

# How to Start a Farmers' Market in Cuyahoga County



Local Purchasing Working Group  
Cleveland-Cuyahoga County Food Policy Coalition  
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## **About the Cleveland-Cuyahoga County Food Policy Coalition**

This guide is the work of the Local Purchasing Working Group of the Cleveland-Cuyahoga County Food Policy Coalition (FPC). The FPC is a collaborative initiative led by The Ohio State University Extension, Cuyahoga County and Case Western Reserve University's Prevention Research Center for Healthy Neighborhoods. The FPC coordinates public-private partnerships aimed at improving access to healthy food in urban neighborhoods and stimulating the regional food economy. The Local Purchasing Working Group of the FPC received several requests over the past few years to provide assistance to neighborhood groups who wanted to start farmers' markets and produced this guide to provide more information to community residents and organizations interested in bringing fresh, local food into their neighborhoods.

For more information about the Food Policy Coalition and to download additional copies of this guide go to <http://cccfoodpolicy.org>.

## How to Start a Farmers' Market in Cuyahoga County

Cuyahoga County is home to several farmers' markets that serve diverse neighborhoods throughout the Greater Cleveland community. These markets provide a place for urban and rural growers to sell their produce directly to consumers and create opportunities for economic development that provide access to fresh foods in urban neighborhoods. In the past five years neighborhood leaders, local organizations and community development corporations have initiated several new farmers' markets in Cleveland and suburban communities. There are communities across the county without farmers' markets and there are always new groups and individuals who want to start a new market in their neighborhood. This document will provide the guiding questions and background information to help you get started.

There are a few key questions to answer as you begin to plan for a farmers' market:

What day and time should you have the market?

Where should you locate your market?

Who will manage the market?

Does the market need a budget and money to get started?

Should you charge vendor fees?

Will the market need any permits?

Can you accept the Ohio Direction Card, WIC, or Senior Coupons at the market?

There is an appendix that will provide a few tools to help you plan your market including:

Survey for Potential Customers

Market Rules

Vendor Agreement

Market Manager Job Description

Sample Budget

Frequently Asked Questions: Public Health Regulations and Farmers' Markets

Ohio Department of Agriculture's Farmers' Market Registration Form

**What day and time should you have the market?** One of the most important decisions you will make when starting a farmers' market is what day of the week and time the market will be in operation. First, do some market research and identify the potential customer base for the market. Will the market be targeted towards office workers and employees in the neighborhood or residents in the immediate community? Each of these customer groups will likely have different preferences in terms of date, time, and location. To help get you started, a sample survey for potential customers is available in the Appendix on pages 9-10.

Other aspects to consider are your farmers and vendors. You will often have a better chance of recruiting farmers and vendors if you select a day of the week and time when there aren't as many other competing markets in the area. Visit these websites for a listing of area farmers' markets to determine the most appropriate day for a new market in your neighborhood:

- <http://www.gcbl.org>
- <http://localfoodcleveland.org>
- <http://growhio.org>
- <http://www.cleveland.com>

**Where should you locate the market?** When considering a location for your market, you should think about the following:

- **Visibility:** Think about a location where you might have good foot or car traffic or be in close proximity to a local business district. Being in a visible location can help promote your market without spending funds on advertising.
- **Space:** Keep in mind that each vendor tent requires approximately 12 feet x 12 feet.
- **Parking:** You should consider options for both vendors and customers. Identify where vendors can park their vehicles to unload for the market. Many vendors like to be close to their vehicles and some need access to their vehicles during the market, especially if they have a cooler that keeps their products at the appropriate temperature.
- **Utilities:** Having access to electrical outlets and a phone line may be necessary to run an EBT/credit/debit machine. Some vendors may use electricity for coolers or other equipment.
- **Land Ownership:** Is the parcel where you want to have your market owned by the city or owned by a private individual? If the land is city owned, such as a park, a permit will be required (For more information see the section on permits). For a privately owned parcel, it is recommended that you develop a written agreement.
- **Neighborhood:** Identify community partners that could support your effort and offer expertise and resources that can help you achieve your goals.
  - Contact with your local community development corporation. They can help connect you with other organizations, community groups, and residents in the neighborhood, act as a fiscal agent for the market, and help promote the market through community newspapers. A list of local CDC's can be found at [www.cndc2.org](http://www.cndc2.org).
  - Contact your council member so they are aware of your project and see if they can offer any support. You can find a list of Cleveland city council members at <http://www.clevelandcitycouncil.org>.
- **Public Transit/RTA:** Many residents don't have a car or prefer to take RTA. Consider market locations that may be near a RTA Rapid Stop or a bus stop to better connect you with customers.

**Who will manage the market?** Managing a farmers' market successfully takes time and often a dedicated market manager to coordinate, promote, and administer the market. The person should be organized, work well with different types of people, be creative, and be resourceful. For a sample market manager job description, please see the Appendix page 14. Be prepared to allocate some funds to pay the market manager's salary or stipend. You should

also consider working with a business or non-profit organization to act as a fiscal agent to help process fees, grants, and sponsorship.

**Does the market need a budget and money to get started?** A farmers' market will have several start-up and ongoing expenses. Here are some of the different costs a market may encounter in the first year and may need to sustain year after year.

Start-up costs may include:

- Logo/Design work to promote the market
- Market tent and table for customer service booth
- EBT/Credit/Debit point-of-sale (POS) machine
- Phone/Electrical line(s) for POS machine
- Permit fees
- Signs

Ongoing expenses may include:

- Market manager's salary or stipend
- Printed promotional materials
- Printed advertisements
- Musicians
- Materials for chef demonstrations
- Utilities
- Service charges for credit/debit machine

Please see the Appendix page 15 for a sample budget.

**Should you charge vendor fees?** Farmers' markets in Northeast Ohio use different systems for charging vendors fees. The fees will help cover some of the costs of operating the market but most markets are part of a non-profit organization and seek grant, community and corporate sponsorships, and other funds to operate. There are two main approaches to vendor fees. Some markets charge their vendors a flat fee (\$20 – 30) for each allotted space that they occupy. Other markets have shifted to a new system that charges vendors based on a percentage (i.e. 5%) of their sales with a minimum of \$10-15. One of the benefits of the prorated system is that the market manager can track sales per week by vendor and for the entire market. This information can be very helpful in demonstrating the economic impact of the market and is terrific data to include in grant applications.

**Will the market need any permits?** Most markets will not need a permit to operate. However if the market is operating on public land or needs to close a street to operate, a permit will likely be required. It is best to check with the local municipality for their rules and regulations governing farmers' markets. It is also highly recommended that all farmers' markets register with the Ohio Department of Agriculture.

#### Special use permits

Special use permit may be required to hold a farmers' market on city property.  
City of Cleveland: Contact Office of Special Events and Marketing, 216-664-2484.

### Street closure permit

City of Cleveland: Contact Division of Licenses and Assessments, 216-664-2174.

### Retail Food Permits

Farmers' markets do not need a permit from their local health department to operate. However, individual vendors at your market may need a permit depending on the type of products that they are selling. Raw, unprocessed fruits and vegetables and cottage foods are exempt from permits. For more information on cottage foods, please visit the Ohio Department of Agriculture website at <http://www.agri.ohio.gov/foodsafety/>. The Cleveland Department of Public Health has published a Frequently Asked Questions guide for farmers' markets and permits. You can find a copy of the Cleveland Public Health Department's FAQ in the Appendix pages 16-17.

