

Kamm's
Corners
Farmers Market



April 2011

Dear Applicant,

Thank you for taking the time to apply for Membership in the Kamm's Corners Farmers Market. The year ahead holds nothing but promise for our growing market. Kudos abounds from customers and participants alike. There are many facets to our market from fabulous chef demos and live music to healthy living features and dedicated volunteers. But, the success of Kamm's Corners Farmers Market (KCFM) is due to the dedicated team of growers and producers who offer shoppers the best local farm fresh produce and products that Northeast Ohio has to offer. We are pleased that you would like to become part of that team!

Enclosed you will find all the necessary information to get you on your way to becoming a Member of KCFM. As a Market Member, you will enjoy the benefits of our extensive marketing plan which includes a variety of weekly, bi-weekly and monthly publicity and marketing techniques such as advertisements, e-newsletters, merchandise, print and online events postings, and more. Additionally, our market includes monthly indoor markets November through May to provide a venue for our Market Members year round. You will also enjoy the camaraderie between Members, volunteers and customers. As a neighborhood farmers market, we offer a community gathering place for shopping, eating, socializing and community building.

We look forward to a fantastic 2011 season and hope you can join the fun! Please do not hesitate to contact me if you have any questions during the application process.

Best regards,

Jenny Kelley
Market Manager
Kamm's Corners Farmers Market
216-252-6559 ext. 1400
kcfarmersmarket@gmail.com
www.kammscorners.com/farmersmarket



Policies and Procedures

The Kamm's Corners Farmer's Market (KCFM) has been developed to improve the quality of life of the greater Kamm's Corners community by providing locally grown, fresh, high quality produce and farm fresh products in a social environment. KCFM provides an economic opportunity, a chance to showcase produce and products, a venue to educate people about the benefits of preserving local agriculture and a place to speak about the benefits of consuming and using locally grown produce and products.

Individuals and businesses selling products at KCFM are generally referred to as Market Members. This term is intended to suggest their specific relationship and commitment to KCFM, as well as KCFM's commitment to them. Market Members are also invited to attend pre-season and post-season activities, and are encouraged to submit farm/business information to be featured in our e-newsletter, on our website, blogs and social networking sites.

KCFM will strive to operate a producers-only market (with certain limited, intentional, and purposeful exceptions). Market Members are the growers and/or producers of the products they sell (see Produce Sourcing Guidelines). All products sold at KCFM must be reviewed and approved by the Market Manager, prior to their introduction at the market.

Hours of Operation

Outdoor Market

- Every Sunday 10:00 a.m. to 2:00 p.m. - June through October.
- Located at the corner of W. 168th and Albers, South East of the main intersection of Rocky River Drive and Lorain Ave. in 'Kamm's Corners,' Cleveland, Ohio.
- Operates rain or shine – attendance is expected even in inclement weather!

Indoor Market

- Second Sunday of each month 10:00 a.m. to 2:00 p.m. – November through May

Applications

- Applications will be reviewed and accepted or rejected beginning on March 15th. Applicants should await written acceptance as a Market Member before issuing press releases or notifying the general public of their anticipated attendance at the market.
- Priority will be given to applications that are received prior to March 15th. However, applications will be accepted throughout the market season.
- Anyone submitting an application after available booths have been filled will be notified and placed on a waiting list. If a booth becomes available, applications placed on the waiting list will be reviewed in the order in which they were received.
- Applications submitted after March 15th will be reviewed within three (3) weeks.
- By submitting an application, applicants agree that decisions are made at the Market Managers discretion (subject to review by the Kamm's Corners Farmers Market Executive Committee, if appropriate).

Participation Fees

Vendors will pay an annual membership fee of \$30 and a fee based on participation and payment frequency. Membership fee must be included with the application and should be made out to Kamm's Corners Farmers Market. If applicant is not selected, the check will be returned. There are three options for payment:

Outdoor Market

- Full Season Outdoor Fee: \$252. Fee may be split into two (2) payments with \$126 payable with application and \$126 due the first week of August. Payment of first half automatically requires payment of second half. This is the most economical option for the 22-week season.
- Advance Weekly Outdoor Fee: \$22 per week for Vendors who pay one week in advance; first market fee due with application. Advance weekly payments are date specific and cannot be applied to other weekly fees. This option equates to \$484 for the 22-week season.
- Weekly Outdoor Fee: \$27 per week; minimum 48 hours advance notice required. Booth space not guaranteed. This option equates to \$594 for the 22-week season.

Indoor Market

- Full Season Indoor Fee: \$120 due with application. This is the most economical option for the 7-market season.
- Advance Weekly Indoor Fee: \$22 per week for Market Members who pay one month in advance; first market fee due with application. Advance weekly payments are date specific and cannot be applied to other weekly fees. This option equates to \$154 for the 7-market season.
- Weekly Indoor Fee: \$27 per week; 48 hours advance notice required. Booth space not guaranteed. This option equates to \$189 for the 7-market season.

