



Join us for 2010!
Perrysburg Farmers' Market
Thursdays May 6th - October 14th

The Perrysburg Convention & Visitors Bureau is ready to swing into its twelfth consecutive year of operating the Perrysburg Farmers' Market in historic downtown Perrysburg.

Great Hours!

The Perrysburg Farmers' Market will be in operation on Thursday afternoons from 3-8 pm beginning on May 6th and run through October 14th, 2010. The fee for full season vendors with a permanently assigned booth area is \$315 for 24 weeks (that's just over \$13 per week!) payable by March 31, 2010. The fee for daily vendors is \$25 for each day of participation.

Here's what the Perrysburg Farmers' Market has to offer:

- A quality market held in a picturesque downtown setting, with over thirty-five growers, bakers, artists and craftspeople.
- A loyal clientele.
- A great sales opportunity for you whether your business is big or small!

Enclosed are the Rules and Regulations for the Market as well as a Vendor Participation Agreement. If you have any questions, feel free to call the Perrysburg Convention & Visitors Bureau at (419) 874-9147. We look forward to hearing from you!

105 West Indiana Avenue Perrysburg, Ohio 43551 (419) 874-9147
www.visitperrysburg.com email: info@perrysburgchamber.com

Perrysburg Farmers' Market 2010 Rules and Regulations

Please read the rules and regulations carefully. You will be asked to sign a vendor participation agreement before you can participate in the Perrysburg Farmers' Market stating, in part, that you have read and agree to abide by these rules.

Section 1 Market Dates and Fees

1. The Perrysburg Farmers' Market will be held on Thursdays beginning on May 6th and ending on October 14th, 2010 and will be located on Louisiana Avenue in downtown Perrysburg. The market hours will be from 3 p.m. to 8 p.m.
2. The fee for full season vendors is \$315 for each 12 x 12 space. The fee for daily vendors is \$25 per day for each 12' x 12' space, payable on the day of the market. Daily vendors must pay the daily fee prior to set-up on the market day that they attend. Vendors will not be allowed to set up before all fees and fines are paid.
3. Make checks payable to Perrysburg Convention & Visitors Bureau or Perrysburg CVB.
4. Any refunds issued will be at the discretion of the Perrysburg Convention & Visitors Bureau.

Section 2 Vendor Eligibility

1. Vendors must make or grow at least 51% of the items that they bring to the market. Items for sale may include homegrown fruits, vegetables, herbs and other produce, cut flowers, bedding plants, craft items, artwork, and metalwork. Homemade baked goods, cheeses, jams, honey and other home processed foods may be sold provided that the items have met all applicable laws, ordinances and regulations. Businesses and groups distributing literature only will not be permitted at the market.
2. In the interest of holding an attractive market, the Perrysburg Convention & Visitors Bureau reserves the right to decide whether or not a vendor may participate in the market. No vendor will be denied participation for reasons regarding gender, race or religion.

Section 3 Licenses and Permits

1. A signed and dated vendor participation agreement and copies of proof of insurance, vendor's license, health department permit (if applicable) must be submitted to the Perrysburg Convention & Visitors Bureau before a vendor may participate in the market.
2. Vendors must comply with all applicable State, Federal and Local laws and regulations.
3. Vendors are responsible for obtaining all the licenses and permits and paying all fees required by applicable laws and regulations. This includes the vendor's license for goods sold for which sales tax must be collected, and health department permits for food processing facilities. Inspectors do visit the Market, so please do not overlook the proper license requirements. Vendors License information can be obtained from the Wood County Auditors Office, (419) 354-9150. Health Department permits are available through the Wood County Health Department, (419) 352-8402. *Proof of any applicable licenses or permits must be presented to the Perrysburg Convention & Visitors Bureau before a vendor may participate in the market.*
4. Vendors are required to have liability insurance to cover their risks at the market. *Proof of insurance must be presented to the Perrysburg Convention & Visitors Bureau before a vendor may participate in the market and the Perrysburg Convention & Visitors Bureau may require that they be designated an "additional insured" on the insurance certificate.*

Section 4 Booth Space Availability

1. The Perrysburg Convention & Visitors Bureau will assign a space to each vendor. Full season vendors will maintain the same space for the entire market season. Daily vendors must call the Perrysburg Convention & Visitors Bureau office at (419) 874-9147 each time they plan to attend the market and will have a space assigned to them, based on availability, each time they attend.
- 2.
3. In the event that a vendor does not plan to use his assigned space on a specific day, the vendor must notify the Perrysburg Convention & Visitors Bureau office by 10 am on that day.
4. The Perrysburg Convention & Visitors Bureau will fill any spaces that are unoccupied by 3 pm on any market day.

