



MENTOR FARMERS MARKET

Thank you for your interest in the 2023 Mentor Farmers Market, where you are able to sell your locally grown and handmade products directly to customers in an open-air market! The Mentor Farmers Market has become a highly successful market with continued growth each year, boasting 24,000 shoppers in the 2022 season! Please read the 2023 application carefully prior to submitting.

LOCATION:

- Eleanor B. Garfield Park, 7967 Mentor Avenue, Mentor, Ohio 44060

HOURS OF OPERATION:

- Fridays 2-6 p.m., June 16-September 15, 2023. The market meets RAIN OR SHINE (no refunds for rain).

FEES:

- Full payment must be received with application. Payment will not be accepted on market grounds.
- All fees are non-refundable.

APPLICATION DEADLINES >>>>	IF APPLICATION RECEIVED <u>BY</u> May 1, 2023	IF APPLICATION <u>AFTER</u> MAY 1, 2023
Per Week	\$15	\$18
Half Season (7 weeks)	\$105	\$126
Full Season (14 weeks)	\$210	\$252
Fantastic Fridays Only (3 weeks)	\$45	\$54

HOW TO APPLY:

- Complete the requested vendor information on the 2023 application.
- List all items that will be for sale in the 2023 season. New items not listed on application need market manager's approval prior to selling.
- Vendors must include four to five product and booth display photos with their application.
- **Applications and photos can be emailed to: *Wildwood@cityofmentor.com* or mailed to: *City of Mentor, Attention: Mentor Farmers Market, 8500 Civic Center Blvd., Mentor, Ohio 44060***
- If application is accepted, credit card payment is accepted over the phone (440) 974-5735, check and cash are also accepted.

MARKET RULES AND GUIDELINES

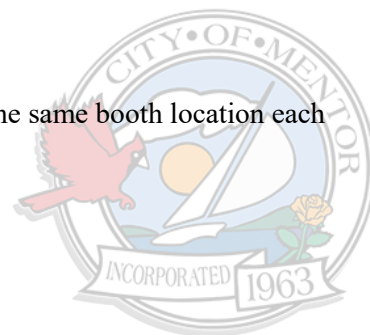
SUBMITTING THIS APPLICATION DOES NOT ENSURE A SPACE AT THE MARKET. YOU WILL BE CONTACTED IF YOUR APPLICATION IS ACCEPTED.

FANTASTIC FRIDAYS:

- Artists and craft vendors are able to attend the following weeks: **June 16, July 28, and August 25.**
- All items for sale must be handmade by the vendor selling them.

BOOTHS:

- Vendors who attend the entire season (14 weeks) receive a permanent booth spot.
- Half season (7 weeks) and Fantastic Friday (3 weeks) vendors are not guaranteed the same booth location each week attending.
- Each booth space is 14'x14' on a grass surface.
- 10' x10' canopy tent is required.
- Vendors supply table and chairs.
- Many booths are located in the sun.
- The sale of products are limited to booth space only.



SET UP/BREAK DOWN:

- **Market takes place RAIN OR SHINE.**
- **Electricity is not available on market grounds.**
- Upon arrival, all vendors are to check in with the Farmers Market representative at 'check in' sign to receive booth number and set-up location.
- Weekly set up hours begin at 12:00 p.m. and end at 1:30 p.m..
- FANTASTIC FRIDAY set up hours begin at 11 a.m. and end at 1:30 p.m.
- **Parking is available for ONE CAR behind the vendor space. ALL OTHER CARS MUST BE PARKED IN THE LOWER LOT—NO EXCEPTIONS. Vendors who do not abide will be given one warning. If there is a second offence, the vendor will forfeit their booth space for the remaining weeks of the 2023 season and their attendance for the 2024 season.**
- **CARS MUST BE REMOVED FROM THE SHOPPING ISLE NO LATER THAN 1:30 P.M.**
- Anyone arriving after 1:30 p.m. will be turned away and will result in forfeiting booth space for the remainder of the season.
- **Tent, table, and booth display MUST REMAIN UP UNTIL 6 P.M.** If you break down and/or leave early, you will forfeit your booth space for the remainder of the 2023 season and will be unable to attend the 2024 season.
- Vendors must respect the City of Mentor's property and leave a clean booth space after packing up goods.

STATE AND LOCAL VENDOR GUIDELINES:

- **COTTAGE FOOD PRODUCTION:** All baked and homemade foods for sale must be labeled according to the **Ohio Department of Agriculture** requirements. For further information, go to: <https://agri.ohio.gov/divisions/food-safety/resources/home-bakery/>
- **COTTAGE FOOD LAW:** For the list what food are allowed and not allowed to be sold at the market go to: <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food/>
- This is a traditional farmers market—all products **MUST BE** homegrown and handmade by the vendor selling them.
- **VENDORS ARE ONLY PERMITTED TO SELL ITEMS LISTED ON THE APPLICATION, PLEASE BE SPECIFIC. NEW ITEMS NOT LISTED ON APPLICATION NEED THE MARKET MANAGER'S APPROVAL PRIOR TO SALE.**
- The **Lake County General Health District** will be onsite throughout the season.
- On site food preparation requires a mobile license. For more information, go to: <https://www.lcghd.org/#>
- Vendors may not smoke within the market grounds.
- Alcoholic beverages or hazardous substances are not allowed on the market grounds.
- Abusive language, hazardous or offensive behavior will not be tolerated. The market staff has the right to remove the vendor(s) from the market grounds, resulting in forfeiting their booth space for the remainder of the 2023 season and will be unable to attend the 2024 season.

ADVERTISING:

- Vendors must include four to five product and booth display photos with their application.
- Photos taken at the market and/or sent by vendors electronically to Wildwood@cityofmentor.com will be used in online advertising.
- The Mentor Farmers Market Facebook page posts a variety of photos and information throughout the season. Please tag the market if you are promoting your business using Facebook. <https://www.facebook.com/mentorohiofarmersmarket/>
- Vendors will receive weekly informational emails.
- If you are unable to attend a market week, you must notify the market manager 24 hours in advance at (440) 974-5735.
- One unexcused absence from the market will result in forfeiting the remaining weeks of the current season and the 2024 season.





2023 APPLICATION

Business Name: _____

Business Owner Name: _____

Phone Number: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Media Page(s): _____

Business Website: _____

List the items you will be selling at the Mentor Farmers Market, be specific. (*You are only permitted to sell items listed on this application. New items not listed on application need Market Manager approval prior to selling.*)

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WEEKS ATTENDING (*circle dates*):

June 16 Fantastic Friday!	July 7	August 4	September 1
June 23	July 14	August 11	September 8
June 30	July 21	August 18	September 15
	July 28 Fantastic Friday!	August 25 Fantastic Friday!	

I have read and agree to comply with the rules as listed on this contract, the noncompliance may result in expulsion. I further state that all information provided to the Mentor Farmers Market is true, complete and correct. I agree to indemnify and hold without reprisal the City of Mentor for any damage, loss or injury caused by any other person, fire, theft, water or accident. The City of Mentor has the right to demand the release of any space for failure to comply with the rules and the reallocation of space, and to reject any application. This agreement is entered into in accordance with the laws of the State of Ohio.

Business Name (Printed): _____

Authorized Signature _____ Date _____

