



2024 MENTOR FARMERS MARKET

Thank you for your interest in the 2024 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 highly successful with continued growth each year, hosting 25,000 shoppers in the 2023 season! Please read the 2024 guidelines and application carefully prior to submitting application.

LOCATION:

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

HOURS OF OPERATION:

- Fridays 2-6 p.m., June 14-September 13, 2024.
- **NEW THIS YEAR! Fantastic Fridays June 14th, July 26th, and August 30th 2:00pm– 7:30pm.**
- The market meets RAIN OR SHINE (no refunds for rain).

FEES

All fees are non-refundable

*** MULTI-WEEK BUNDLE OPTIONS ***	
Application Deadlines >>>>	IF APPLICATION RECEIVED BY MAY 20, 2024
Full Season (14 weeks)	\$210

PER WEEK:

\$18 PER WEEK FOOD VENDORS: Individuals who sell fresh produce, plants, and other specialty items produced on local farm:

- A. Commitment to full season before May 20, 2024- receives discount
- B. If application is submitted after May 20, 2024-Each week registered is subject to an additional \$2 per week late fee

\$25 PER WEEK ARTISANS/CRAFTERS: Individuals who sell handmade products and crafts made directly made by the artisan

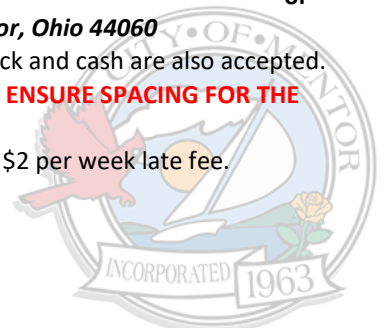
- A. Only can attend Fantastic Fridays: June 14th, July 26th, & August 30th
- B. If application is submitted after May 20, 2024-Each week registered is subject to an additional \$2 per week late fee

HOW TO APPLY

- Vendors can only apply for the following week groupings:
 - A. Full Season (must commit to all 14 weeks of market)
 - B. Fantastic Fridays (If you are an artist vendor you are allowed to attend Fantastic Fridays)
 - C. Individual non-consecutive week(s) (Less that 14 weeks)
- Submitting this application does not ensure a space at the Market. You will be contacted if your application is accepted. We only allow a select number of each products and/or goods sold at our market.
- To be considered for the 2024 Market season, vendors must send a completed application. Application not fully filled out will not be considered.
- List all items that will be for sale in the 2024 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 COMPLETED 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.
- **PAYMENT FOR 2024 SEASON MUST BE MADE WITHIN 7 BUSINESS DAYS OF ACCEPTANCE TO ENSURE SPACING FOR THE SEASON.**
- If application is submitted after May 20, 2024- Each week registered is subject to an additional \$2 per week late fee.

FANTASTIC FRIDAYS:

- June 14th, July 26th, and August 30th
- **NEW THIS YEAR! Fantastic Friday MARKET HOURS 2:00pm to 7:30pm.**
- All items for sale must be handmade by the vendor selling them.





2024 MENTOR FARMERS MARKET

MARKET RULES AND GUIDELINES

BOOTHS/ SPACING:

- **You must pay in advance for vendor space.** Late payments and returned checks may result in your ability to attend the market for the remainder of the 2024 year and the 2025 Market Season.
- Vendors who attend the entire season (14 weeks) receive a permanent booth spot. For additional booth space, vendors must pay for booth space in advance.
- Non-consecutive weekly vendors 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.
- A 10' x10' canopy tent is required.
- Vendors supply tables and chairs.
- Many booths are located in the sun.
- The sale of products is limited to booth space only.

