets:** [www.ca.uky.edu/cmsspubsclass/files/extensionpubs/2012-19.pdf](http://www.ca.uky.edu/cmsspubsclass/files/extensionpubs/2012-19.pdf)
- **Senior FMNP Coupons:** <https://aging.ohio.gov/nutrition>
- **Vendor's License:** Franklin County Auditor's Office: 614-525-3260; 373 S High St, Columbus, OH 43215
- **WIC:** [www.odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx](http://www.odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx)