



Olde Town Grove City Farmers' Market 2021 Farm or Business & Product Information

Name(s) of Farmer/Grower & Producers: _____ Name(s) of people who sell at market: _____

Farm/Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____ Business Phone: _____ Cell Phone _____

Fax: _____ E-mail: _____

Vehicle Type (van, pickup): _____ Length: _____

Farm Acreage: Total _____ Cultivated _____ Owned _____ Leased _____

Type of Farm Products: (Please check all that apply.)

- | | | | |
|--|------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Fruits | <input type="checkbox"/> Plants | <input type="checkbox"/> Meat (specify) _____ |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Flowers | <input type="checkbox"/> Eggs/Poultry | |
| <input type="checkbox"/> Honey | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Baked Goods | |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Service | <input type="checkbox"/> Art | |

Agricultural practices:

Certified organic _____ Certified by _____ # Years _____

If no, in process? _____

Accept: SNAP _____ WIC FM Nutrition Program Vouchers _____ Senior FM Nutrition Program Vouchers _____

Licenses/Permits:

Attach copy of licenses/permits, lease agreements or other contractual agreements pertinent to products you want to sell at the market.

I have attached my check for the \$50.00 market season fee made to: **Olde Town**

Grove City Memo: Farmers' Market Fee. This fee helps to cover the cost of insurance and marketing

I need electricity. My check is for an additional \$15.00 for the season.

I have limited goods and wish to pay a weekly \$5.00 attendance fee.

I will notify the Olde Town Farmers Market at least one week before each market.

I have attached a copy of my Organic Certification or other required certifications

I have attached a proof of insurance

I have attached a copy of my sales tax identification number and my sales tax card

I have attached my completed/signed OTGC 2021 Farmers Market agreement

Return completed application, check and documents to: **Market at the Park, 514 Jackson Center Polk Rd. Jackson Center, PA 16133**

Olde Town Grove City Farmers' Market
2021 Market Agreement
June 17th through Last Thursday October
Thursdays, 3:00 to 6:00 pm

1. Agreement to abide by Olde Town Grove City Farmers' Market (OTGCFM) rules and procedures:

This agreement made on the _____ day of _____, 2021 between the undersigned Farmer/Grower and/or Producer and OTGCFM for the 2021 markets in Grove City, PA 16127. This agreement is for the 2021 market season and in no way implies acceptance to any future OTGCFM. By signing this agreement, the Farmer/Grower and/or Producer also agrees to have read and be bound by the OTGCFM rules and procedures.

2. Insurance (Your \$50 fee will automatically pay for general liability insurance.)

I agree to furnish OTGCFM with a certificate of insurance in force evidencing general liability and property damage, including products coverage if required by regulations, in an amount of not less than \$500,000. The policy shall name OTGCFM and other entities, if determined to be necessary, as added insured's, and shall also maintain all other coverage as required by law. THIS MUST ACCOMPANY YOUR APPLICATION AND SIGNED AGREEMENT PRIOR TO PARTICIPATING IN THE MARKET.

3. Admission, Suspension, and Termination

I acknowledge that admission to the OTGCFM and market space assignments are made at the discretion of the market management. Admission to the OTGCFM does not constitute a guarantee to sell in the market during the market season. This agreement is a revocable license, and any misconduct or violation of this agreement may result in suspension or termination from OTGCFM at the discretion of the market management.

4. Conflict Resolution

The public and beneficial purposes of the OTGCFM include the effort to support regional farmers, growers, and producers. OTGCFM does not have the resources to pursue costly litigation. Therefore, I agree that as a condition of my OTGCFM participation, I will attempt in good faith to resolve any disputes through the administrative process as outlined in the Rules and Procedures at Market before resorting to litigation. Furthermore, I will limit any claim I may have against OTGCFM resulting from a suspension or termination from OTGCFM to market fees charged during my absence. If I am unsuccessful in my litigation, I agree to pay all costs deriving from that litigation including attorneys' fees.

5. Indemnification

I acknowledge full responsibility for all activities conducted throughout the term of the market season and **agree to indemnify and hold harmless OTGCFM and Grove City, PA against any and all liability, loss, damage expense, suits, claims, penalties, or judgment arising in connection with the undersigned's operation at the market.** I shall at my own cost and expense, defend any and all claims which may be brought against OTGCFM.

I have read and understand the OTGCFM Agreement and the Rules and Procedures, and agree to abide by them. Any false statements I have made on the application will void this contract and be grounds for dismissal. I certify that the information I have provided to OTGCFM on my application is accurate and complete and that any additional information I may need to submit to verify claims in my application will also be accurate and complete.

