



## **2019 Community Outreach Guidelines**

Between the Bexley Farmers' Market and Organization

The following guidelines have been established by the Bexley Farmers' Market to maintain a productive marketplace for both vendors and the community. The Bexley Farmers' Market may change, modify or delete guidelines to preserve the safety and security of said marketplace.

Daily operations of the Bexley Farmers' Market will be managed by Jaime Moore (hereinafter "Market Manager"), including but not limited to the resolution of any dispute regarding these guidelines.

The Bexley Farmers' Market is located on Dawson Avenue between Main Street and Sherwood Road, every Thursday from 4:00-7:00pm, May 23 through October 24. Bexley area organizations are invited to apply for space to promote their mission. The Community Outreach table is ancillary to the market's primary purpose.

### **I. POLICIES and REQUIREMENTS**

#### **Community Organizations**

The Bexley Farmers' Market invites community organizations to share information about their work in the community with our market goers. Organizations with a primary focus in line with the Bexley Farmers' Market will be considered for participation. Decisions made by the Bexley Farmers' Market shall be final. Examples of organizations that may apply for the Community Outreach table include:

1. Charitable 501(c)(3) organizations.
2. Organizations that promote Ohio foods.
3. Organizations that enhance the community, or those who sponsor community improvement projects.

#### **Purpose**

The purpose of the Bexley Farmers' Market is to support the food and farm artisans' ability to make fresh, local goods available to the community. Any ancillary activity that interferes with this primary activity will not be permitted.

1. Items deemed to be in competition with our vendors, including food and plants may NOT be sold.
2. Organizations may distribute materials that request donations. Individuals representing the organization may not approach or shout at customers.

#### **Fees**

A \$50 space fee, per day is **due upon submission of your application**. Fees are non-refundable, and credits for days missed will not be given. A maximum of one date per month may be reserved.

Nonprofits, with a copy of their designation letter, will only be charged \$25 per day.

## **II. GENERAL MARKET RULES**

### **Market Hours**

The Bexley Farmers' Market will be open every Thursday, rain or shine from 4:00 pm to 7:00 pm, May 23 through October 24.

### **Arrival and Departure**

1. Organizations may begin set up one hour before the start of market.
2. Organizations should be set up, and ready for market goers at least 15 minutes before the market begins.
3. Organizations may not leave prior to the end of market.

### **Safety and Sanitation**

When you leave, all area considered to be the “market site,” including grassy areas and sidewalks should look like they did when you arrived.

1. No organization shall bring an animal at any time (except service animals).
2. **All containers, signs, debris and/or trash must be taken with you.**
3. Clean up should conclude within 1 hour of market closure.
4. No loud radios or shouting of information is permitted.
5. Tables, tents, signs, and like materials must not impede pedestrian traffic.
6. Organizations may not use Plaza Properties property for debris removal.
7. Individuals representing the organization may not approach or shout at customers.

If organization does not clean market space, such shall constitute a breach under the guidelines and will be subject to forfeiture of future dates.

### **Equipment and Supplies**

1. Organizations are to supply their own tables, tents, signs and like materials.
2. Organizations must display an identifying sign.
3. Electricity is not available, please plan accordingly.
4. Organizations shall supply carts or like equipment for transporting supplies.

### **Professional Conduct**

All organizations are expected to act in a professional manner. Organizations may not bully, disrespect, or publicly disparage other organizations, vendors, products, volunteers, customers, market staff, city officials, the City of Bexley, businesses, or the Bexley Farmers' Market, either in person or by electronic media. This type of behavior may result in permanent expulsion from the Bexley Farmers' Market with no redress.

The organization agrees to protect, indemnify and hold harmless the City of Bexley, Bexley Farmers' Market, and its employees, volunteers, service vendors or independent contractors from and against any and all causes of action, claims, demands, suits, liability or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of use of market space, the purchase of any item from any vendor, or in connection with any action or claim.

By signing the Community Outreach Guidelines and participating in the Bexley Farmers' Market, you agree to give consent to all photographs, audio recordings, academic work and/or video recordings taken

of you or your staff. You understand that such photographs, audio recordings, academic work, and/or video recordings become the property of the Bexley Farmers' Market, and may be used by the market, parent companies, or others with their consent, for educational, instructional or promotional purposes determined by the Bexley Farmers' Market and its parent companies in broadcast and media formats now existing or created in the future.

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ have read, understand and agree to adhere to the above stated guidelines set forth by the Bexley Farmers' Market. I understand that additional guidelines may be implemented for the benefit of the marketplace in the 2019 season and agree to abide by them.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Organization

The Bexley Farmers' Market will be open every Thursday, rain or shine from 4:00-7:00 pm, May 23 through October 24.

**Please select at least four dates, ranking them in order of preference. Date(s) and participation will be confirmed via email. A maximum of one date per month will be approved.**

_____ May 23	_____ July 18	_____ September 12
_____ May 30	_____ July 25	_____ September 19
_____ June 6	_____ August 1	_____ September 26
_____ June 13	_____ August 8	_____ October 3
_____ June 20	_____ August 15	_____ October 10
_____ June 27	_____ August 22	_____ October 17
CLOSED <del>July 4</del>	_____ August 29	_____ October 24
_____ July 11	_____ September 5	

**ORGANIZATION INFORMATION:**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

Other: \_\_\_\_\_

**Submission of request does not guarantee participation in the Bexley Farmers' Market. If your organization is not approved, your space fee will be refunded. Decisions made by the Market Manager, shall be final.**

Email or mail your application to: Bexley Farmers' Market  
PO Box 14311  
Columbus, Ohio 43214

[info@bexleyfarmersmarket.org](mailto:info@bexleyfarmersmarket.org)