



VISIT PERRYSBURG MARKET DAYS 2024 Rules and Regulations

VENDOR APPLICATIONS & PAYMENT DUE BY
Friday, March 15, 2024

You will receive notice by March 31st of your application status.
Applications are reviewed by a committee.

SPECIAL NOTES

The Market is under the full authority of the Perrysburg CVB. The Market Coordinator will address your daily needs/questions/concerns, and escalation of any issues should be directed to the Executive Director via email cbest@visitperrysburg.com or by phone 419-874-9147 ext 2.

Visit Perrysburg Market Days Coordinator for now is just Christine; once the position is hired, you'll receive the new person's contact information

Continued COVID-19 Requirements (yes, this is unfortunately still a thing):

The Market requires all vendors to sign a waiver of liability.

Masks are at your discretion unless CDC mandates are reinstated.

Social distancing is expected where possible and when there is a rise in positive cases.

Wash your hands – and sanitize often.

If you are feeling ill or become sick, please follow CDC guidelines.

Disclaimer: Market operations could change at any time due to the ongoing health concerns of COVID-19 and its variants. By agreeing to be a vendor, you also agree to comply or forfeit your position at the Market.

Vendor Loading/Unloading/Parking:

Upon arrival at the market, vendors may use a parking space close to their booth for unloading.

Vendors must unload as quickly as possible and then move their vehicles off Louisiana Ave to free up space for other vendors to unload.

ALL vendor vehicles must be off Louisiana Ave and W Third St between Market hours of 4pm to 8pm (unless you are in a booth/parking combination spot by the Way Library).

Vendors may move vehicles back to their booth to pack up at the close of the Market at 8 pm.

Please use common courtesy and move your vehicles safely and timely.

The Way Public Library parking lot cannot be used for vendor parking.

Additionally, Kazmaier's and the Perry's Landing parking lots are privately owned and cannot be used for vendor parking. East Third Street and the public lots behind Louisiana businesses are good options.

Vendor Products:

Vendors must make a request to the Perrysburg CVB before bringing new items to the market if these items were not listed on your original application form under "items you intend to bring for sale".

Application Process

1. Read through the 2024 Rules and Regulations.
2. Obtain all applicable licenses and insurance.
3. Complete the Vendor Participation Agreement and COVID-19 liability waiver and submit along with copies of all licenses, insurance, and applicable fees by Friday, March 15, 2024. Keep a copy.

COVID-19 Safety and the 2024 Market

COVID-19 is still with us. Please do your part to keep us all healthy and safe. You must sign and date the COVID-19 Liability Waiver along with the Vendor Participation Agreement. Vendors must comply with current State of Ohio health orders. Do not come to the Market if you are not feeling well or are sick. Please follow CDC guidelines. Masks are optional, but social distancing is expected where possible and when there is a rise in positive cases. Vendors must provide hand sanitizer at their booth and follow CDC sanitizing procedures. All ready-to-eat items must be pre-packaged and ingredients pre-labeled before attending the Market.

Section 1: Market Information – official name: VISIT PERRYSBURG MARKET DAYS

Market Location: Downtown Perrysburg – Louisiana Avenue from Front to Indiana

Times & Dates: Thursdays from 4pm to 8pm (Set up time is from 2:30–4pm). You **must** stay until 8pm even if sold out. Use the time to take preorders for the following week and/or network.
May 9th through October 10th, 2024 (23 weeks including the 4th of July)

Contact Information:

Visit Perrysburg (Perrysburg CVB) –until Events Coordinator is hired, please email Christine
105 W. Indiana Avenue cbest@visitperrysburg.com

Perrysburg, OH 43551

Phone: (419) 874-9147 x2

Web: www.visitperrysburg.com

Social Media Handles: FB: @visitperrysburg IG: @visitperrysburg X: @PburgCVB

Follow Us and We'll Follow You – be sure to share your Market news and TAG US in your posts!

