



2025 VENDOR INFORMATION & APPLICATION FORM

Established in 2003 as the Old Village Market, the Mentor Farmers Market has consistently grown over the years and hosted over 26,000 shoppers in 2024. Shoppers can enjoy an afternoon under century-old shade trees at Eleanor B. Garfield Park while supporting local farmers and artisans.

The City of Mentor is now accepting vendor applications for the 2025 season which will be held Fridays, 2:00 PM to 6:00 PM, June 13 through September 12, 2025.

Food vendors offering fresh produce, plants, and other locally produced specialty food items can participate for \$20.00 per week or \$240.00 for the full 15-week season – a 25% savings! Artisans and crafters offering their own handmade products can participate on select dates throughout the season, including the Early Bird Market, Fantastic Fridays, and the Harvest Market, for \$25.00 per week.

TERMS & CONDITIONS

ITEMS FOR SALE

In order to provide a variety of items for our shoppers, as well as to protect the investment of our participating vendors, vendors are only permitted to sell items which have been listed on the application form. Any new or additional items must be approved by the Mentor Farmers Market.

VENDOR SPACE

- Vendors are assigned a 16' x 14' space on a grass surface. No electric on site.
- Permanent locations assigned to full-season participants.
- Product sales limited to assigned space. No overflow.
- Vendors must supply their own canopy pop-up tent.
- Vendors supply their own tables & chairs.

SET UP / TEAR DOWN

- All vendors must check-in upon arrival to confirm attendance & booth location.
- Setup window is 12 PM – 1:30 PM. Fantastic Fridays 11 AM – 1:30 PM. Late arrivals will be turned away.
- Parking is available for one vehicle behind vendor space. Additional vehicles must be parked in the lower lot.
- All vehicles must be removed from the shopping promenade by 1:30 PM.
- Vendor space/display must remain up until 6 PM.

ATTENDANCE / CODE OF CONDUCT

The goal of the Mentor Farmers Market is to provide a pleasant and consistent shopping experience for our shoppers. Participants are encouraged to promote an atmosphere of mutual support and cooperation.

- Vendors are advised that the Lake County General Health District will be onsite throughout the season to ensure food safety.
- The use of smoking products, alcoholic beverages, or hazardous or offensive behavior onsite may result in forfeiture of space for the remainder of the 2025 season.
- Vendors unable to attend a scheduled market Friday are required to notify the market manager by 5:00 PM Thursday at (440) 974-5735.
- Late arrival, early departure, or absence can result in forfeiture of booth space for the remainder of the 2025, and possibly, the 2026 season.

ADVERTISING

The Mentor Farmers Market is actively promoted throughout the season through a variety of channels including our social media pages. Our success is tied to your success. Vendors are asked to submit 4-5 product & booth display photos with their application.

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 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 ensure 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 to 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° 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 of what foods are allowed and not allowed to be sold at the market go to: <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food/>

ONSITE FOOD PREPARATION

Onsite food preparation requires a mobile license. For more information, go to: <https://www.lcghd.org/>



2025 APPLICATION FORM

Applications and payment for the 2025 season are due May 1, 2025. Applications received after May 1st will be assessed an additional \$5.00 per week. Mentor Farmers Market is held rain or shine. All fees are non-refundable.

BUSINESS: _____ OWNER/CONTACT: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE: _____ EMAIL: _____

WEBSITE: _____ SOCIAL MEDIA PAGE(S): _____

Application received by May 1st:

I AM A: FOOD VENDOR – \$240 FULL SEASON FOOD VENDOR - \$20 WEEKLY ARTS/CRAFTS VENDOR - \$25 WEEKLY

Application received after May 1st:

I AM A: FOOD VENDOR - \$25 WEEKLY ARTS/CRAFTS VENDOR - \$30 WEEKLY

ITEMS AVAILABLE FOR SALE

Vendors must list all items for sale during 2025 season, please be specific. Vendors are permitted to only sell items listed on this application. Additional items require approval from the Mentor Farmers Market prior to sale.

WEEKS ATTENDING

Please check the boxes of the weeks you wish to attend.

- | | | |
|--|---|---|
| <input type="checkbox"/> FULL SEASON | <input type="checkbox"/> July 11 | <input type="checkbox"/> August 22 |
| <input type="checkbox"/> May 16 - Early Bird Market | <input type="checkbox"/> July 18 | <input type="checkbox"/> August 29 – Fantastic Friday |
| <input type="checkbox"/> June 13 | <input type="checkbox"/> July 25 - Fantastic Friday | <input type="checkbox"/> September 5 |
| <input type="checkbox"/> June 20 | <input type="checkbox"/> August 1 | <input type="checkbox"/> September 12 |
| <input type="checkbox"/> June 27 - Fantastic Friday | <input type="checkbox"/> August 8 | <input type="checkbox"/> October 3 – Harvest Market |
| <input checked="" type="checkbox"/> July 4 – No Market | <input type="checkbox"/> August 15 | |

TOTAL FEES: _____

PREFERRED METHOD OF PAYMENT: CHECK MONEY ORDER CREDIT CARD

Payment will not be processed until vendor has been notified of acceptance. Payment must be received by mail or phone within 7 days to ensure space reservation. Completed forms can be emailed to wildwood@cityofmentor.com or mailed to City of Mentor, Attn: Mentor Farmers Market, 8500 Civic Center Boulevard, Mentor, OH 44060. Payments made by check or money order to be made payable to CITY OF MENTOR. Payments made by credit card may be done by using the fields below or by calling Wildwood Cultural Center at 440-974-5735 during regular business hours. The city of Mentor reserves to decline application for any reason.

CREDIT CARD #: _____ EXP. MM/YY: _____ CVC: _____

I have read and understand the conditions outlined in this agreement and agree that noncompliance may result in the expulsion of my business from the Mentor Farmers Market. I affirm 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. This agreement is entered into in accordance with the laws of the State of Ohio.

NAME: _____ DATE: _____

SIGNATURE: _____

For additional information or questions, contact the Wildwood Cultural Center at wildwood@cityofmentor.com or 440-974-5735 during regular business hours.