

2025 Downtown Delphos Farmers Market

Rules & Regulations

- **Allowable Market Items for Sale:**

- Fresh high quality fruits & vegetables, herbs, seeds, forages, live plants, trees, shrubs, perishable flowers, syrups, honey sorghum, edible grains, baked goods, jams, jellies or other general farm products, per Ohio Department of Agriculture Farmers Market rules.
- Homemade goods such as natural soaps, candles, cosmetic products, etc. are permissible as long as materials used to make such goods are grown, harvested, or the items made are personally crafted by the vendor.
- The majority of products should be grown and/or produced by the vendor. If you are bringing something you didn't produce it must be labeled as such.
- We will make exceptions for items that can't be grown in Ohio, or are not in season at the start of the Market, Market Manager discretion.
- **Hand crafted, hand made and hand painted items will be reviewed and deemed acceptable for The Market at Market Manager discretion.**
- **Brokers, resellers, direct sales, non profit and advertising are not eligible.**

- **Licensing, Permits, and Taxes:**

- Each vendor is responsible for obtaining and maintaining any and all licenses and permits as required by the Allen County Health Department or the Ohio Department of Agriculture. Failure to comply with proper licensing will make you ineligible for vendor status.
- Each vendor is responsible for all county sales taxes that are applicable.

- **Insurance:**

- Each vendor with consumable/cosmetic products must provide a copy of liability insurance. This is provided by your insurance agent. If you have any questions about this requirement contact the Market Manager.

- **Food/ Refreshment Trucks:**

- Each Food Truck Vendor must provide the following:
 - Ohio Mobile Food Facility License
 - Ohio Public Health Permit
 - Vendors License

- **Vendor Requirements, Set-up, and Conduct:**
 - Vendors are responsible for providing their own set up (Table, Tent, etc.)
 - **All tents and structures need to be anchored by weights.**
 - **Vendors may begin setup at 2:30 p.m.- do not arrive before 2:30p unless arrangements are made with the Market Manager.**
 - **Vendors will need to be set up by 4:00 p.m.** for market opening time and public safety.
 - **Tear down must not begin before 6:00 p.m.** We are advertised to be open until 6:00, and this must be followed, even if you sell out.
 - Each vendor is required to pick up their area at the end of market. All trash is to be thrown away in the provided trash cans.
 - Vendors must have signs that display their business affiliation. Pricing of all products must be displayed.
 - All vendors should be prepared for health department inspections. Follow Health Department information regarding rules for labeling, enclosed.
- **Special Market Days:**
 - Special Market Days may take place throughout the season as decided by the Market Manager.
 - Vendors will be notified in advance of any planned special Market Days.
- **Market and Advertising:**
 - The Market Management will promote the Market, as our budget allows, through local media, print publications, news releases, signs, website updates, and social media accounts.
 - We encourage all vendors to promote the Market through their own websites and social media accounts.
 - Vendors are encouraged to communicate with the Market Manager what they are bringing to the Market each week.
 - Vendors may be asked to participate in marketing events with the Market Manager, and to donate products/samples for marketing promotions and contests.
 - In order to grow our Market, we will need you to help us with record keeping statistics from time to time.
- **General Market Business:**
 - All new vendor applications must be approved before market participation.
 - No refunds due to weather or other conditions. We have outgrown our rain location:
 - **You will be contacted by noon on Market Day if the Market will be cancelled due to extreme weather.**
 - We reserve the right to refuse any vendor or organization who does not follow these rules or standards of the Market.
 - We reserve the right to terminate the participation of any season-long vendor who does not comply with our rules and standards.

- If you have a cancellation or no show 2 times throughout the season, your business will no longer be on public advertisement. You are still encouraged to attend the Market and sell to patrons.
- **You are permitted to drive onto the Lot to unload. Once unloaded, IMMEDIATELY MOVE YOUR VEHICLE to the parking lot behind the Market Lot. No parking on Main Street is permitted as our patrons use these spaces.**
- **Fees/Pricing Options:**
 - Full season (6 summer market dates) \$60.00**
 - Your space location will remain the same all season unless special events take place or more room is needed to add vendors. The Market Manager will communicate placement.
 - **Weekly-\$10.00 per Market**
 - If you don't indicate the weeks you will be attending upon registration, you must contact the Market Manager each week to see if there is an available space. Communication must be made by Monday at noon to participate in that week's market.
 - **Chamber of Commerce Member Discount-\$50.00 full season**
 - Members of the Delphos Area Chamber of Commerce will be provided the discounted rate of \$50.00 for the entire season. This does not include power. If you have interest in becoming a Chamber Member please contact the market manager.
- **Schedule:**
 - June 12th. June 26th. July 10th. July 24th. August 14th. August 28th.**
 - The Market will take place on The Lot, corner of Fourth and Main Street.
 - The Market will be held the 2nd and 4th Thursday of the month from 4:00pm - 6:00pm.
 - **The Harvest Market date is TBD. This is a separate fee.**
 - **The Holiday Market is scheduled for Friday, December 5th. Location TBD. This is a separate fee.**
- **Payment/Registration:** Application and payment arrangements must be completed before you can participate in the 2025 Market. You can mail, email or contact the Market Manager for arrangements.

Please make check payable to: **Delphos Area Chamber of Commerce**

Rules are subject to change during the market season by the Market Manager or The Delphos Area Chamber of Commerce.

Downtown Delphos Farmers Market is sponsored by Mercy Health

Downtown Delphos Farmers Market Liability Waiver:

Please initial:

____ I have read The Downtown Delphos Farmers Market Rules and Regulations and I understand that it is the responsibility of the VENDOR to provide items needed for the event, dispose of waste from the event and clean up all materials after the event. I agree to terms and guidelines for The Market and understand by signing this form I release any and all liability for accidents, injury or vandalism that may occur during my rental period. I waive all rights to make claims against The Delphos Chamber and The Downtown Delphos Farmers Market for such incidents during the use of vendor space at The Market. . Please contact the Delphos Area Chamber of Commerce with any questions.

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Vendor Application Form

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone: _____

Website: _____

Social Media: _____

Product(s) you will be selling: _____

Please indicate below the weeks you plan to attend the market:

☐ June 12th ☐ June 26th ☐ July 10th ☐ July 24th

☐ August 14th ☐ August 28th

Harvest Market. TBD- Separate Fee

Holiday Market Friday, December 6th.- Separate Fee.

Please Select: ___Full Season Payment ___Weely Payment ___Chamber Member

Your signature below indicates that you have read the Downtown Delphos Farmers Market rules and agree to comply with market rules and all county and state, health and licensing/permitting regulations.

Signature: _____ Date: _____

This section is for office use only:

☐ Proof of Insurance provided

☐ Full season (6 markets) - \$60.00 ☐ Weekly - \$10.00

☐ Chamber Member- Full Season (6 markets) - \$50.00

Amount/Date paid: _____ Cash/Check# _____