SET UP/BREAK DOWN/ATTENDANCE:

- Market takes place RAIN OR SHINE.
- Electricity is not available on market grounds.
- Upon arrival, all vendors have 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 1:30p.m
- FANTASTIC FRIDAY set up hours begin at 11 a.m. and end at 1:30 p.m.
- **NEW THIS YEAR!! Fantastic Fridays HOURS are 2pm– 7:30pm Vendors must remain set up until 7:30p.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 offense, the vendor will forfeit their booth space for the remainder of the 2024 season and will be unable to attend the 2025 season.
- Cars must be removed from the shopping aisle by 1:30pm
- 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 at the end of market. If you break down and/or leave early, you will forfeit your booth space for the remainder of the 2024 season and will be unable to attend the 2025 season.
- Vendors must respect the City of Mentor's property and leave a clean booth space after packing up goods.
- 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 2024 season, and they will be unable to attend the 2024 season.
- **If you are unable to attend a market week, you must notify the market manager by 5pm the day before the market. (440) 974-5735.**

- All vendors are granted one excused absence. Excused absence means contacting Farmers Market staff no later than 5pm the day before market by phone or email.
- **Day of absences will result in the forfeit of booth space for the remainder of 2024.**

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.

IN ADDITION:

- 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 the application need the Market Manager's approval prior to sale.
- **The Lake County General Health District will be onsite throughout the season.**
- Vendors should honor and promote an atmosphere of mutual support at the markets, dealing respectfully with other vendors at all times (including in advertisements, social media and other public forums) in order to maintain a pleasant experience for market customers. Market Staff shall have the authority to require the immediate cessation of any behavior not satisfying the standards of this paragraph. Failure to comply with this paragraph shall result in sanctions at the discretion of the City of Mentor's Farmers Market including, without limitation, temporary or permanent suspension of permission to sell at the markets.
- Food Trucks will be on the ground weekly! That will accommodate food for purchase needs.



(Market Rules and Guidelines Cont'd:)

• **SALES REGULATIONS:**

1. Only regional farmers, family members, partners, employees or members of a cooperative farming group may sell at the Mentor Farmers Market (referred to as "Market"). No brokers or resellers are permitted.
2. Produce/products sold must be grown/produced by the principal farmer/producer (referred to as "Farmer" or "Producer"). Only those items listed on the Farmer's Application may be sold. The Farmer must notify the Market in writing of any proposed changes before bringing previously unlisted items to the Market. In the case of families and co-ops, and with prior approval from the Manager, produce may be supplemented with produce from neighboring farms (within a 50-mile radius of your farm) by no more than 25%. Farmers are prohibited from purchasing produce from an auction or at wholesale for resale at the Market.
3. The Market reserves the right to inspect and to spot visit any farm or establishment throughout the season. If possible, advance notice will be given. Unless otherwise permitted, visits will be made only with a farm representative present.
4. Produce offered for sale must be grown, harvested and cared for post-harvest to assure customers receive fresh, high-quality products. Over-produce useful for processing (i.e. sauce) must be labeled as such. Deteriorated produce may be removed by the Manager.
5. For all products labeled as certified organic, a current certificate (copy) from a NOP (National Organic Program) Accredited Certifying Agency must be submitted with your application. If your certificate is updated during the season, a copy must be sent to the office. A copy of your certificate must be displayed in your area when you are at market. Verbal or written declarations of organic status or organically grown without the organic certificate on file and on hand, will result in suspension or termination from the market. (This is also subject for fines up to \$11,000 per incident by the USDA). Only those items listed on the certificate may be represented as organic at the market, items for sale that are not on the certificate will need to be separated and labeled as non organic at market. Any other third party verifications must be submitted with your application and be displayed on site (Animal Welfare Approved, Non GMO verified, Certified Humane, USDA Grassfed (for beef and lamb)).
6. The following edible items may be sold and unless otherwise specified, these items must be produced by Producers on their farms or in their facilities according to state and federal requirements.
 - A. Cider and Fruit Juice:** may be sold only by growers of these fruits. Juice may be pressed off-farm, but Producers must provide the name and address of the mill. The mill must supply a label listing all ingredient and allow access for inspection.
 - B. Dried Fruit:** must be from only fruit grown and dried by the Producer. Preservatives must be indicated on label.
 - C. Nuts:** must be foraged by the Producer from his/her own farm.
 - D. Honey:** Producer must own the hives from which honey is extracted and bottled. Processed honey products may be sold only by honey Producers and are subject to Market approval.