Permits

- Market Members are responsible for paying all applicable local, state, and federal taxes and fees.
- Market Members are responsible for all licensing and permits required by law to sell or promote their products. All items must be sold under license and in accordance with all state, local, and federal laws, rules, and regulations regarding the production, handling, and selling of the items.
- Members must submit photocopies of all inspection forms, licenses, and other necessary documents with their yearly membership application.
- Products must be labeled, when required, in accordance with the Ohio Department of Agriculture guidelines.
- Products labeled organic must be certified by an accredited organization according to the rules of the National Organic Program.
- Advertising products as organic must be accompanied by written evidence of organic certification.

Produce Sourcing Guidelines

- All produce must be clearly labeled with origin.
- During the months of November through June, Market Members may bring produce grown in bordering states, only if purchased at an Ohio auction.
- During the months of July through October, 75% of the produce offered must be grown by the Market Member on land owned or leased by Market Member; 25% may be purchased from bordering states. The origin of all produce must be labeled.

- Market Member may be visited by a KCFM representative prior to and throughout the market season as determined by the KCFM Committee. Field inspections will take place during these visits.

Booth Space

- The number of available booths is limited. The precise number of booths will be determined by the Market Manager, and booth assignments will be made by the Market Manager.
- Vendors that are full season participants in KCFM will be allowed the same booth from week to week, but may to be moved at the discretion of the Market Manager to accommodate the needs of the market as a whole or to assure safety and compliance with market rules.
- Occasional Market Members must notify the Market Manager 48 hours in advance and will be assigned a booth (if available) at the discretion of the Market Manager.
- Each Market Member will be provided a 10 x 10 booth and their displays and tables must stay within that booth.
- As a courtesy, each Market Member is permitted to park a vehicle adjacent to the rear of their booth **unless specifically instructed otherwise**.
- Market Members must:
 - provide their own tents, tables, signs, etc.
 - be responsible for their own transportation and equipment.
 - display a sign, which states the name and farm/business location.
 - display all pricing information.
 - use a certified scale when selling by the pound.
 - dress and act in a professional manner at all times.
 - have their booths staffed at all times.
 - not run a generator.

Set-up (8:30 a.m. - 9:30 a.m.)

- Market Members must contact Market Manager by phone before 9:00 a.m. if they are unable to attend or are running late. Market Members who do not notify the Market Manager before 9:00 a.m. **will be subject to penalty** (see violations).
- Market Members are permitted to set up their booths starting at 8:30 a.m. and must be set up and ready for the public prior to the start of the market.
- Each Market Member is responsible for the unloading and the display of their own merchandise.
- Market Members are responsible for bringing their own loading/unloading equipment.
- Market Members must supply tents (no larger than 10'x10') to protect their products.
- Market Members should have their own bags or boxes for customers who have purchased items.
- Market Members must supply their own cleaning equipment: brooms, dustpans, garbage cans, and bags.

Tear-down (2 p.m. - 3 p.m.)

- Early tear-down is not permitted. Specific exceptions may be made at the Market Manager's discretion.
- Market Members are responsible for cleanup of their booth.
- Any charges incurred by KCFM as a result of the Market Member will be the responsibility of the Market Member.

Member Reimbursement Programs

- Market Member participation in the Women Infants and Children (WIC) Farmers Market Program, Senior Farmers Market Nutrition Program, and EBT Food Stamps is voluntary, but encouraged. Market Members are responsible for attaining proper training and must verify that they are able to accept coupons and/or vouchers before doing so. KCFM is not responsible for issues pertaining to these programs.
- Market Member participation in the credit, debit and Ohio Direction Card token program is mandatory. Customers can utilize credit, debit and Ohio Direction cards to purchase items at the Kamm's Corners Farmers Market using tokens, which can be purchased from the info tent.

Credit/Debit Cards:

- \$5 tokens can be used just like cash; change **must be** given.
- All vendors are required to accept the tokens.
- Market Members may use \$5 tokens to pay for weekly booth fees.

Ohio Direction Cards (EBT):

- \$1 tokens can be used for eligible items only; change **cannot** be given.
 - Visit <http://www.fns.usda.gov/snap/retailers/eligible.htm> for list of eligible items.
 - All vendors are required to accept tokens for eligible items.
 - EBT tokens are **ONLY** to be used by EBT recipients.
-
- No lost or stolen tokens will be reissued or refunded.
 - Tokens may not be given as change.
 - Vendors may request reimbursement for tokens once a month. Exceptions will be considered by the Market Manager on an individual basis. Reimbursements will be via check, one week in arrears.
 - Tokens may not be defaced using any type of marker or ink.