Section 2: Booths, Fees and Fines

1. Booth Dimensions: Booths measure 12 feet x 12 feet.
2. Booth Rental Fees:
The full-season rental fee for a booth is **\$575 (this equates to \$25 a day)**
The daily rental fee for a booth is **\$35** per day. **NEW THIS YEAR:** Daily vendors **must** prepay (cash or check) by application deadline on Friday, March 15, 2024 for the dates you will be attending (please

see calendar on application). No refunds will be given for selected dates you don't attend. Checks will not be processed until you are invited to the Market and you accept the invitation.

3. *Electricity is NOT provided. Small, quiet, clean generators w trip guard protectors are permitted.*
4. Fines: A service charge of \$100 will be assessed for any check that is returned for insufficient funds or other causes. A cleaning charge of \$100 per incident may be assessed to any vendor if the required booth clean-up is not performed. Repeat offenders may forfeit their booth and fees. Refer to Section 7, rules 4-8 for cleaning requirements.
5. **Vendors will not be allowed to participate until all fees and fines are paid.**
6. Once your invitation is confirmed, no refunds will be issued.

Section 3: Vendor Eligibility

1. **Vendors must personally make or grow at least 75% of the items that they bring to the market.**
2. The Perrysburg Market is primarily for LOCAL (within a 100-mile radius) farm and domestic products that are grown or produced on farms, homes, or gardens. These products are further defined as follows:
 - Produce – Vegetables, fruit, grains, eggs, house and landscape plants, plant cuttings, flowers, seeds, nuts, and herbs.
 - Prepared Foods – **Foods that are processed in some way by the vendor must have the necessary approval and licenses from the Health Department.** Items include but are not limited to: meats, baked goods, preserves, pickles, juices, home canned products, and cheeses. Foods must be labeled with the name of the preparer, the contents/ingredients, and the address of the place of manufacture along with any allergy alerts.
 - Handicrafts – handcrafted products that are made in the home. The product may be made from manufactured materials provided that **most** of the product's value results from the crafting of the vendor or the vendor's family. The Perrysburg CVB reserves the right to refuse sales of items not deemed hand-crafted.
3. Vendors must list items they plan to bring to the Market on the Vendor Participation Agreement. Any items not listed on the Participation Agreement must be pre-approved by the Market Coordinator.
4. Any items that are not grown or produced by the vendor **MUST** be displayed with a label identifying the name and location of the grower/producer.
5. In case of a local seasonal crop failure, any out-of-season produce or any produce not grown by the vendor and brought in from outside the local area **MUST** be labeled as to the place of origin.
6. Vendors who buy products exclusively for reselling are not eligible to participate in the Market.
7. Businesses and groups distributing literature only are not eligible to participate.
8. Vendors must be 18 years of age or older.

Section 4: Licenses and Permits

1. A signed and dated Vendor Participation Agreement, COVID-19 waiver, and proof of liability insurance, vendor's license, and health department permit (if applicable), and payment in full must be submitted to the Perrysburg CVB 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 and labeling requirements. Transient Vendors License information can be obtained from the State of Ohio online at www.obg.ohio.gov (search for Transient Vendor's License) or by calling (888) 405-4039. Health Department permits are available through the Wood County Health Department by calling (419) 354-2702. Proof of any applicable licenses or permits must be presented to the Perrysburg CVB before a vendor may participate in the market. Visit Perrysburg holds the individual vendor fully responsible for the proper documentation and permitting.
4. Vendors are required to have liability insurance to cover their risks at the Market. Proof of insurance can be obtained through an insurance agent and must be presented to the Perrysburg CVB before a vendor may participate in the market. A \$1,000,000 policy is generally sufficient to cover product liability and accidents. The Perrysburg Convention & Visitors Bureau requests that it be designated an "additional insured" on the insurance certificate.

