

Winter Market

2024 VENDOR APPLICATION PACKET



NEW DAY, NEW INDOOR LOCATION!

EVENT INFORMATION - Now on a Saturday!

Saturday, December 14th | 10 a.m. - 1 p.m.

New INDOOR Location!

St. Mel's Parish | 14436 Triskett Road

VENDOR BOOTH INFORMATION

\$30 Participation Fee for a 10' x 10' space

Vendors are responsible for bringing their own table and chairs.

Please note that the event is indoors this year, tents are not allowed.

BOOTH DECORATING CONTEST

Decorate your booth for the chance to win a prize!

Winners will be chosen by customer vote.

DOUBLE SPACES ARE AVAILABLE IF YOU NEED A BIGGER SPACE!

QUESTIONS?

Contact Rebekah Ferro at
rebekah@westparkkamms.org or
call 216-329-9534.



Hosted By



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VENDOR POLICIES AND PROCEDURES

Kamm's Corners Farmers Market (KCFM) Winter Market is overseen by West Park Kamm's Neighborhood Development (WPKND) with the goal of bringing neighbors together to celebrate community through winter-themed activities along with great access to the best local farms, artisans, crafters, and makers. Individuals and businesses selling products at the event are generally referred to as Event Vendors. This term is intended to suggest their specific relationship and commitment to KCFM, as well as KCFM's commitment to them.

WPKND strives to operate a producers-only market (with certain limited, intentional, and purposeful exceptions). Event Vendors are the growers and/or producers/makers/crafters of the products they sell. All products sold at KCFM Winter Market must be reviewed and approved by the Market Manager prior to their introduction at the market.

APPLICATIONS

- By submitting an electronic or paper application, applicants agree that decisions are made at the Event Manager's discretion and subject to review by WPKND
- WPKND strives to keep a balance and variety of vendors and vendor types at each market to better support to ensure everyone's success (each product type may have limits on the number of vendors accepted into the market)
- Application does not guarantee entry - applicants should await acceptance as an Event Vendor from the Event Manager before issuing press releases or notifying the public of their anticipated attendance at the market

PERMITS

- Event Vendors 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 local, state, and federal laws, rules, and regulations regarding the production, handling, and selling of the items
- Event Vendors are responsible for paying all applicable local, state, and federal taxes and fees
- Event Vendors must submit copies of all inspection forms, licenses, and insurance annually
- Produce: Products must be labeled, if required, in accordance with ODA guidelines
- Produce: 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.
- Food Products: All qualifying food products sold must follow the Ohio Cottage Food Laws, which includes labels on all products with the product name, business name, contact information, list of ingredients, and the statement "This item is home produced." For a full list of Ohio Cottage Food Laws and eligible products, follow this link: <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>

VENDOR POLICIES AND PROCEDURES (CONT)

BOOTH SPACE

- Event vendors will be provided a 10ft x 10ft booth space. Displays and tables must stay within that space. Please reach out to the market manager to if you are interested in a double booth space.
 - ♦ **PLEASE NOTE - This is an indoor event, and tents will NOT be permitted in the event space.**
- Event vendors must:
 - provide their own tables, signs, etc.
 - be responsible for their own transportation and equipment
 - display a sign, which states the name and 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
 - **be set up for operation by 9:45 AM.**
- **Vendors are not permitted to start selling products until 9:50 AM.**
 - BE AWARE OF LATE ARRIVAL/ NO-SHOW POLICIES:**
- LATE ARRIVAL: Vendors MUST arrive between 8:30am and 9:30am for setup. Vendors will not be permitted to enter the event space and set up their booth after 9:45am.
- NO-SHOW/CANCELLATION: No refunds will be issued for no-shows or cancellations.

CREDIT CARD POLICY

- WPKND highly encourages vendors to accept credit cards at their booths
- WPKND will not be exchanging credit tokens

MARKET MEMBER REIMBURSEMENT PROGRAM (Food Sales Only)

- Market Member participation in the Ohio Direction Card (EBT) token program is mandatory. Customers can utilize Ohio Direction cards to purchase items at KCFM using tokens, which can be purchased from the info tent.
 - \$1 tokens can be used for eligible items only; change cannot be given.
 - Visit <http://www.fns.usda.gov/snap/retailers/eligible.html> 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.
- Event Vendor participation in the Senior Farmers Market Nutrition Program is voluntary but encouraged.
- No lost or stolen tokens will be reissued or refunded.
- Tokens may not be given as change.
- Vendors must submit their request reimbursement for tokens at the conclusion of the event on December 10, 2023
- Token reimbursements will be held until vendor fee installments are current and will be credited to a past due installment balance.
- Tokens may not be defaced using any type of marker or ink.

NON-DISCRIMINATION CLAUSE

KCFM welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality, or marital status.

VENDOR POLICIES AND PROCEDURES (CONT)

INDEMNIFICATION

All Event Vendors participating in KCFM's Winter Market agree that they are independent contractors and not employees, partners, or joint ventures with KCFM or WPKND, 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 Event Vendor's negligence or that of its employees, agents, or associates. All Event Vendors agree to indemnify and save KCFM, its sponsors, and West Park Kamm's Neighborhood Development harmless from any loss, costs, damages, and other expenses including attorney's fees, suffered or incurred by them by reason of the Event Vendor's negligence or intentional misconduct, or that of its employees, agents, and associates; provided that, the Event Vendor shall not be liable for nor required to indemnify KCFM or WPKND for the negligence of any of them or that of their servants, agents, employees, or associates. It is required that each Event Vendor carry their own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused.

WEATHER POLICY

In the event of extreme weather the event will be cancelled and vendors will be contacted. If the event is cancelled, vendors will be given the choice between receiving a credit for next season or a refund.

QUESTIONS?

For questions, please contact Rebekah Ferro at rebekah@westparkkamms.org or 216-329-9534.



FOR OFFICE USE ONLY

Date Recieved:

VENDOR APPLICATION FORM

Return this form to WPKND

Vendor Information

Farm/Business Name:

Owner(s) Name:

Mailing Address:

City, State, ZIP Code:

Phone:

Email:

Physical Address of Business/Farm (please list all):

Event Information

Day of Market Contact:

Cell Phone:

Vendor Goods (Select all that apply)

Produce

Food Products

Craft Vendor

Other

Please describe what you will be selling:

Social Media Information

Website:

Facebook:

Instagram:

Twitter:

FEE FOR PARTICIPATION: \$30

Spot will not be reserved until fee is paid.

Please make checks payable to:

West Park Kamm's Neighborhood Development
17407 Lorain Ave., Suite 200 Cleveland, OH 44111