If you have any questions about retail food permits please contact:

City of Cleveland: Pamela Cross, Cleveland Department of Public Health, Division of Environment 216-664-2324

City of Shaker Heights: Shaker Heights Health Department 216-491-1480

Cuyahoga County: Cuyahoga County Board of Health: Environmental Health Services at 216-201-2001

### Farmers' Market Registration with the Ohio Department of Agriculture

To be exempt from the food safety permitting process for farmers' markets you must register your farmers' market with the Ohio Department of Agriculture (ODA), Division of Food Safety. You can find out more information about registration at <http://www.agri.ohio.gov/foodsafety/#tog>.

A copy of the ODA Farmers' Market Registration Form is available in the Appendix page XX or online at: [http://www.agri.ohio.gov/public\\_docs/forms/foodsafety/Food\\_3800-03.pdf](http://www.agri.ohio.gov/public_docs/forms/foodsafety/Food_3800-03.pdf).

## **Can I accept the Ohio Direction Card, WIC, and Senior coupons at the market?**

### **Ohio Direction Card**

If you are interested in accepting the Ohio Direction Card or EBT at your market, there are a few simple steps you need to take to get started.

1. You must first register your market with USDA – Food and Nutrition Service. You can apply online at [www.fns.usda.gov/snap](http://www.fns.usda.gov/snap) or call 1(877) 823-4369 for an application. There is no cost for the permit and permits do not need to be renewed annually.
2. You can also register your market with Ohio Department of Job and Family Services as part of the EBT Farmers' Market Demonstration Project. As part of this program, you can receive an EBT machine at no cost. For an application or more information, please call Adam McCormick with ODJFS at (614) 752-0483 or visit the ODJFS website at <http://jfs.ohio.gov/ofam/EBT%20Farmers%20Market.stm>.
3. Grant funds for costs associated with EBT are available through the Ohio Department of Agriculture's Ohio Farmers' Market Access Project. These funds can be used to pay for

EBT equipment, tokens, and marketing of the program. For more information, please contact the Ohio Department of Agriculture, Marketing Division at (614) 466-6198.

### **WIC Program**

The WIC (Women, Infant, and Children) Program of Cuyahoga County offers two opportunities for its program participants to purchase fresh produce.

#### WIC Fruit and Vegetable Vouchers

WIC provides food vouchers and nutritional education to new mothers and their children who meet their income eligibility guidelines. Program participants receive a monthly fruit and vegetable vouchers (FVV) that can be used at a WIC certified vendor – grocery store, convenience store, or local farmer.

#### WIC Farmers Market Nutrition Program Coupons

The WIC Program also offers a Farmers' Market Nutrition Program that provides WIC participants with coupons for fresh fruits and vegetables that can only be used to purchase fresh produce from local farmers at farmers' markets and roadside stands.

For both of these programs, it is usually the farmer/vendor who applies and can accept these coupons; not the market itself. However, please encourage your farmers to submit an application to accept these coupons. It can help them make more money and makes the market more accessible to everyone. You can also work with the WIC office in Cuyahoga County to distribute the coupons at your market.

For general information on the WIC program and farmer/vendor applications go to:  
<http://www.odh.ohio.gov/odhprograms/ns/wicn/wic1.aspx>

To contact the Cuyahoga County WIC offices call 216.961.2233 or go to  
<http://www.metrohealth.org/body.cfm?id=751>

### **Senior Farmers' Market Nutrition Program**

The Senior Farmers' Market Nutrition Program (SFMNP) is supported by the Ohio Department of Aging and coordinated locally by the Western Reserve Area Agency on Aging. The program provides \$50 in coupons to income eligible seniors in Cuyahoga County to spend on fresh produce at local farmers' markets. This program is very similar to the WIC program in that individual vendors apply to be a part of the program and accept the coupons.

For general information on the SFMNP go to:  
<http://aging.ohio.gov/services/seniorfarmersmarketnutritionprogram/>

For information on the Western Reserve Area Agency on Aging and the SFMNP go to:  
<http://www.psa10a.org/programs/farmersmarket.asp> or call (216) 621-8010

Additional Resources:

### **FARMERS' MARKETS**

The Ohio State University South Centers coordinates the Ohio Farmers' Markets group and offers an annual conference and ongoing technical assistance to new and established farmers markets across Ohio. For more information go to: <http://ohiofarmersmarkets.osu.edu/>.

