

The City of Seven Hills Farmers Market *2024 Season* Vendor Application
Application Fee \$40.00. Due date April 26, 2024

Farm/Business Name: _____

Owner/Main Contact Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Preferred method of Contact: Text Phone Email

Social Media: _____

Emergency Contact: _____

The City of Seven Hills Farmers Market is held on THURSDAYS, at 7221 Broadview Road (the intersection of Hillside and Broadview Road) from 4:00 PM - 7:00 PM. **Set-up at 3:00 PM.**

Application Fee for the 2024 Seven Hills Farmers Market is \$40.00

Upon receipt of the application, vendor will be notified of what items they have been approved to sell.

Please select the dates you are attending the Market. Vendor fee is \$5.00 weekly, per 12 x 12' space.

PAYMENT FOR ALL DATES SELECTED IS DUE BY Friday, MAY 24, 2024.

July: 11___ 18___ 25___

August: 1___ 8___ 15___ 22___ 29___

September: 5___ 12___ 19___ 26___

October 3___ TOTAL for dates selected \$_____

BOOTH ASSIGNMENTS: Vendors who register for the entire season will be assigned to the same booth space location weekly. All other vendor booth spaces are assigned each week. Each booth is 12 x 12 feet. It is the vendor's responsibility to make sure that their 10 x 10 ft canopy tent is within their designated area. The market surface is grass. Each vendor is permitted to park 1 vehicle near their assigned space.

RAIN OR SHINE. There will be no refunds for rain or other inclement weather. Set up must be completed by 3:45 PM. Booths must remain open until 7:00 PM. Leaving early will result in the forfeiture of the vendor booth space for the remaining weeks of the season.

Please describe your business and tell us what makes your product unique. Please note that this description will be used for marketing purposes:

Do you have a food license: **Y N**

If YES, please provide a copy of your license with this application.

Are you certified Organic: **Y N**

If YES, please provide a copy of your certification with this application.

COTTAGE FOOD Applicants: Permitted foods are potentially non-hazardous bakery products (such as cookies, breads, brownies, cakes, fruit pies, etc.); candy (including no-bake cookies, chocolate covered pretzels or similar chocolate covered non-perishable items, jams; jellies; fruit butters; granola (including granola bars and granola bars dipped in candy; if fruit used must be commercially dried); popcorn (including flavored popcorn, kettle corn, popcorn balls, caramel corn, but does not include un-popped popping corn); unfilled baked donuts; waffle cones; pizzelles; dry cereal and nut snack mixes with seasonings; roasted coffee (coffee may be whole beans or ground); dry baking mixes (for making items such as breads and cookies); dry herbs and dry herb blends; dry seasoning blends (such as dry barbecue rubs and seafood boils); dry tea blends; flavored honey; fruit chutney; maple sugar; and dry soup mixes containing commercially dried vegetables, beans, grains, and seasoning.

Common allergens must be listed on all cottage foods. For answers to Time & Temperature Controlled for Safety (TCS) food licensing questions, contact the Cuyahoga County Board of Health at (216) 201-2000. www.ccbh.net

Please include the name and contact information for one professional reference:

Name: _____

Organization, if applicable: _____

Phone and/or Email: _____

Product Information:

This information is vital to planning a well-balanced market with a wide variety of items for our customers and to avoid oversaturation. Please be as accurate and realistic as possible. Include what you plan to sell at The City of Seven Hills Farmers Market. Admission to The City of Seven Hills Farmers Market is based partially on whether your product(s) are compatible with the market's needs. Every attempt will be made to balance the needs of our consumers with the needs of the vendors without overloading the market with similar products. The majority of goods shall be locally grown or otherwise produced by the vendor. Local is defined as within 50 miles of the City of Seven Hills. This provides for small-quantity consignment sales of adjoining or local farms that will improve the availability of diverse products at the vendor's stand and the Market in general. Wholesale purchase of items for resale is NOT PERMITTED. A home farm or business visit may be requested by the Market Manager to determine compliance. **The Market Manager must approve all items for sale.**

Please check off the products you are applying to sell at the City of Seven Hills Farmers Market:

- CUT FLOWERS (ATTACH LIST)
- HERBS (FRESH CUT)
- HONEY
- JAM
- JELLY
- MAPLE SYRUP
- NUTS
- OTHER (ATTACH LIST)

The following MUST be *TCS
(Time/Temperature Control for Safety)
and require a license:

- *MEATS (ATTACH LIST OF VARIETIES)
- *FISH (ATTACH LIST OF VARIETIES)
- *EGGS

RAW UNPROCESSED FRUIT

- APPLES
- APRICOTS
- BLACKBERRIES
- BLUEBERRIES
- CHERRIES
- CURRENTS
- ELDERBERRIES
- GRAPES
- MELONS
- PEACHES
- PEARS
- PLUMS
- RASPBERRIES
- STRAWBERRIES
- OTHER (ATTACH LIST)

- SOAP
- HEALTH & WELLNESS

RAW UNPROCESSED VEGETABLES

- ASPARAGUS
- BEANS
- BEETS
- BOK CHOY
- BROCCOLI
- BRUSSEL SPROUTS
- CABBAGE
- CARROTS
- CAULIFLOWER
- CORN
- CUCUMBERS
- EGGPLANT
- GARLIC
- GOURDS
- GREENS
- KALE
- KOHLRABI
- LEEKS
- LETTUCE
- MUSHROOMS
- OKRA
- ONIONS
- PEAS (SHELL)
- PEAS (SNAP/PODS)
- PEPPERS
- POTATOES
- PUMPKINS
- RADISHES
- RHUBARB
- RUTABAGA
- SPINACH
- SOYBEANS
- SQUASH
- TOMATOES
- TURNIPS
- DRIED, SHELLLED BEANS OR PEAS
- OTHER (ATTACH LIST)

COTTAGE FOOD. Bread, cookies, cakes, etc. (See page 2 for detailed description). Attach an itemized list to this application if more space is needed.

Please list any other Farmers Markets in which you participate: _____

Read Thoroughly: By signing this agreement, participants and their employees acknowledge that they have **received** and **read** a copy of The City of Seven Hills Farmers Market Policies & Procedures and agree to abide by the guidelines and decisions of the City of Seven Hills Farmers Market, Market Manager, or other representatives of the City of Seven Hills Farmers' Market.

Signature: _____ **Date:** _____

Participants agree by signing to accept the following hold harmless clause:

All authorized vendors participating in The City of Seven Hills Farmers Market agree that they are independent operators and not partners or participants in a joint venture, and shall be individually liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents and associates. All vendors agree to indemnify and save The City of Seven Hills Farmers Market, the City of Seven Hills, Ohio, its volunteers, harmless from any loss, costs, damages and other expenses, including attorney's fees suffered or incurred by The City of Seven Hills Farmers Market by reason of vendor's negligence or intentional misconduct or that of its employees, agents and associates; provided that, the vendor shall not be liable for or required to indemnify The City of Seven Hills Farmers Market, its volunteers, and the City of Seven Hills, Ohio for their negligence or that of their servants, agents, employees or associates. It is REQUIRED that each vendor carry his or her own personal/business and/or product liability insurance (COL/Certificate of Liability) listing the City of Seven Hills and the City of Seven Hills Farmers Market as additional insureds. Furthermore, vehicle liability insurance is required to cover any damage caused.

Vendors participating in The City of Seven Hills Farmers Market agree that a Market Representative and/or Market Manager may visit the farm or facilities when necessary and with prior notice.

Signature: _____ **Date:** _____

PLEASE ATTACH COPIES OF ALL APPLICABLE INSPECTION FORMS, LICENSES, OR OTHERWISE REQUIRED DOCUMENTS TO THIS APPLICATION BEFORE SUBMISSION.

APPLICATION CHECKLIST

- ✓ **Completed and signed application**
- ✓ **Copy of ACORD 25 Certificate of Liability Insurance, if applicable**
- ✓ **Copy of licenses, permits, or certifications, if applicable**
- ✓ **\$40.00 Application Fee**
- ✓ **Check made payable to The City of Seven Hills**
- ✓ **Received & Read The Seven Hills Farmers Market Policy & Procedures Guide.**

Please mail the completed vendor application & payment to:

City of Seven Hills Recreation Director Jennifer Burger
ATTN: The City of Seven Hills Farmers Market
7777 Summitview Drive
Seven Hills, Ohio 44131

216-524-6262
jburger@sevenhillsohio.org

April 26, 2024 – application + application fee due date for consideration as a 2024 vendor

Applications will be reviewed as received. Prospective vendors will be notified ASAP as to their acceptance or denial. Application fee of \$40.00 is non-refundable.

May 24, 2024 – Payment due date. Accepted vendors must be paid in full for their dates selected or risk forfeiture of their space.

For Office Use

Date Received: _____

From: _____

Application Fee/\$40.00 Insurance Verification Licenses and/or Permit(s)

Vendor Booth Fees

Amount enclosed \$ _____ Check # _____

Cash

Please make a copy of the application for your records.