

# Tiffin Seneca Farmers' Market

## Sponsored by Sutton Bank

### 2023 Rules and Regulations

1. Tiffin Seneca Farmers Market, sponsored by Sutton Bank, will take place every Saturday beginning on May 20th through October 28. Markets will be held on Saturdays in Downtown Tiffin from 9:00 a.m. until 1:00 p.m. – rain or shine. Vendor set-up begins at 8:00 a.m. No one will be permitted to set-up after 9:00 a.m. for safety reasons, and no refunds will be given to a vendor who fails to set-up by 9:00 a.m.
2. All vendors must register with the Seneca County Farmers Market in Downtown Tiffin. The registration fee must be paid no later than one week prior to the market date. No refunds will be given for failure to show.
3. Vendors are expected to sell what they produce and are subject to annual visits to ensure that they are producing their own products. The majority of the vendor's sales should come from the sale of self grown or self made products. The resale of other regionally produced products is allowed but it should be communicated to the Market Manager and be clearly labeled for customer identification. 60% of the produce that is sold at the market **MUST** be grown or made by the vendor. We allow locally made baked goods, cheeses, jams, salsa, honey, soap, lotion, etc., provided that the processed foods have met all State and Local regulations.
4. The sale of live animals and flea market items is prohibited.
5. The Farmers Market will assign vendors their selling spaces. These spaces are standard normal parking spaces – 10 feet by 20 feet. Spaces are assigned per the market's discretion for vendor balance.
6. The Tiffin Seneca Farmers Market is to first be a Farmers Market, therefore a minimum of 75% of the market's vendors must be selling edible products that were regionally grown or made.
7. Tables and tents are **NOT** provided and are the responsibility of the vendor. Vendors who use tents are strongly encouraged to secure them with portable weights. Tent stakes or anchors are **NOT** permitted to be driven into the asphalt or brick right-of-way.
8. Vendor's display must not impede pedestrian traffic on the sidewalk, nor are free-standing signs permitted.
9. Vendors will set their own prices.
10. Vendors are to clean their areas, remove all produce, containers, signs and debris at the end of the day.
11. The cost of participation is \$25.00 per market per 10' X20' space; A discounted price for a full season commitment is \$360.00.
12. The cost for non-profit organizations who wish to participate is \$15 per market/per 10' X 20' space.
13. There is a limited amount of outlets available for those who need electricity. The fee is \$50 for the season or \$10 per market.
14. It is the vendor's responsibility to obtain all the licenses and permits and to pay the fees required by Local and State governing bodies. This includes the vendor's license for goods sold for which a sales tax must be collected. If you sell by weight, scales must be approved by the Seneca County Auditor. To obtain a vendor's license application visit Seneca County Auditor's Office or call 419-447-0692.
15. Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, City of Tiffin and Seneca County General Health District.
16. Vendors are expected to speak and act in a courteous and respectable way to all market attendees and Market Manager. Offensive or abusive language will not be tolerated and may warrant immediate dismissal.
17. The Seneca County Farmers Market in Downtown Tiffin and its employees, volunteers or assigns shall not be held liable for personal injury or personal property damage or loss by vendors or shoppers as a result of presence or sales.
18. The Seneca County Farmers Market in Downtown Tiffin reserves the right to refuse a registration or vendor from participating, in which case the fee will be returned.
19. If a vendor violates any of the rules or regulations, the Market reserves the right to ask them to leave the area immediately. No refunds will be made in such an event.
20. A copy of all permits, vendor license and Certificate of Liability Insurance must accompany this application.
21. All vendors are encouraged to participate in the market bank program and their market bank agreement must accompany this agreement.

## Tiffin Seneca Farmers' Market Application

Business Name \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Website/Social Media Accounts \_\_\_\_\_

**Items that you plan to sell:**

**Food:**

- \_\_\_ Vegetables
- \_\_\_ Fruits
- \_\_\_ Honey
- \_\_\_ Certified Organic
- \_\_\_ Eggs
- \_\_\_ Freezer Meals
- \_\_\_ Dairy
- \_\_\_ Mushrooms
- \_\_\_ Baked Goods

**Plants:**

- \_\_\_ Cut Flowers
- \_\_\_ Bedding Plants
- \_\_\_ Vegetable Plants
- \_\_\_ Porch Pots
- \_\_\_ Potted Herbs
- \_\_\_ Trees/Shrubs

**Other Goods:**

- \_\_\_ Dried Flowers
- \_\_\_ Baskets
- \_\_\_ Pottery
- \_\_\_ Wood Carvings
- \_\_\_ Soaps or Cosmetics
- \_\_\_ Jewelry
- Other \_\_\_\_\_

There will be a limited amount of spaces available with electricity. Will you need electricity?  Yes  No  
(\$100/season or \$10/market for electric)

Please assign us \_\_\_\_\_ spaces @ \$25.00 each for these selected dates:

- \_\_\_ May 20 \_\_\_ May 27 \_\_\_ Jun 3 \_\_\_ Jun 10 \_\_\_ Jun 17
- \_\_\_ Jun 24 \_\_\_ Jul 1 \_\_\_ Jul 8 \_\_\_ Jul 15 \_\_\_ Jul 22 \_\_\_ Jul 29 \_\_\_ Aug 5
- \_\_\_ Aug 12 \_\_\_ Aug 19 \_\_\_ Aug 26 \_\_\_ Sep 2 \_\_\_ Sep 9 \_\_\_ Sep 16
- \_\_\_ Sep 23 \_\_\_ Oct 7 \_\_\_ Oct 14 \_\_\_ Oct 21 \_\_\_ Oct 28

**Early Bird All Season Discount!**

**SAVE \$240.00 per space with your full season commitment. Complete the application and return it with your payment of \$360 per 10' X 20' space no later than April 3, 2023.**

*Vendor Get a Vendor Program*

Cut Your Market Costs Further! Earn \$25 for each paid application from new all-season vendors, or vendors who's been away for two years, based on your referral.