The Ohio Proud Program of the Ohio Department of Agriculture offers resources and an online database of Ohio markets through its website at <http://www.ohioproud.org/markets.php>.

The United States Department of Agriculture has a webpage with several resources for market managers and new farmers' markets at <http://www.ams.usda.gov/AMSV1.0/FARMERSMARKETS>. At this site you can learn more about the USDA publications and resources that might be available for your project.

### **EBT AND FARMERS MARKETS**

The Community Food Security Coalition published a report in July 2010, Real Food, Real Choice: Connecting SNAP Recipients with Farmers Markets that examines some of the barriers SNAP recipients encounter when trying to access and shop at farmers' markets. You can download a copy of the report at [http://www.foodsecurity.org/pub/RealFoodRealChoice\\_SNAP\\_FarmersMarkets.pdf](http://www.foodsecurity.org/pub/RealFoodRealChoice_SNAP_FarmersMarkets.pdf).

The USDA in conjunction with the Project for Public Spaces released a how-to guide on including the Supplemental Nutrition Assistance Program (EBT) at farmers' markets in June 2010. To download a copy of the report go to: <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5085298>.

## APPENDIX A: Survey for Potential Customers

Please follow the link below to a brief survey designed to seek your thoughts about a farmers' market in YOUR LOCATION. Your responses to the survey questions will directly inform the decision-making process to determine the viability of a farmers' market in YOUR LOCATION.

### Demographics

1. Please select your gender
  - a. Male
  - b. Female
2. What is your age?
  - a. 18-25
  - b. 26-35
  - c. 36-45
  - d. 46-55
  - e. 55+
3. In which zip code do you live? \_\_\_\_\_
4. In which zip code do you work? \_\_\_\_\_

### Consumer Preferences

5. How likely are you to shop at a farmers' market in YOUR LOCATION ?
  - a. Very likely
  - b. Somewhat likely
  - c. Somewhat unlikely
  - d. Very unlikely
6. Please rank the following potential locations for a farmers 'market from most preferred to least preferred:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_ Insert several potential market locations.
  - c. \_\_\_\_\_
7. At what time would you prefer to shop at the farmers' market?
  - a. 11 am -2 pm
  - b. 4 pm-7 pm
  - c. Other: \_\_\_\_\_
8. On what day(s) would you prefer to shop at this farmers market? [Please select two]
  - a. Sunday
  - b. Monday
  - c. Tuesday
  - d. Wednesday
  - e. Thursday
  - f. Friday

- g. Saturday
9. How frequently would you shop at this farmers' market?
- a. Every week
  - b. 1-2 times per month
  - c. A couple of times a season
  - d. Once a season
  - e. Never
10. Other than fresh locally grown produce, what would you like to see sold at the farmers' market? \_\_\_\_\_
11. Do you currently shop at a farmers' market? If you do, at which one(s) do you shop?
- a. Yes  
Market Name(s) \_\_\_\_\_
  - b. No
12. Why are you interested in shopping at a farmers' market?
- a. I like to support local farmers
  - b. I like to purchase fresh produce
  - c. Shopping locally is important to me
  - d. Shopping within the neighborhood in which I live is important to me

## Appendix B: Sample Market Rules

### **PERMITS:**

- 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 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, as well as insurance verification.
- 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.

### **ACCEPTANCE AND SPACE ASSIGNMENTS:**

- The \_\_\_ Farmers' Market will try to balance the needs of the market (supplying customers with a complete and competitive selection of produce available in season) with the needs of vendors without overloading the market with particular products.
- Each vendor will be allotted one 10' x 10' space.
- Space assignments will be made at the discretion of the Market Manager based upon vendor preference as well as the good of the market. Preference for space assignments will be given to vendors who have committed to the full season.
- Two or more vendors may share one stall, though each vendor is responsible for paying the vendor fee for that day as described above.

