



SYLVANIA FARMERS  
**MARKET**  
DOWNTOWN SYLVANIA ASSOCIATION

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TUESDAYS 4PM-7PM | HARROUN COMMUNITY PARK | 5428 MAIN ST | SYLVANIA OHIO

**VENDOR APPLICATION**

APPLICANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

*(Is this the best person to contact on the day of the market? If no, who should we contact?)*

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ TAX ID OR SSN \_\_\_\_\_

ADDRESS \_\_\_\_\_

WEBSITE (IF APPLICABLE) \_\_\_\_\_

FACEBOOK PAGE (IF APPLICABLE) \_\_\_\_\_

CAN WE PROMOTE YOUR BUSINESS ON SOCIAL MEDIA? \_\_\_\_\_

CAN WE INCLUDE YOUR BUSINESS IN PHOTOS WE USE IN PROMOTIONS? \_\_\_\_\_

WHAT PRODUCTS DO YOU PLAN TO SELL AT THE MARKET? \_\_\_\_\_

\_\_\_\_\_

WHAT PERCENT OF YOUR PRODUCTS DO YOU GROW, PRODUCE, OR MAKE? \_\_\_\_\_

DO YOU REQUIRE ELECTRICITY AT THE MARKET? \_\_\_\_\_

*Please continue to the second section regarding booth space and fees*

**A COPY OF ALL PERMITS, VENDOR LICENSE, AND OTHER NECESSARY PAPERWORK MUST BE SUBMITTED WITH THIS APPLICATION.**

**I WOULD LIKE TO PARTICIPATE IN THE 2022 SEASON | JUNE 7 TO OCTOBER 11**

**SINGLE SPACE 10' BY 10' ; \$250 FOR SEASON \_\_\_\_\_**

**DOUBLE SPACE 10' BY UP TO 25' ; \$300 FOR SEASON \_\_\_\_\_**

**I WOULD LIKE TO PARTICIPATE ON THE FOLLOWING DATES ONLY | \$40 DAILY RATE**

**TUESDAYS IN JUNE \_\_\_\_\_**

**TUESDAYS IN JULY \_\_\_\_\_**

**TUESDAYS IN AUGUST \_\_\_\_\_**

**TUESDAYS IN SEPTEMBER \_\_\_\_\_**

**TUESDAYS IN OCTOBER \_\_\_\_\_**

**I HAVE READ THE 2022 RULES AND REGULATIONS,  
UNDERSTAND THEM, AND AGREE TO ABIDE BY THEM.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*This application can be emailed to [farmersmarketsylvania@gmail.com](mailto:farmersmarketsylvania@gmail.com)*

**RED BIRD ARTS DISTRICT | 1 (833) RB-43560 | DOWNTOWNSYLVANIA.ORG**

**RED BIRD ARTS DISTRICT | 1 (833) RB-43560 |  
5813 MONROE STREET #118 | SYLVANIA OHIO 43560**

## THE 2022 RULES AND REGULATIONS

### ESSENTIAL MARKET RULES CHECKLIST

If a vendor fails to participate in the market for 3 consecutive weeks and does not notify the Downtown Sylvania Association in time to find a replacement, the vendor will be excused from the market for the remainder of the season.

All vendors are expected to stay until the markets end at 7pm

Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, and Lucas County Health Department regulations. It is a vendors responsibility to obtain all licenses, permits, and pay any fees required by Local and State bodies. This includes a vendor's license for goods sold for which a sales tax must be collected and paid. Vendors must provide a copy of their license.

You must read through The Sylvania Farmers Market handbook provided online.

You are also responsible for ensuring your staff reads and understands all the rules.

Please refer to COVID Appendix in the handbook for additional market operations rules under COVID.

All vendors must complete an application.

Vendor spaces are not reserved until your application is approved and payment is received in full.

The Downtown Sylvania Association may limit the number of vendors selling the same or similar products at a market.

The Downtown Sylvania Association may refuse a vendor from participating. Vendors must grow, produce, make, or prepare at least 60% of what they will sell. The sale of live animals is prohibited.

### MARKET CONCERNS + CANCELLATIONS

Use the Vendor Concern Form to communicate concerns regarding the market.

If you need to cancel, give a minimum of 48 hours' notice. Call the Manager's cell phone if it's the weekend or less than 48 hours.

### MARKET SETUP + SAFETY

Be punctual and listen to direction from Sylvania Farmers Market Volunteers and staff. Arrive no more than 1 hour and no less than 30 minutes prior to market opening. Remove your vehicle from the market no later than 30 minutes prior to market opening.

One vendor spot is approximately 10' by 10' and is assigned by the Market Manager prior to the season. You may be asked to move to another location throughout the season. Specific spaces may not be requested.

Drive carefully and safely during set up and break down. Park in designated parking areas as directed by market staff, or a minimum of 3 blocks away from the market.

When unloading, drop off your goods, and then move your vehicle BEFORE setting it up.

Never set up a canopy without proper weights.

Tables, tents, and supplies are NOT provided and are the responsibility of the vendor. Vendors who use tents are encouraged to use portable weights to secure tents. Stakes may not be used.

Vendor displays may not impede pedestrian or vehicular traffic.

## **THE 2022 RULES AND REGULATIONS**

### **MARKET STALL APPEARANCE**

Display your farm or business name on a sign or banner.

Ensure product pricing is clear and obvious.

Keep your display, signage and sampling within your allotted booth space.

### **MARKET CLEANUP**

At the end of the day, bring your vehicle back on site after you have broken down and are ready to load.

Close down efficiently: Vacate the market site no later than 1½ hours after closing time.

Vendors are to clean their space(s), removing all product, containers, garbage, signs, etc. at the end of each market.

Remove and pack out all garbage and clean your stall space thoroughly during load-out.

### **MARKET MANNERS**

Do not sell to the public before the opening or after closing time. Sampling is encouraged prior to opening.

Be a good neighbor to your fellow vendors. Communicate respectfully, be proactive about solving problems, support each other to have a fantastic market day. Please respect other vendors, participants, and volunteers. Be kind.

Collaborate with your farmer/vendor neighbors to create something interesting and enticing for shoppers (a recipe idea, a unique product combo, a meal kit) – and be sure to let your Market Manager know!

No consumption of alcohol by vendors is allowed anywhere in the market.

For the health and safety of all vendors and visitors, smoking is prohibited in the vendor area.

No loud radios or music may be played.

### **HAVE FUN!!**