Etiquette

- No smoking is allowed in the market area.
- No animals will be allowed in the market area, with the exception of service dogs.
- Market Members and their representatives are expected to conduct themselves in a safe and courteous manner.
- The consumption of alcohol or controlled substance is prohibited.

Violations

- 1st violation: Verbal warning, unless violation is blatant and important.
- 2nd violation: Written warning.
- 3rd violation: Executive Committee meets to determine status of Market Member.

KCFM Responsibilities

- Ensure that electricity is available. Market Members in need of this utility must let the Market Manager know one (1) week in advance.
- Ensure the Southeast Quad Parking Lot is clear of vehicles by 8:00 a.m. on Market Day.
- Inspect or visit any farms or establishments used by Market Members as determined necessary by KCFM Committee. Farm/facility visits by the Market Manager or designated representative will be conducted with at least a 24-hour notice.

Market Manager Responsibilities

- Enforce the operating rules and procedures.
- Review and approve all products proposed to be sold at KCFM.
- Oversee set-up and tear-down, booth assignments, collection of fees, provide information, and assure Market Member compliance with all market policies.
- Deal with public concerns and Market Member complaints.
- Handle violations of market rules.

Non-Discrimination Clause

The Kamm's Corners Farmers Market welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

Indemnification

All Market Members participating in KCFM agree that they are independent contractors and not employees, partners or joint ventures with KCFM, and shall be individually and severally liable for any loss, personal injury, deaths, and/or any other damages that may occur as a result of the Market Member's negligence or that of its employees, agents, or associates. All Market Members agree to indemnify and save KCFM, its Market Manager, its sponsors, and the Kamm's Corners Development Corporation harmless from any loss, costs, damages, and other expenses including attorney's fees, suffered or incurred by them by reason of the Market Member's negligence or intentional misconduct, or that of its employees, agents, and associates; provided that, the Market Member shall not be liable for nor required to indemnify KCFM or the Market Manager for the negligence of any of them or that of their servants, agents, employees, or associates.

Application Submission and Further Information

Please submit:

- | | |
|---|--|
| <input type="checkbox"/> Application (Pg. 7) | <input type="checkbox"/> First Market Fee (varies) |
| <input type="checkbox"/> Market Agreement (Pg. 8) | <input type="checkbox"/> Offerings Checklist (Pg. 9) |
| <input type="checkbox"/> Membership Fee (\$30) | <input type="checkbox"/> Copies of applicable licenses |

Market selection for applicants will begin March 15th but will continue throughout the market season. Please submit your completed application and all necessary items including your check to:

Kamm's Corners Farmers Market
c/o Kamm's Corners Development Corporation
17407 Lorain Avenue, Suite 200
Cleveland, OH 44111

For further information, please contact:

Jenny Kelley, Market Manager
kcfarmersmarket@gmail.com
Office 216-252-6559 ext. 1400
Cell 216-526-3803



Market Member Application

For KCFM use only

Date Received: _____

Membership Market Fee \$ _____

Y N W

Farm/Business Name: _____

Owner(s) Name(s): _____

Mailing Address: _____

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

Reimbursement Program checks made payable to: _____

Physical Address of fields and/or business operations – Please list all: _____

Business phone: _____ Cell phone: _____

E-mail: _____ Website: _____

Preferred method of contact: Business Phone Cell Phone Email

Employee(s) who will work at the market, if other than owner(s): _____

Electric Needed: Outdoor Market Indoor Market

Expected Outdoor Market participation (please check one):

Full Season Weekly Walk-in/Occasional

Date Comments: _____

Expected Indoor Market participation (please check all that apply):

November January March May
 December February April

Date Comments: _____

If growing produce, which of the following terms best describe your farming practices?

Conventional Biodynamic
 Sustainable Other _____
 Certified Organic

Other farmers markets you participate in: _____

Other direct marketing sales (restaurants, CSAs, cooperatives): _____

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Kamm's Corners Farmers Market
Market Agreement

By signing this application form, applicants acknowledge that they have received and read the Kamm's Corners Farmers Market (KCFM) Policies and Procedures, and agree to abide by the policies and procedures described therein, including all decisions of KCFM's Market Manager. Applicants specifically agree that a KCFM representative is permitted to visit their farm or production facility.

Applicants also acknowledge that the discretion of the Market Manager applies to acceptance to KCFM and booth assignments. This agreement is a revocable license, and any misconduct or violation of this agreement may result in suspension or termination from KCFM at the discretion of the Market Manager.

Acceptance to KCFM also means a commitment to the Market Members on the part of KCFM. KCFM will strive to promote the success of both the market and Market Members, to ensure a quality experience for the Market Members, and to provide general support for all Market Members.