### **VENDOR RULES:**

- **Arrival, setup, departure**
  - Vendors are to park only in the area specified by the Market Manager.
  - Vendors with assigned spaces shall occupy only those spaces.
  - Vendors shall arrive no later than ½ hour prior to the opening of the market and be completely set up by the start of the market.
  - VENDORS MUST CONTACT MARKET MANAGER ASAP BY PHONE IF THEY ARE RUNNING LATE OR UNABLE TO ATTEND THE MARKET at \_\_\_\_\_.
  - Each Vendor shall display a sign stating the producers' names and locations and shall have their prices clearly displayed.
  - Each vendor shall provide the necessary tents, tables, and other equipment for their displays.
  - TENTS MUST BE SECURED IMMEDIATELY WITH WEIGHTS AND/OR EXTRA STURDY STAKES
  - Vendors are responsible for maintaining the appearance and cleanliness of their

- assigned space and displays and must completely cleanup at the end of the market.
- Vendors are required to stay until close of the market (rain, snow, or shine!). Vendors who sell out early should post a sign letting customers know they have sold out.
  - **Products and sales**
    - Vendors must be the producer of products sold. Any exceptions to this rule will be made at the discretion of the Market Manager with the good of the market in mind.
    - Vendors may sell at this market only on the announced days of the market.
    - There will be no sales to the public prior to the opening of the market, but vendors, volunteers, and managers may buy and sell prior to opening.
    - Radical price cutting of top quality produce is prohibited. Poor quality or overripe produce must be labeled as such and can be sold for a discounted price.
    - Selling of dairy products, eggs, meats, canned goods, and other processed or potentially hazardous products must meet all legal requirements.
    - Vendors must comply with all laws, ordinances, and regulations of the United States, State of Ohio, and City of Cleveland. Vendors must obtain all licenses or certifications so required, and these must be displayed at the market.
    - The Market Manager has discretion to allow solicitation, entertainment, informational, and advocacy activities, but such activities must not obstruct customer aisles or occupy stalls needed for selling by market vendors. At each market, one stall will be reserved for such activities. Vendors may use their own stall for advocacy or informational displays.
  - **Courtesy/Conduct**
    - With the exception of service animals, no pets are allowed in vendors' stalls.
    - Smoking is not allowed at the market.
    - Vendors are expected to conduct themselves in a courteous and safe manner.
  - **Market Manager**
    - It is the Market Manager's job to implement market policies. The manager will be responsible for public concerns and vendor complaints.
  - **Enforcement of rules**
    - Vendors who suspect that another vendor is violating any market rules should report the matter to the Market Manager. Vendors should not attempt to address violations themselves.
    - The Market Manager has complete authority to interpret and implement policy on the market site. The Market Manager also has the authority to use their best judgment in the absence of a specific policy, up to and including suspension from the market, provided that such action shall not be in conflict with the general mission and objective of the market.
    - If for any reason a vendor wishes to appeal a decision made by the Market Manager and no reasonable solution can be reached, a meeting of vendors will be called to decide the issue.

## Appendix C: Vendor Agreement

**READ THOROUGHLY:** By signing this agreement, participants acknowledge that they have received and read a copy of \_\_\_\_\_ Farmers' Market Policies and Procedures and agree to abide by the guidelines and decisions of the \_\_\_\_\_ Farmers Market, market manager, or other representatives of the \_\_\_\_\_ Farmers' Market.