Farm or Business Name: _____

Authorized Signature _____ Date _____
Farmer/Grower and/or Producer

Authorized Signature _____ Date _____
OTGCFM Representative

OLDE TOWN GROVE CITY FARMERS' MARKET

Rules & Procedures and Product Guidelines

Market Season 2021

June 17 to October 28
Thursdays, 3:00 to 6:00 pm

I. Rules and Procedures

A. Farmer/Grower and Producer Eligibility

Olde Town Grove City Farmers' Market (OTGCFM) recognizes a growing complexity in what producer-only rules mean due to the increasing number of foods at market that require on- or off-farm processing and the increase in entrepreneurial strategies that farmers/growers are using to bring regional products to market. Olde Town Grove City Farmers' Market regards these activities as indicators of a healthy adaptation due to access to direct markets and part of the process of building a viable local food economy. In making a case-by-case decision about these farmers/growers, producers and their products, Olde Town Grove City Farmers' Market will use a balance of factors: quality of product (s), scarcity of product (s) in the markets, diversity of product mix in the markets and traceability of the farmers/growers and producers.

1. Producer-only requirement

Olde Town Grove City Farmers' Market is a public service whose goal is to support local agriculture and improve the quality of life in Grove City, Pennsylvania. Participation in the markets is primarily for regional farmers/growers who sell what they grow, raise or produce on their farm. A farmer/grower may be a sole proprietorship, a partnership, or a corporation and shall include family members and employees who assist in the production and/or sales/marketing of the farm products. A farmer/grower may not be a cooperative. The resale of agricultural products by farmers/growers is not permitted.

If you are a farmer/grower who is also a producer (see definitions below; e.g., Cheese Maker), you must complete the additional Producer Product Form. If you are not a farmer/grower, you may be considered eligible to sell at Olde Town Grove City Farmers' Market as a Producer in one of the following categories:

- a) Baker who makes freshly baked goods from scratch, using seasonal ingredients from the region.
- b) Cheese Maker who makes cheese and other value-added products from milk that is purchased from regional dairy farms. Or a dairy farmer who supplies milk to a regional Cheese Maker whose cheese is to be sold at market.
- c) Pasta Maker who makes pasta and sauces from scratch, using seasonal ingredients from the region.
- d) Soap Maker who hand crafts soaps and/or other health-care products using seasonal ingredients from the region.
- e) Meat Processor who primarily operates a food processing facility that processes meat from regional farmers/growers.
- f) Specialty: Other regional agricultural product(s) that are currently available by farmers/growers at market and the agricultural product(s) is/are an important specialty crop in our region (i.e.) honey, flowers, herbs, etc.

2. Farmer/Grower and Producer Application & Market Fees

All farmers/growers and producers must pay a seasonal fee of \$50.00 per space. An additional fee of \$15.00 a year will be charged for vendors who need electricity. A charge of \$5.00 per market attendance is assessed for vendors whose goods only allow them to attend with availability.

3. Insurance (a portion of your \$50 fee will automatically pay for general liability insurance.)

OTGCFM farmers/growers and producers must carry insurance for general liability and property damage, including product liability coverage in an amount not less than \$500,000. The policy shall name OTGCFM and other entities, if determined to be necessary, as added insureds, and shall also maintain all other coverage as required by law. A copy of the Certificate of Insurance must be provided with the application to the OTGCFM.

If you are a meat processor, all the farmers/growers that you process foods for that will be sold at OTGCFM must carry insurance for general liability and product liability of not less than \$500,000. If you as a Meat Processor are providing insurance coverage for these farmers/growers, a copy of the policy naming those farmers/growers must be provided with your application as proof of insurance.

B. 1. Application Procedures

Market Agreement

All farmers/growers and producers must complete and sign an OTGCFM Agreement as part of the annual application process to the OTGCFM.

2. Producer Certificates and Product Information

Certificates must be provided with the market application as follows:

- a) Baker must provide certificate for approved baking facility.
- b) Cheese Maker who makes cheese and other value-added products from milk that is purchased from regional dairy farms must provide certificates for cheese making facility. Or a dairy farmer who supplies milk to a regional cheese maker whose cheese is to be sold at market must provide certificate for the cheese maker's processing facility and certificate for the dairy milking facility.
- c) Pasta Maker must provide certificate for approved baking facility.
- d) Soap Maker must provide documentation for processing facility.
- e) Meat Producer who primarily operates a food processing facility that processes meat from regional farmers/growers must provide state and federal (USDA) certificates for meat processing facility.
- f) Specialty must provide information on the regional farmers/growers.

C. Product Guidelines

Farmers/growers and producers must abide by all applicable federal, state, and local health regulations in the harvest, preparation, labeling, and safety of the product(s) brought to market. A copy of all applicable permits, including those left from health department of the state or county where the products originate must be included with the OTGCFM application if the farmer/grower or producer plans to sell value-added or other farm products listed below. Products not specifically listed under the OTGCFM Product Guidelines will be reviewed on a case by case basis and admitted (or not) at the discretion of the market management.

a. Baked Goods

Farmers/growers who provide documentation of their certified baking facility may bring baked goods to market. No commercial mixes, crusts, or flavored fillings may be used. For farmers/producers at least 60% of the ingredients in fruit or vegetable pies and tarts must be from their own production and other ingredients purchased from regional farmers/producers.