Section 5: Booth Availability

1. **The Perrysburg CVB will assign a booth to each vendor at its discretion. Assignment to a particular booth cannot be guaranteed. Documentation of your location preference should be noted here:**
2. In the event that a vendor does not plan to use his assigned booth on a specific day, the vendor **must** notify the Market Coordinator at 419-819-8808 **before 9am** on that market day.
3. The Perrysburg CVB reserves the right to fill any booths that are unoccupied.
4. Vendors who do not use their booth on a particular day will not be reimbursed even if the Perrysburg CVB re-assigns the booth to another vendor for that day.
5. Vendors **may not** reassign, loan, or in any way transfer their assigned booths to another vendor.
6. Vendors **may not** share booths with another vendor.
7. Vendors must make prior arrangements with the Market Coordinator for late arrival.
8. All Vendors that are absent from the Market for two consecutive weeks without notifying the Market Coordinator or the Perrysburg CVB office will forfeit their booth location and their fees.
9. A vendor may choose to rent more than one booth, but no more than three booths. The Perrysburg CVB reserves the right to limit the number of booths rented by individual vendors.

Section 6: Vendor Conduct

1. Vendors will present and conduct their business in a first-class manner which is not disruptive nor disparaging to other vendors or to the market overall. No loud music, vendor shouting, harassing, or walking solicitation will be permitted. Courtesy and honesty are expected at all times.
1. No firearms, alcoholic beverages, smoking, drugs, or any controlled substances will be allowed at any vendor booth.
2. Vendors shall not engage in solicitation, collections, political, or religious activities at the Market.
3. Collusion among vendors to raise or lower prices or to exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.
4. During the Market, vendors will not be permitted to advertise for other area farmers markets.

Section 7: Booth Operation and Maintenance

1. Vendor setup is from 2:30-4pm. No sales are allowed after 8pm.
2. **Vendors may not leave before 8pm even if sold out. Use this time to take preorders for the following week and/or network with customers and neighboring merchants.**
3. Vendors are responsible for securing their tents with appropriate weights to prevent them from causing injury or damage. No staking into the sidewalk, street, planter areas, or grass.
4. Product display tables, stands, and signs are to be provided by the vendor. Vendors must have signs clearly identifying their farm or business.
5. Vendors are required to keep their booth area clear of garbage. Vendors must clean their areas at the end of the market or when they leave for the day by removing all vegetable & plant refuse, containers, signs, trash, dirt, and litter. Vendors must bring a broom and dustpan. *Garbage must be taken home with the vendor.*
6. Grease stains or cooking residue must be cleaned by the vendor each week. A drop cloth or tarp may be used to catch grease or debris. Please use caution when managing grease.
7. Nothing may be poured or swept into the street or down the storm sewers.
8. *Clean-up is mandatory!* The Perrysburg CVB reserves the right to assess a cleaning charge of \$100/incident to any vendor in violation if they do not perform the necessary clean-up.
9. Electricity is NOT provided. Vendors may bring small, quiet, clean generators to the market. Generators must be contained within the vendor's assigned booth area & trip protected.

10. Vendors may not impede pedestrian or motor traffic and may not interfere with the normal operations of the downtown businesses, including driveways and parking. Items, including signs, may not be placed against storefronts, in the sidewalk right-of-way, in the street, or anywhere outside of the boundaries of the vendor's 12' x 12' booth.
11. Vendors will be permitted to set their own prices. To maintain the integrity of a retail market, vendors should uphold current market retail values on their products. Price gouging due to the Perrysburg location is strongly discouraged. Customers are shrewd, and a sizable mark-up will hurt your sales as well as the reputation of the Market.
12. Vendors advertising as "organic" or "unsprayed", "natural", etc. are not required to be certified. However, law restricts use of the phrase "Certified Organic". Sellers of certified organic items must display a copy of their certification. All vendors are required to advertise truthfully about their products and to respond to customers' questions in a similar manner.