**Participants agree by signing to accept the following hold harmless clause:**

All authorized vendors participating in the \_\_\_\_\_ Farmers' Market agree that they are independent operators and not partners or participants in a joint venture, and shall be individually liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents and associates. All vendors agree to indemnify and save the \_\_\_\_\_ Farmers' Market, (your local CDC or fiscal agent) , its volunteers, and the City of \_\_\_\_\_ harmless from any loss, costs, damages and other expenses, including attorney's fees, suffered or incurred by \_\_\_\_\_ Farmers' Market by reason of vendor's negligence or intentional misconduct or that of its employees, agents and associates; provided that, the vendor shall not be liable for nor required to indemnify \_\_\_\_\_ Farmers' Market, its volunteers, and the City of \_\_\_\_\_ for their negligence or that of their servants, agents, employees or associates. **It is required that each vendor carry his or her own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused.**

Vendors participating in the \_\_\_\_\_ Farmers' Market agree that a market representative may visit the farm or facilities when necessary and with prior notice.

## Appendix D: Sample market manager job description

### Market Manager Job Description

\_\_\_\_\_Farmers' Market seeks a part-time market manager for a producer-only market located \_\_\_\_\_. This seasonal position begins in May and runs through October.

The successful market manager candidate will exhibit the following:

- Knowledge of and interest in farmers market operations
- Excellent communication skills
- Effective problem-solving skills
- Excellent time-management skills
- An interest in working with people – farmers, vendors, and community residents
- Basic computer skills

Market manager duties include, but are not limited to, the following activities:

- Assist with market set-up and clean-up and address immediate vendor concerns
- Collect vendor fees
- Prepare weekly market report, including number of visitors and other pertinent information
- Assist with promotion of the market including copying and distributing neighborhood flyers, emailing weekly market updates, updating social media sites, and distributing press releases throughout the market season
- Assist with organization and implementation of special market events including chef demonstrations, nutrition information, and entertainment
- Attend community meetings relating to the farmers market

Pay rate: Stipend of \_\_\_\_\_.

## Appendix E: Sample Budget

Use this budget as a guide to help you plan for the different costs associated with operating a farmers' market. All costs were from actual purchases or quotes from the Cleveland metro area in 2010.

<b>Good /Service</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total Cost – For six months</b>
<b>STAFF</b>			
Market Manager	10-30 hours per week	\$3,000 – 10,000 Stipend per season	\$3,000 – 10,000 Stipend per season
<b>MARKETING</b>			
Poll banners	4	\$ 130	\$ 520
Street banners	1	\$ 1500	\$ 1500
postcards	5000	\$ 0.05	\$250
posters	100	\$ 1.50	\$150
<b>UTILITIES/INFRASTRUCTURE</b>			
<b>Tents</b>			
- Customer Service	1	\$ 250	\$ 250
- Cooking Demo	1	\$ 250	\$ 250
<b>Table</b>			
- Customer Service	1	\$ 75	\$ 75
- Cooking Demo	1	\$ 75	\$ 75
<b>Point-of-Sale Machine</b>			
- Electric Bill	Monthly	\$ 30	\$180
- Phone Line	1 Installation	\$ 200	\$200
- Phone Bill	Monthly	\$ 30	\$180
EBT/DEBIT/CREDIT Tokens	1000	\$ 0.25	\$250

# Appendix F: FAQ's about Public Health and Farmers' Markets



## Frequently Asked Questions for Farmers' Markets

### CHAPTER 901:3-6-01 Chapter 901:3-6 Farm Markets and Auctions

The operator or organizer of the farmers' market must register with the Ohio Department of Agriculture, Division of Food Safety.

1. Are all participants at a farmers' market exempt from a Retail Food Establishment (RFE) license?
2. What types of foods may the farmers' market participant offer for sale and still be exempt from the RFE license?
3. Is a participant at a farmers' market prohibited from offering other foods for sale such as poultry or eggs?
4. Is a participant at a farmers' market that is listed in the Ohio Farmers' Market Directory exempt from the RFE license?
5. If a participant at a farmers' market is NOT exempt, how are they regulated?
6. Who regulates the exempt participants at farmers' markets?
7. How does a farmers' market register with the Ohio Department of Agriculture's Division of Food Safety?