For Bakers, baked goods to be sold at market should highlight regional produce and seasonal ingredients. No commercial mixes, crusts, or flavored fillings may be used in bakery products. Production must comply with local health ordinances and the baker must supply to the OTGCFM management documentation of such compliance.

b. Canned Fruits and Vegetables

Canned fruits and vegetables must be from the farmer/grower's own produce.

c. Cider

Cider must be produced from the farmer/grower's own or leased orchard, but may be processed off-farm.

d. Dried Fruits and Vegetables

Dried fruits and vegetables must be from the farmer/grower's own produce and dried on his/her farm

e. Eggs

Eggs must be from the farmer/grower's own fowl. No re-sale of another farmer/grower's eggs is allowed by any farmer/grower or producer.

f. Flowers, Plants, Trees

Flowers, plants, bedding plants, and trees must be from the farmer/grower's own farm or greenhouse. No re-sale of flowers, plants, and trees will be allowed by any farmer/grower or producer.

g. Honey

Honey must be from the farmer/grower's own hives, but may be processed off-farm.

h. Meats and Meat Products

All meat products must be 100% from the animals raised from weaning by the farmer/grower. Animals may be butchered or processed off-farm. Processing must comply with local, state and/or federal health ordinances and the farmer/grower must supply documentation of such compliances to the OTGCFM.

i. Milk, Cheese and Fresh or Frozen Dairy Products

Fresh milk must be 100% from the farmer/grower's own herd. Cheese, butter and other dairy products (including ice cream or frozen yogurt) must be made by the farmer/grower. Flavoring agents (e.g., fruit or honey) used in the dairy products or cheese must be from the farmer/grower's own farm or purchased from regional or OTGCFM

farmers/growers. Production must comply with local, state and/or federal ordinances and licensing: and the farmer/grower must supply the OTGCFM management with documentation of such compliance.

j. Pestos, Flavored Oils, Mustards and Vinegars

Pestos, flavored oils, mustards and vinegars must be prepared by the farmer/grower using his/her own produce. Exotic out of region ingredients (such as olive oil) may be purchased. Production must comply with local and state health codes and the farmer/grower must provide the OTGCFM management with documentation of such compliance.

k. Preserves, Jams, and Fruit Butters, Syrups and Purees, Salsas

Preserves, jams and fruit butters, syrups or purees and salsas must be prepared from the farmer/grower's own fresh fruits and vegetables. These items may be processed on or off the farm. Production must comply with local or state health codes and the farmer/grower must provide the OTGCFM management with documentation of such compliance.

l. Produce

All Produce, defined as vegetables and fruits, offered for sale at the OTGCFM must be 100% grown by the farmer/grower. The re-sale of produce is strictly prohibited.

m. Soaps and Herbal Products

Soaps and herbal products include fresh and dried herbs, creams, spritzers, powders and scrubs. These items must be made by the farmer/grower or Soap maker. Soaps and herbal products should highlight regional produce and seasonal ingredients. Exotic, out of region, ingredients (such as oils and essential oils) may be purchased.

n. Wool and Pelts

Wool and pelts must be from the farmer/grower's own animals, but may be carded and cleaned off-farm. Wool/yarn must be spun by the farmer/grower. No more than 25% of exotic, out of region, fibers may be added to the yarn during processing and spinning. For pelts, animals may be processed off-farm.

o. Seasonal Farm Products and Crafts

Seasonal farm products and crafts produced from materials grown or gathered on the farm by the farmer/grower, such as flower or herb bouquets or wreaths and foraged plant materials are allowed at the market management's discretion.

p. Other Farm Products

Other farm products sold at the OTGCFM must be homemade of material grown, processed or gathered predominately by the farmer/producer. These products include compost, mulch and custom potting mix.

q. Prepared Foods

A limited amount of prepared foods may be approved for sale at OTGCFM, but no foods will be prepared from scratch at market and than sold at market. Farmers/growers and producers may only sell prepared food (e.g., soup, chili) that are made with ingredients from the region or OTGCFM farmers/growers and are prepared in advance of market in an approved sanitary kitchen facility. Production must comply with state health codes and the farmer/grower or producer must provide the OTGCFM management with documentation of such compliance.

