



Cleves Farmers & Vendor Market

Rules and Guidelines

We want to welcome you to the Cleves Farmers and Vendors Market. We want you to have a great experience with us. Our goal is to make this one of the best markets in Cincinnati. To do that, we will need your help. Our location gives us the ability to have a couple of vendors for each category, so know that going in, you are probably not going to be the only one selling what you have. That being said, like some markets we have attended, you will not be set up right next to the other person. We will separate you from them to allow our guests to sample both of your booths.

Please review the guidelines below. This is how we will manage the market. If you have any questions, please feel free to contact me @ matt@oldmanclucker.com.

1. Vendor Eligibility

- Vendors must comply with all applicable federal, state, county, and municipal laws, including licensing, labeling, tax, and health requirements.
- The market may limit duplicate product categories to maintain a balanced vendor mix.
- Vendors must be at least 18 years old or have written approval and adult supervision.

2. Applications, Approval, and Fees

- All vendors must submit a completed application before participating. Applying is not a guarantee of market inclusion.
- Applications should include product descriptions, proof of required licenses or permits, and any requested photos or labels.
- Approval is made by the Market Manager.
- Once payment is made, there will be no refunds.
- Fee Schedule:
 - 10 x 10 - \$25.00
 - 10 x 20 - \$40.00
 - Food Trucks - \$50.00
- Once a certain market is set, we will accept vendors as backups in case someone can't make it. If a vendor cancels twice in a row, that backup vendor will have the option to take that vendor's space moving forward.

- Market management may approve, deny, or waitlist applicants based on market needs, product fit, space, compliance history, and community benefit.
- Vendor fees will be collected before each market in person. This is to ensure that no scammers get your money. I am the only contact for this market.
- Vendors may not transfer, sublet, or share booth space without prior approval.

3. Booth Setup, Breakdown, Vehicles, and Displays

- Load in time will be 7:30am on the day of the market. Vendors will be allowed to drive up to your space and unload, but then you must move your vehicle to the assigned vendor parking. Please unload quickly so that other traffic can get through. No setting up is allowed until your vehicle is moved. The Vendor area will be closed off at 8:30. Late arrivals will not be allowed. Please plan accordingly.
- A map will be provided at least 5 days prior to the event. Spots will be marked with flags, so please set up inside the flagged area. They will be at least 10' wide with some additional space for weights.
- Booths should be ready by 8:30am for a 9:00am market opening and remain open until market closing unless weather, emergency, or prior approval requires otherwise.
- All canopies, tables and chairs are the responsibility of the individual vendor. None will be provided.
- Canopies, tents, tables, signs, and displays must be clean, stable, weighted, and safely arranged.
- Booth breakdowns can start 1 hour ahead of the event closing. We ask that unless you have sold out, you maintain a visible inventory for guests.
- Vehicles may enter the market area only during approved load-in and load-out times and must move slowly with hazard lights on.
- Hoses, signs, and display materials must not create tripping hazards or block walkways, entrances, emergency lanes, or neighboring booths.
- There is no electricity available in the vendor area. Please bring appropriate power supplies. No loud generators will be allowed.

4. Social Media

- With this being the first year of the event, word of mouth is critical to draw guests in. The market will provide graphics to use, or you may use your own to promote the market and your inclusion in it.
- Market staff will be taking pictures during the event for addition to the market's social media feeds and website.

5. Cancellation Policy

- Since we are collecting fees at the site, we realize this may open us up to no-shows. We understand that life happens. It has happened to us. If you state that you are attending and for whatever reason you can't, you must call the market manager @

(513) 207-8947 no later than 6pm the night before the event. This allows time to get a replacement vendor for that space. We will allow one cancellation. Any further cancellation becomes a pattern, and you will not be allowed to participate in any future markets or special events to do scheduled in the future.

6. Weather Policy

- The market may operate rain or shine but may delay, close, or cancel due to severe weather, unsafe conditions, public health concerns, or emergency directives.
- Vendors are responsible for securing their equipment and making safe decisions during changing weather conditions.
- Cancellation of the market will be solely up to the Market Manager. All vendors will be notified via text if cancellation is necessary. Our location does not provide shelter or cover of any kind, so we will be watching the weather and let you know if a cancellation is needed.