#### **1. Are all participants at a farmers' market exempt from a Retail Food Establishment (RFE) license?**

No, the exemption to a RFE license is based upon the types of foods being offered for sale by the participant at the farmers' market and whether the operator (organizer) of the farmers' market has registered with the ODA Division of Food Safety.

#### **2. What types of foods may the farmers' market participant offer for sale and still be exempt from the RFE license?**

A person at a farmers' market that only offers for sale the following types of food items is exempt from the RFE license:

- Fresh unprocessed fruits or vegetables;
- Maple syrup, sorghum, or honey [properly labeled];

- Properly labeled products of a cottage food production operation; such as
- Bakery products, candy, jams, jellies and fruit butter;
- Granola, granola bars, granola bars dipped in candy;
- Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn;
- Unfilled baked donuts, waffle cones, pizzelles;
- Dry cereal, nut snack mixes with seasonings;
- Roasted coffee, whole beans or ground;
- Dry baking mixes in a jar, including cookie mix, dry herbs and herb blend, dry seasoning blends, dry tea blends; and
- Commercially prepackaged food that is not potentially hazardous, on the condition that the food is contained in displays, the total space of which equals less than one hundred cubic feet on the premises where the person conducts business at the farmers' market.

### **3. Is a participant at a farmers' market prohibited from offering other foods for sale such as poultry or eggs?**

No. However, the farmers' market participant selling any food items not listed above, including poultry from their 1,000 or fewer flock of chickens or eggs from their 500 or fewer flock of hens will lose exemption status and will need to become licensed as an RFE by the local health department having jurisdiction.

### **4. Is a participant at a farmers' market that is listed in the Ohio Farmers' Market Directory exempt from the RFE license?**

Not necessarily. The exemption from the RFE license is based upon the types of foods being offered for sale by the participants at the farmers' market. The Ohio Farmers' Market Directory is a state directory of farmers' markets. Some of the participants at the farmers' market may be exempt based upon the foods being offered for sale, while other participants may not be exempt.

### **5. If a participant at a farmers' market is NOT exempt, how are they regulated?**

A participant at a farmers' market that is not exempt because of the types of food they are selling is licensed and regulated by the local health department that has jurisdiction. They will be regulated under Chapter 3717 of the Revised Code as an RFE. The local health department will apply the Ohio Uniform Food Safety Code rules.

### **6. Who regulates the exempt participants at farmers' markets?**

The Ohio Department of Agriculture's Division of Food Safety inspects participants at farmers' markets that are exempt from the RFE license.

### **7. How does a farmers' market register with the Ohio Department of Agriculture's Division of Food Safety?**

A farmers' market operator (organizer) may contact the Division of Food Safety at 1-800-282-1955 to obtain registration information, or e-mail: [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov)  
The individual participant at a farmers' market does not need to register.

# Appendix G: ODA Registration Form – ODA



Ohio Department of Agriculture  
**FOOD SAFETY**  
8995 East Main Street, Reynoldsburg, OH 43068-3399  
Telephone: (614) 728-6250 Fax: (614) 644-0720  
www.agri.ohio.gov/foodsafety Email: [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov)



## FARMERS' MARKET REGISTRATION

NAME OF FARMERS' MARKET: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OHIO COUNTY: \_\_\_\_\_

Date of first & last market days: \_\_\_\_\_ Day(s) & Hours of operation: \_\_\_\_\_  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approximate number of vendors: \_\_\_\_\_

CONTACT PERSON FOR FARMERS' MARKET (ORGANIZER): \_\_\_\_\_

ADDRESS FOR CONTACT PERSON: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OHIO COUNTY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

Submit to:

Ohio Department of Agriculture  
Division of Food Safety  
8995 East Main Street  
Reynoldsburg, OH 43068-3399



If you have any questions, please call the Division of Food Safety at (614) 728-6250 or email us at [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov).

\* Please note that this form must be renewed annually.