

# Exhibit E: Findlay Market Farmers Market

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## *2008 Season Rules and Regulations*

Read these rules and regulations carefully before signing below. Keep a copy for your records – these rules are part of your stall rental agreement. Please return a signed copy with your rental application. Organic producers must include a copy of their organic certification with the registration packet. Failure to observe these rules and regulations may result in charges, suspension, or termination of your Market rental agreement. If you have any questions regarding these rules, please contact the Farmers Market Manager at 513-665-4839, ext. 16.

### **Product and Sales Regulations**

1. Only Ohio, Kentucky, and Indiana farmers, growers, cottage producers, family members, partners, employees or members of cooperative farming groups may sell at the Findlay Market Farm Shed. No brokers, re-sellers, or commercial producers are permitted.
2. Products sold must be grown or produced by the principal farmer/producer (hereinafter “producer”). Only those items listed on the producer’s application may be sold. Producers must notify the Findlay Market Farmers Market (hereinafter “the Market”) in writing of any proposed changes before bringing previously unlisted items to the market.
3. In addition to agricultural, horticultural, and food items, the following non-edible products may be sold at the Market: dried flowers, dried flower arrangements, vine wreaths, gourds, garden implements, kitchen utensils, body care products, and beeswax candles. All materials must be found, grown, foraged and/or produced by the producer on his/her farm or land.
4. The Market reserves the right to inspect or spot-visit any farm or establishment, with advance notice if possible, as necessary throughout the season. Visits will be made only with a farm representative present unless otherwise permitted.
5. Produce offered for sale must be grown, harvested and cared for post-harvest to assure customers receive fresh, high-quality fruits and vegetables. Culls and produce with only a limited shelf-life remaining, which may be useful for processing (i.e. sauces), must be labeled as such. Poor quality produce may be removed by the Market Manager.
6. All produce or products labeled organic must be third party certified according to USDA standards by a recognized organic certifying agency. Certification letters must be available for inspection at your stand. Verbal or written declarations of organic status that are not documented as required will result in suspension or termination from the Market.
7. Value-added edible items (i.e., jams, jellies, sauces, baked-goods, etc.) must be produced from scratch ingredients by producers on their farms or in a licensed facility according to state and federal regulations.
8. All packaged items (wrapped, bottled, or canned) must be labeled with the producer’s name,

address, complete list of ingredients, and net weight.

9. Products not specifically listed in these rules must be approved by the Market management.
10. All farmers selling at Findlay Market are required to accept as payment, Findlay Market Food and Nutrition Program (FNP) coupons, vouchers, tokens or scrip. We will reimburse farmers for all FNP currencies they accepted at their stands. Failure to accept Findlay Market vouchers, coupons, WIC Coupons or food stamp tokens or scrip will result in expulsion from the market.

### **Fees and Space Assignments**

1. In the 2008 season, the market will be divided into four seasons: Early (April/May/June), Peak (July, Aug. Sept.), Late (Oct./Nov./Dec.) and Winter (Jan. Feb. Mar.)
2. This year we are going to expand the farmers market. Greenhouse growers will be given space in the west market house produce and floral aisle and on the Elm Street Esplanade.
3. Larger farms, requiring more than one space in the farmers market shed, will be given larger spaces along northwest Elder St.
4. Smaller farms, crafters, bakers and other cottage producers will be located in the farmers market shed. Space in the farm shed will be limited to one stall per producer, year round.
5. All outdoor spaces and sheltered spaces will be priced based on linear footage. Please review the enclosed fee schedule for details.
6. Priority for space considerations will be made to those who are committed to participating in our market on both Saturday and Sunday.
7. Vendors who participate in both Saturday and Sunday markets will receive a rebate at the end of each season. Vendors who sign up for but do not participate in both days, forfeit the rebate and lose their priority location for the next season.