5. Vendors who do not use their space on a particular day will not be reimbursed if the space is re-assigned to another vendor by the Perrysburg Convention & Visitors Bureau.
6. Vendors may not reassign or in any way transfer their assigned spaces to someone else.
7. Vendors must make prior arrangements with the Perrysburg Convention & Visitors Bureau for late arrival. If a daily vendor arranges for a late arrival, payment must still be made prior to set-up on that market day.
8. Seasonal vendors that are absent from the market for two consecutive weeks without notifying the Perrysburg Convention & Visitors Bureau office will forfeit their booth location.
9. A vendor may choose to rent more than one space. The Perrysburg Convention & Visitors Bureau reserved the right to limit the number of spaces purchased by vendors.

Section 5 Vendor Conduct

1. Vendors will present and conduct their business in a first class manner which is not disruptive or disparaging to other vendors or to the market overall. No loud radios, vendor shouting or harassing will be permitted.
2. Vendors are discouraged from smoking at the market.
3. The Perrysburg Convention & Visitors Bureau or its designee reserves the right to ask any vendor who does not comply with the rules and regulations stated herein to leave the market

Section 6 Vendor Operation and Maintenance of Booth Spaces

1. Vendor setup is from 2 pm to 3 pm. No setup is allowed before 2 pm. No sales are allowed before 3 pm or after 8 pm
2. Product display tables, stands, and signs are to be provided by the vendor. Vendors must have signs on their displays identifying their farm or business. Tables, signs and displays must be set so as not to impede pedestrian traffic or extend into the street.
3. Vendors must clean their areas at the end of the day or when they leave by removing all produce, containers, signs, trash, dirt, and litter. Grease stains or cooking residue must be cleaned each week. *Clean-up is mandatory!* The Perrysburg Convention & Visitors Bureau reserves the right to assess a cleaning charge of \$25 per incident to any vendor in violation if they do not perform the necessary clean-up.
4. Vendors must receive prior permission from the Perrysburg Convention & Visitors Bureau to use electrical hookups. The Perrysburg Convention & Visitors Bureau reserves the right to assess vendors for significant electricity usage.
5. Vendors may not place items against storefronts, in the sidewalk right-of-way, in the street or anywhere outside of the boundaries of their booth space.
6. Vendors may not impede pedestrian or motor traffic and may not interfere with the normal operations of the downtown businesses.
7. Market scales must be approved by the Wood County Division of Weights and Measures.
8. Vendors will be permitted to set their own prices.

Section 7 Vendor Parking

1. No vehicles belonging to vendors may be left in the parking spots along Louisiana Avenue between 3 and 8 pm. There will be designated loading/unloading spaces on Louisiana Avenue and after loading/unloading, vehicles ***MUST*** be moved to designated vendor parking areas nearby by 3 pm and must display a current vendor parking permit. Vendors will not be permitted to make sales until their vehicles are moved to the designated vendor parking area.

Section 8 Inclement Weather Policy

1. The Market is open rain or shine. In the event of inclement weather it is up to the individual vendor to decide whether or not to attend the market.

Section 9 Grievances

1. Any grievances are to be directed to the Perrysburg Convention & Visitors Bureau.

**2010 Perrysburg Farmers' Market
Vendor Participation Agreement**

Vendor's Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

I am a:

Full Season Vendor

Daily Vendor

\$315 payable by March 31, 2010

\$25 per day payable each day of participation

- State Vendors License Number * _____
- Liability Insurance Company * _____
Policy Number _____
- Food Service License Number (if applicable) * _____

** you must include copies of these items when submitting your signed vendor participation contract.*

Vehicle Make & Model _____

Vehicle License Number _____ Type (pickup, van, etc.) _____

List crops or goods that you will be selling during the season:

List dates that you will participate in the market:

(If you are a daily vendor please call the Perrysburg Convention & Visitors Bureau at (419) 874-9147 each time that you plan to attend the market to receive a booth assignment.)

I have received a copy of the Perrysburg Farmers' Market Rules & Regulations. I have read the Rules & Regulations and agree to abide by them. I understand that failure to follow the Rules & Regulations may mean exclusion from the market. I agree to indemnify and hold harmless the Perrysburg Convention & Visitors Bureau and the City of Perrysburg and their representatives from any property damage or personal injury caused, occasioned or sustained by me or those under my control or supervision while participating in the 2010 Perrysburg Farmers' Market.

Signed _____ Date _____

Please return this signed form along with payment, copies of liability insurance and license information to:

The Perrysburg Convention & Visitors Bureau
105 W. Indiana Ave. Perrysburg, OH 43551

Make all checks payable to: Perrysburg CVB