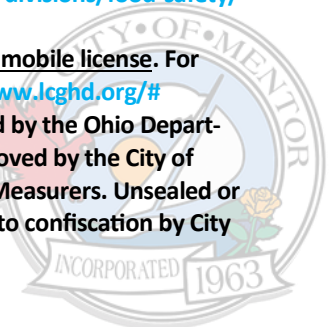
E. Jams and Preserves: must be prepared from fresh produce grown by the Producer in compliance with state law. Contact the Ohio Department of Agriculture for information. **F. Meat Products:** must be from animals raised from weaning by the Producer. Animals may be butchered and smoked off-farm provided the meat sold is from the Producer's own animals. **G. Cheese and Other Dairy Products:** must be made by the Producer. Producer must have a dairy herd providing at least 60% of the milk used to make the dairy products. With prior approval from the Manager, up to 40% of the milk used to make the products may be purchased from neighboring farms (within a 40-mile radius of your farm). Producer may not purchase milk produced by another species of animal other than his/her herd. **H. Eggs and Poultry:** must be from the Producer's own fowl (preferably free-range), be kept below 45 degrees °F and be properly labeled. **I. Grain Products:** pancake mix, granola, pasta and other products must be made from grain grown by the Producer. Grain products may be processed off farm provided only the Producer's grain is used in the manufacture of these products. **J. Maple Syrup:** must be from the Producer's own or a rented tree or sugar bush, and the final product must be processed by the Producer. Fresh regional fruit may be added to maple syrup for flavoring. **K. Baked Goods:** these include breads, cakes, pies and cookies and must be baked by the Producer in a certified kitchen. Baked goods must be kept covered at the Market.

7. All packaged items (wrapped, bottled, or canned) must be labeled with Producer's name, address, list of ingredients, and weight.

8. The Following Non-Edible Items May Be Sold at the Market: flowers, plants, dried flowers, dried flower arrangements, vine wreaths, gourds and beeswax candles. All materials must be found, grown, foraged and/or produced by the Producer on his/her farmland.

9. Other items: products not specifically listed in these rules must be approved in advance of sale by the Manager. For additional information on requirements, contact the Ohio Department of Agriculture, Division of Food, Dairy and Drug, 8995 East Main Street, Columbus, OH 43609

- **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/>
- **On site food preparation requires a mobile license.** For more information, go to: <https://www.lcghd.org/#>
- **Scales** must be accepted and sealed by the Ohio Department of Consumer Affairs and approved by the City of Cleveland Division of Weights and Measurers. Unsealed or unregistered scales may be subject to confiscation by City inspectors.





2024 MENTOR FARMERS MARKET

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*

PER WEEK FEES

All fees are non-refundable

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IF APPLICATION RECEIVED BY MAY 20, 2024

Full Season (14 weeks)

\$210

WEEKS ATTENDING

(Please circle dates):

June 14 Fantastic Friday!

June 21

June 28

July 5

July 12

July 19

July 26 Fantastic Friday!

August 2

August 9

August 16

August 23

August 30 Fantastic Friday!

September 6

September 13

Vendor payment can be made by submitting credit card information on application below. Payments won't be processed until vendor has been notified of their acceptance. Payments can be sent in check or money order form to: City of Mentor—Mentor Farmers Market.- 8500 Civic Center Blvd., Mentor, Ohio 44060 or by calling in credit card information to 440-974-5735. **All checks must be made payable to: City of Mentor.** To ensure spacing for 2024 season vendors must submit payment if not accompanied with application, within 7 business days. If not received within that time frame vendor space will no longer be guaranteed.

Credit Card #: _____ Expiration date (MM/YY): ____/____ CVC Code: _____ TOTAL \$ _____

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 _____