### **Priorities for Farmers Market Space**

Applicants for space in the farmers market will be considered in the following order of priority:

1. Farmers, growers, and horticultural producers of food products and fresh flowers.
2. Crafters and cottage producers whose products are comprised **completely or predominantly of ingredients and materials grown on or gathered from their farms.**
3. Crafters and cottage producers whose products contain some ingredients or materials grown on or gathered from their farms.

Eligible applicants for space in the Farmers Market will be assigned stalls using the following criteria, listed in order of **descending** importance:

1. Sunday Participation.
2. Attendance during the previous season – the number of days attended, the number of hours operated on those days and the consistency with which the applicant was set up and ready for business on time.
3. Abundance, quality, and variety of product offered for sale.
4. Seniority – number of prior years in the market.

## **Rules of Operation**

1. The Market Manager and his or her designees are responsible each Market day for space assignments, public safety, and interpretation and enforcement of the Market's rules.
2. The Farmers Market opens for business at 8:00 a.m. on Saturday mornings. Greenhouse growers and farmers along North Elder Street will be assigned a staged arrival time to alleviate street congestion. Producers in the farmers market shed should arrive by 7:00 a.m. and must be set up and ready to sell by 8:00 a.m. Assigned spaces will **not** be held after the Farmers Market opens.
3. The Farmers Market opens for business on Sundays at 11:00 a.m. You should arrive by 10:00 a.m. and must be set up and ready to sell by 11:00 a.m. Assigned spaces will **not** be held after the market opens.
4. Once your vehicle is parked in place, the motor must be turned off and kept off. Use a quiet generator if refrigeration is necessary and your stall is not provided with electric service.
5. Prior to commencing sales, **market prices for all items must be visibly posted**. A sign identifying the **name and location of the farm must be properly displayed**. Each producer must display his or her stall rental agreement.
6. Operate your stand in a safe and sanitary manner. You must arrange your table to create an attractive display. Keep sales area clear of debris and **keep edible products off the ground**.
7. Vendors must be courteous and honest at all times. Disagreements with other growers, managers, and customers must be handled in a respectful manner. Failure to adhere to these principles may result in suspension or termination of the vendor's privilege to sell at the market.
8. You must pay in advance for Farmers Market space. Your reservation is not effective until payment is received. You must pay by check or money order only, payable to: Corporation for Findlay Market. Returned checks may result in additional charges and/or the reduction, suspension, or revocation of your market space.
9. You are individually responsible for conforming to all city, state and federal laws including the securing of any licenses required in connection with the operation of your market space. Vendors selling non-consumable items are subject to sales tax. Products in violation of

Findlay Market Farmers Market rules, or city, state or federal law, may be removed by the Market Manager.

10. You are required to provide copies of all certifications you possess (e.g. Certified Organic) for our records.
11. You must provide product liability insurance in the amount of \$1million and the Corporation for Findlay Market must be named as the “Additionally Insured”. There will be no exceptions to this policy.
12. Scales must be inspected and sealed by the Ohio Department of Consumer Affairs and approved by the Hamilton County Office of Weights and Measures. Unsealed or unregistered scales may be subject to confiscation by the County inspector.
13. Smoking is not permitted in the farm shed, the esplanades, the roll-up doors or the entryways to the market.
14. Clean your sales area and take home all refuse at the end of your sales day. If you are selling readily consumable items, you must provide an approved waste receptacle for used wrappers, napkins, etc. Failure to clean your site will result in a \$50.00 fine payable to the Market within one week of being cited. **Failure to pay the fine may result in expulsion from the Market.**
15. Producers may supplement produce from their farm by no more than 25% with produce from neighboring farms within a 25-mile radius of the producer’s farm. Producers are prohibited from purchasing products from a wholesaler for resale in the Farmers Market.
16. **Stall assignments and rental agreements for the Findlay Market Farmers Market are not transferable. Stall assignments are subject to change at the discretion of the Market Manger or his/her designees.**

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I have read and understand these Rules and Regulations and I agree to abide by them.

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Producer’s signature

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date