KCFM Market Members agree by signing this application form to accept the following hold harmless clause:

All Market Members participating in KCFM agree that they are independent contractors and not employees, partners, or joint ventures with KCFM, and shall be individually and severally liable for any loss, personal injury, deaths, and/or any other damages that may occur as a result of the Market Member's negligence or that of its employees, agents, or associates. All Market Members agree to indemnify and save KCFM, its Market Manager, its sponsors and the Kamm's Corners Development Corporation harmless from any loss, costs, damages, and other expenses including attorney's fees, suffered or incurred by them by reason of the Market Member's negligence or intentional misconduct, or that of its employees, agents, and associates; provided that, the Market Member shall not be liable for nor required to indemnify KCFM or the Market Manager for the negligence of any of them or that of their servants, agents, employees, or associates. It is required that each Market Member carry their own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused.

Farm/Business Name: _____

Owner Signature: _____ Date _____

Please make sure you have included all necessary items:

- | | |
|---|--|
| <input type="checkbox"/> Application (Pg. 7) | <input type="checkbox"/> First Market Fee (varies) |
| <input type="checkbox"/> Market Agreement (Pg. 8) | <input type="checkbox"/> Offerings Checklist (Pg. 9) |
| <input type="checkbox"/> Membership Fee (\$30) | <input type="checkbox"/> Copies of applicable licenses |

Please mail to: Kamm's Corners Farmers Market c/o Kamm's Corners Development Corp.
17407 Lorain Avenue, Suite 200, Cleveland, OH 44111

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Offerings Checklist

Vegetables

- | | | | |
|---|--------------------------------------|---|---|
| <input type="checkbox"/> Asian Vegetables | <input type="checkbox"/> Collards | <input type="checkbox"/> Okra | <input type="checkbox"/> Shallots |
| <input type="checkbox"/> Beans, dry | <input type="checkbox"/> Corn, sweet | <input type="checkbox"/> Onions, dry | <input type="checkbox"/> Snow Peas |
| <input type="checkbox"/> Beans, shell | <input type="checkbox"/> Cucumbers | <input type="checkbox"/> Onions, green | <input type="checkbox"/> Spinach |
| <input type="checkbox"/> Beets | <input type="checkbox"/> Edamame | <input type="checkbox"/> Parsnips | <input type="checkbox"/> Squash, summer |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Eggplant | <input type="checkbox"/> Peas | <input type="checkbox"/> Squash, winter |
| <input type="checkbox"/> Brussel Sprouts | <input type="checkbox"/> Fennel | <input type="checkbox"/> Peppers, hot | <input type="checkbox"/> Sweet Potatoes |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Garlic | <input type="checkbox"/> Peppers, sweet | <input type="checkbox"/> Tomatillos |
| <input type="checkbox"/> Carrots | <input type="checkbox"/> Kale | <input type="checkbox"/> Potatoes | <input type="checkbox"/> Tomatoes |
| <input type="checkbox"/> Cauliflower | <input type="checkbox"/> Kohlrabi | <input type="checkbox"/> Pumpkins | <input type="checkbox"/> Turnips |
| <input type="checkbox"/> Celery | <input type="checkbox"/> Leeks | <input type="checkbox"/> Radishes | <input type="checkbox"/> Zucchini |
| <input type="checkbox"/> Chard | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Rhubarb | |
| <input type="checkbox"/> Chinese Cabbage | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Rutabaga | |

Fruit

- Apples
- Blackberries
- Blueberries
- Cherries
- Cranberries
- Currants
- Grapes
- Melons
- Peaches
- Pears
- Plums
- Raspberries
- Strawberries

Bakery/Desserts

- Biscuits
- Bread
- Brownies
- Cakes
- Chocolate
- Cobbler
- Cookies
- Irish Soda Bread
- Muffins
- Pies
- Pudding
- Rolls

Herbs

- Basil
- Chives
- Cilantro
- Dill
- Marjoram
- Mint
- Oregano
- Parsley
- Rosemary
- Sage
- Thyme

Meat

- Beef
- Chicken
- Duck
- Fish
- Goose
- Lamb
- Pork
- Turkey

Beverages

- Apple Cider
- Coffee
- Lemonade
- Tea, iced
- Tea, hot
- Soda
- Water

Dairy

- Cheese, cow
- Cheese, goat
- Eggs
- Ice Cream

Other

- Bulk Grains
- Candles
- Cut Flowers
- Honey
- Jam
- Jelly
- Lotion
- Maple Syrup
- Olive Oil
- Pasta
- Pickles
- Salsa
- Soap
- Vinegar

Other

Please list all offerings. Products not listed will need to be confirmed with Market Manager.

❖❖ **RETURN THIS PAGE TO KCFM** ❖❖



12' x 12' Booth Spaces Shown

Kamm's Corners Farmers Market

Market Map

Scale: 1/10