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. Contact the Market Coordinator if you are not attending. **Notification must be given by 9am on Market day.**

Section 9: Modification of Market Rules

1. The Perrysburg CVB reserves the right to revise the Perrysburg Market Rules & Regulations at its discretion.

Section 10: Market Authority

1. The Perrysburg Convention & Visitors Bureau or its designee has the authority to deny any person or group the privilege of operation at the Market. All items are allowed or disallowed at the discretion of the Perrysburg CVB. Entry into the Market does not mean automatic approval of all items you wish to sell.
2. The Perrysburg CVB reserves the right to remove any person or vendor who does not comply with the rules and regulations stated herein; those that, in their judgment, are using methods or selling items that are detrimental to attendance at the Market or contrary to the Market policies and standards; or those who fail to obey any lawful order of the Perrysburg CVB or its designee.

**PERRYSBURG CONVENTION & VISITORS BUREAU
VISIT PERRYSBURG MARKET DAYS**

WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious, and the state of medical knowledge is constantly evolving. The Perrysburg Convention & Visitors Bureau, Visit Perrysburg Market Days, and The City of Perrysburg cannot completely prevent you from potentially becoming exposed to, contracting, or spreading COVID-19 while utilizing The City of Perrysburg’s properties or premises. It is not possible to completely prevent the presence of this disease or its variants.

By signing this document, you agree to abide by all Federal, State, and Local Regulations required of citizens regarding the COVID-19 pandemic. You also agree to abide by all sanitary and cleaning requirements required by law for indoor and outdoor facility use during the pandemic.

ASSUMPTION OF RISK: I/we have read and understand the above warning concerning COVID-19. I/we hereby choose to accept the risk for myself and/or our organization to utilize the City of Perrysburg’s property or premises. I/we accept the potential risk of being exposed to, contracting, and/or spreading COVID-19 to utilize this property or premises.

WAIVER OF LAWSUIT / LIABILITY: I/we hereby forever release and waive my/our right to bring suit against the Perrysburg Convention & Visitors Bureau, the Perrysburg Market, and the City of Perrysburg, and their respective officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with potential exposure, infection, and/or spread of COVID-19 related to the Perrysburg Convention & Visitors Bureau, the Perrysburg Market and the City of Perrysburg’s properties and premises. I/we understand that this waiver means giving up my/our rights to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I/we may have to see damages, whether known or unknown, foreseen, or unforeseen.

CHOICE OF LAW: I/we understand and agree that the law of the State of Ohio will apply to this contract. I/we have carefully read and fully understand all provisions of this release, and freely and knowingly assume the risk and waive my rights concerning liability as described above.

Signature: _____

Name (printed): _____

Date: _____

Name of Organization or Business: _____

Title within the Organization or Business: _____

2024 Visit Perrysburg Market Days - Vendor Participation Agreement

Business Name _____

Vendor's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Social Media Handle(s): _____

I will participate as a: () Full Season Vendor \$575 per booth space payable with application
 () Daily Vendor \$35 per day (dates must be prepaid at time of registration)

In the following category: () Grower / Producer () Artisan / Crafter () Baker / Food Producer

State Vendors License Number _____

Liability Insurance Company _____

Policy Number _____

Food Service License Number (if applicable) _____

Organic Certification (if applicable) _____

You must include copies of these items when you submit your signed vendor participation contract.

Vehicle Make & Model _____

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

List items you intend to sell:

List forms of payment that you accept at the market: (cash, credit, check, apps, etc) _____

Daily and Full Season Vendors: circle the dates that you would like to attend the market:

*(Call or text Christine 419-819-8808 **by 9am** on Market Day if you cannot attend)*

May 9	May 16	May 23	May 30	June 6	June 13
June 20	June 27	July 4	July 11	July 18	July 25
Aug 1	Aug 8	Aug 15	Aug 22	Aug 29	Sept 5
Sept 12	Sept 19	Sept 26	Oct 3	Oct 10	

I have read the 2024 Visit Perrysburg Market Days Rules & Regulations and agree to abide by them. I understand that failure to follow these rules may mean expulsion from the Market and forfeiture of fees. 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 2024 Perrysburg Market.

Signed _____ Date _____

Please return this signed form along with payment, COVID-19 waiver, 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**