D. Market Operations and Procedures

OTGCFM management is responsible for administering and enforcing all OTGCFM Rules and Procedures as well as public safety, space assignments, market fee collection, market data collection and market public education programs. The OTGCFM management has final authority in resolving issues in a civil and efficient manner.

a. Market Opening and Closing

Farmers/growers and producers must arrive at least one half hour before the OTGCFM opens. No farmer/grower or producer may drive into the market site after the market has opened without permission of the OTGCFM management. Latecomers may be denied admission or admitted and located at the market management's discretion. No sales are allowed before the market opens. Bagging of items may begin 15 minutes before opening time. At the close of market, all farmers/growers and producers must begin packing up to leave the market site, but may continue to sell as they load. Farmers/growers and producers must leave the market site as soon as possible after the close of market.

b. Market Fee Structure

All farmers/growers and producers participating in the OTGCFM must pay the appropriate fee to the OTGCFM management before they can be part of the market. The OTGCFM fee structure is designed as an incentive for the farmers/growers and producers and the markets to prosper. Fees are used to pay for liability insurance, market signage and printed materials, market e-mail newsletter, market educational programs and promotion of the market.

c. Market Attendance

A minimum attendance of 80% of market days is required for a full-time farmer/grower and/or producer to be considered for admission to the OTGCFM the following season and to hold the farmer/grower or producer's assigned place at the market. This minimum attendance requirement may be waived at the discretion of the market management. Farmers/grower or producers not able to attend a market day should telephone Manager Cheri Heeter 412-302-2121 at ahead of time, preferably at least 24 hours in advance, so the market setup can be modified and/or the space filled on a temporary basis. We will send you a new contact number for a manager later.

d. Market Space Assignments

Spaces will be first come first served unless indicated by the Market Manager.

e. Farm Stand Signage and Maintenance

Before the market opens, farmers/growers and producers should post prices for all items and an attractive farm sign with the name and location of the farm in a clearly visible location. The farm or business sign should be mounted on the farmer/grower or producer's vehicle or on, or next to, the market tables. The farm or business sign and lettering should be large enough to be easily read from a reasonable distance. If an awning, canopy or popup tent is erected, it must be firmly secured to prevent it from blowing away. Inadequately secured awnings, canopies or popup tents may be removed by the market management. Tables and other fixtures should be in good repair. All produce must be kept off the ground. Market products should be of a high quality. Products that do not meet this quality criterion may be removed at the market management's discretion. Farmers/growers and producers who fail to comply with this requirement are subject to suspension or termination from the OTGCFM.

f. Sanitation

Farmers/growers and producers must maintain their market stands and spaces in a clean and sanitary condition. Each farmer/grower or producer is responsible for bringing a broom and trash bags and keeping the market area free of any debris. Farmers/growers and producers must remove containers, waste and trimmings before leaving the market site and take any trash or garbage they have generated at market back to the farm. The market management will be responsible for ensuring that any trash from public traffic at the market site is properly removed and disposed of at the close of each market day. A public trash can is provided.

g. Market Food Samples

Food samples must be prepared behind the farmer/grower or producer's market stand and presented in a safe and sanitary manner. The farmer/grower or producer must provide trash receptacles for the disposal of any sampling materials like cups, spoons or toothpicks.

h. Farmers' Market Nutrition Program Coupons

OTGCFM management strongly encourages all farmers/growers of fruits and vegetables to accept WIC Farmers' Market Nutrition Program (WIC/FMNP) and Senior's Farmers' Market coupons from customers for qualifying purchases. WIC/FMNP certificates of participating farmers/producers must be properly displayed at their market stands.

i. Sales Tax

Farmers/growers or producers selling non-edible products, such as soaps, flowers, plants, wreaths, or other items that are subject to sales tax, should comply with local and state tax regulations. Farmers/growers and producers must provide their sales tax identification number and a copy of their sales tax card.

II. Administration of Rules and Procedures

A. Producer-Only Violations

Complaints of a suspected violation of the producer-only rule should be submitted in writing to the OTGCFM management. The identity of the person complaining shall be kept confidential. The market management may notify the subject of the complaint in writing and confer with farmer/grower or producer market members and others, if necessary, to determine what level of investigation is necessary including a site visit. Farmers/growers or producers refusing to cooperate with a site visit will be permanently removed from the market. Any farmer/grower or producer who is found to have violated the producer-only rule will receive a warning, a temporary suspension, or be permanently removed from the market, depending on the severity of the offense. Any subsequent violation of the producer-only rule will be grounds for removal from the market.

B. Other Rule Violations

The OTGCFM management has the responsibility and authority to direct farmers/growers and producers to comply with the OTGCFM rules and Procedures. Complaints regarding violation of other rules may be referred verbally or in writing to the market management for resolution. Penalties for violations may include a warning, temporary suspension, or permanent exclusion from the OTGCFM, depending on the severity of the offense. If violations of the Market Rules and Procedures or other rules result in suspension or exclusion from the OTGCFM, no refund of fees will be made.