7. Products Allowed and Prohibited

- Allowed products may include fresh fruits and vegetables, herbs, flowers, plants, eggs, honey, maple products, baked goods, prepared foods, value-added foods, meat, dairy, beverages, and handmade artisan goods & crafts when properly approved.
- Products requiring refrigeration, temperature control, inspection, or special handling must meet all applicable health department and agriculture department requirements.
- Cottage food items must follow applicable Hamilton County regulations, including required labeling and allergen disclosure.
- Items that are unsafe, mislabeled, counterfeit, illegally produced, offensive, or unrelated to the market mission may be prohibited.
- Vendors that sell items that have Team logos or anything trademarked, must provide documentation of ability to use that logo or likeness. If documentation is not provided, those items will not be allowed to be sold at the market.
- Live animals, firearms, illegal substances, hazardous materials, and flea-market-style resale items are not permitted.

8. Food Safety, Licensing, and Labeling

- The Hamilton County Health Department will be around to check out the food trucks and food vendors for proper handling and labeling. Please be prepared.
- Food vendors are responsible for obtaining and displaying all required licenses, registrations, inspections, and permits from Hamilton County before selling.
- Vendors must follow safe food handling practices during production, transport, display, sampling, and sale.
- Potentially hazardous foods must be maintained at safe temperatures and protected from contamination.

- Samples may be offered only when permitted and must be served in a sanitary manner with appropriate utensils, barriers, hand hygiene, and waste disposal.
- All packaged foods must be clearly labeled with the product name, producer name and address, net quantity, ingredients, major allergens, and any required statements.
- Vendors must keep booths clean, remove trash, and correct any food safety concern immediately when directed by market staff or health authorities.

9. Pricing, Sales, and Customer Service

- Prices must be clearly displayed and accurate.
- Vendors are responsible for collecting and remitting applicable sales taxes.
- Scales used for sales by weight must comply with applicable weights and measures requirements.
- Customer interactions should be courteous, honest, and professional always.

10. Vendor Conduct and Community Standards

- Vendors, staff, volunteers, musicians, sponsors, and customers must be treated with respect.
- Harassment, discrimination, threats, intimidation, aggressive sales tactics, or disruptive behavior are not permitted.
- Vendors may not make false claims about products, competitors, certifications, or market policies.
- Smoking, vaping, alcohol consumption, and illegal drug use are prohibited within vendor booths and public market areas.
- Pets belonging to vendors are permitted in booths but must be maintained on a leash. Vendors with pets must pick up after their pet. Failure will cause the pet to not be allowed back.

11. Waste, Cleanliness, and Sustainability

- Vendors must leave their booth area clean and remove all trash, packaging, spoiled products, liquids, grease, and equipment at the end of each market.
- There are no garbage cans available at the location. Please take all garbage with you when you leave.

12. Safety & Emergencies

- Vendors must maintain a safe booth and promptly report injuries, hazards, suspicious activity, or emergencies to market staff.
- Emergency lanes, fire exits, hydrants, and accessibility routes must always remain clear.
- Generators, grills, propane, and open flames may be used only by food trucks with prior approval and required safety equipment.

- In an emergency, vendors must follow instructions from market management, emergency personnel, law enforcement, or public health officials.

13. Enforcement and Appeals

- Market management may issue verbal reminders, written warnings, temporary suspensions, booth reassignment, product removal, or termination of vendor privileges for rule violations.
- Serious safety, health, legal, or conduct violations may result in immediate removal from the market.
- These rules may be updated as needed, and vendors are responsible for following the most current version.

14. Liability & Hold Harmless

- By signing this guide, you the vendor and anyone associated with you agree to hold harmless and no liability against the Cleves Farmers Market, Old Man Clucker Rubs & Sauces or the Three Rivers Local School District for incidents that may occur during the market by vendor or anyone with the vendor.

Name of Business (Please Print)

Date

Printed Name (Person representing the vendor)

Signature

Version

1.0 - 8/5/26	Initial Version
1.1 - 8/25/26	Changes: Location Set, Refund language, Order of items