Referred by: \_\_\_\_\_

*A copy of all permits, vendor license and Certificate of Liability Insurance must accompany this application. If you are unsure as to whether you need any permits or a license to sell your products, please contact the Seneca County General Health District, Nicki Rumschlag, RS, 419-447-3691 Ext. 348.*

A vendor signature below attests that I have read the enclosed Rules and Regulations, understand them and abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send your completed application to:

manager@scommonground.org  
 Tiffin Seneca Farmer's Market  
 Attn: Kirsten Kemner  
 125 E. Market St  
 Tiffin OH 44883



# Tiffin Seneca Farmers Market Market Bank Program Vendor Agreement

*(Please return with your vendor application, The Market Manager will conduct Market Bank Training after you have been accepted to the Market)*

This agreement is between The Tiffin Seneca Farmers Market operated by Seneca County Common Ground (herein referred to as "ASSOCIATION") and \_\_\_\_\_, an authorized vendor (herein referred to as "VENDOR"). VENDOR is bound by this agreement to follow all regulations specific to each program, as set forth by federal and state authorities and ASSOCIATION.

VENDOR agrees to log their intake of these tokens/vouchers on their provided "Vendor Daily Sales" log and return it to the Market Bank with said tokens/vouchers at the close of each market day. Vendors may choose to be reimbursed for redemption of these tokens/vouchers either monthly or at the close of the market season (some restrictions may apply).

- Monthly (6 checks total)**
- The close of the market season (1 annual check)**

ASSOCIATION reserves the right to immediately suspend or terminate VENDOR from the program if ASSOCIATION observes, or receives evidence of, failure to abide by any of the agreements below. VENDOR may voluntarily quit participating in any/all programs at any time but must notify ASSOCIATION of such action.

I, \_\_\_\_\_ on behalf of my business, \_\_\_\_\_ agree to abide by the rules described herein as they relate to the processing all token and voucher transactions. I/we agree to follow all USDA SNAP rules, as outlined in this agreement. I/we understand that the Market Board and Manager has the right to remove vendors from the market who do not comply with these rules.

\_\_\_\_\_ Vendor Signature \_\_\_\_\_ Date

### **Mandatory For Reimbursement Purposes:**

**Please make my checks payable to:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_, **Ohio Zip code:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

FOR MANAGEMENT ONLY: Vendor has been approved for the following programs

- SNAP
- Produce Perks
- WIC FM
- SFMNP
- CREDIT
- INELIGIBLE FOR PROGRAMS

The below information is a guide to the various programs run. The market manager will train and meet with each vendor to go over product eligibility and program eligibility before the beginning of the market or at any time the vendor's product eligibility changes. This signed agreement does not automatically grant vendor eligibility to participate in these programs.



SNAP tokens are teal plastic and come in \$1.00 increments. Change should never be given on SNAP tokens, please work with your customers to get their purchase to the nearest whole dollar. SNAP tokens may only be used for EBT eligible foods that are outlined on the back of this page.



Produce Perks tokens are green aluminum and come in \$1.00 increments. Change should never be given on Produce Perks tokens, please work with your customers to get their purchase to the nearest whole dollar. Produce Perks tokens may only be used for fresh fruits, vegetables, herbs and plants that produce food.



Credit/debit tokens are in \$5.00 increments. Cash change may be given for credit/debit tokens. Credit/debit tokens can be used to buy anything that is sold at market. Customers are charged a processing fee for redeeming these tokens so that vendors will receive 100% of their credit token sales. If you currently accept credit card sales at your booth, please consider still accepting these tokens for market consistency and potential reward programs.



Women Infants Children Farmers Market Nutrition Program (WIC FMNP) vouchers are paper vouchers in \$5.00 increments. Change should never be given for these vouchers, please work with your customers to get their purchase to the nearest whole dollar. Fresh Fruits vegetables and the herbs listed on the eligibility guide are eligible for purchase with these vouchers.



Senior Farmers Market Nutrition Program (SFMNP) Vouchers are paper vouchers in \$5.00 increments. Change should never be given for these vouchers, please work with your customers to get their purchase to the nearest whole dollar. Fresh Fruits vegetables and honey are eligible for purchase with these vouchers.

What Products are Eligible?	SNAP/ EBT Tokens 	Produce Perks Tokens 	WIC Farmers Mkt. Nutrition Program 	Senior Farmers Mkt. Nutrition Program 	CREDIT Tokens Tokens Expire Dec 31 of each year 
Fresh Fruits/Vegetables	✓	✓	✓*	✓	✓
Fresh Herbs	✓	✓	✓**	✓	✓
Food-Producing Plants	✓	✓	✗	✗	✓
Maple Syrup	✓	✗	✗	✗	✓
Honey	✓	✗	✗	✓	✓
Baked Goods	✓	✗	✗	✗	✓
Jams & Jellies	✓	✗	✗	✗	✓
Meat, Dairy, & Eggs	✓	✗	✗	✗	✓
Hot, Prepared Foods	✗	✗	✗	✗	✓
Any Non-Food Items	✗	✗	✗	✗	✓



\*Limited to locally produced items only. Citrus fruits and pumpkins may NOT be purchased.  
 \*\*Limited to the following herbs: basil, chives, cilantro, coriander, dill, garlic, horseradish, lovage, marjoram, mint, oregano, parsley, rosemary, sage, and thyme