

# 2021 Ottawa Farmer's Market



## *Rules & Regulations*

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The Ottawa Farmer's Market will be held every Thursday from 5:00 - 7:00 pm, June 3, 2021 - August 26, 2021, at the municipal parking lot at 101 E Main St. Ottawa, Ohio. There will also be food trucks and a live music event every Thursday at the Rex Pavilion, adjacent to the Farmer's Market.

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### **Allowable Market Items for Sale**

1. Fresh high quality fruits & vegetables, herbs, seeds, forages, live plants, trees, shrubs, perishable flowers, syrups, honey, sorghum, edible grains, baked goods, jams, jellies or other general farm products, per Ohio Department of Agriculture Farmers' Market rules. (See page 6 for allowable "Cottage Food")
2. Homemade goods such as natural soaps, candles, gourds, etc. are permissible as long as materials used to make such goods are grown, harvested, or the items made are personally crafted by the vendor.
3. Handmade craft items related to farming, gardening, or cooking are permissible, although limitations will be placed on the amount of craft vendors each week
4. Brokers and resellers are not eligible as a vendor.
5. The majority of products should be grown and/or produced by the vendor. If you are bringing something you didn't produce it must be labeled as such.
6. We will make exceptions for items that can't be grown in Ohio, or are not in season at the start of the Market, provided they are from another vendor, after discussion with management.

### **Licensing, Permits, and Taxes**

1. Each vendor is responsible for obtaining and maintaining any and all licenses and permits as required by the Putnam County Health Department or the Ohio Department of Agriculture. Failure to comply with proper licensing will make you ineligible for vendor status.

2. Each vendor is responsible for all county sales taxes that are applicable. 3. Vendors with products requiring refrigeration must provide their own refrigeration. They must also purchase a mobile food vendor license from the health department in the county where they reside.

## **Insurance**

1. Each vendor must provide a certificate of liability insurance, for a minimum of \$300,000, listing the Village of Ottawa as additional insured. This should be provided by your insurance agent. If you have any questions about this requirement contact the market manager.

## **Vendor Requirements, Set-up, and Conduct**

1. Market will take place in the municipal parking lot at 101 E Main St. Ottawa. You may park in the lot and set up behind vehicle
2. Vendors are responsible for providing their own set up (Table, Tent, etc.)
3. Each vendor will get no larger than a 10'x10' area to set up
4. Power is available to limited vendors, upon request and as approved by market manager
5. Vendors must be set up between 4:00 p.m. - 5:00 p.m.
6. Tear down must not begin before 7:00 p.m. We are advertised to be open until 7:00, and this must be followed, even if you sell out
7. Each vendor is required to pick up their area at the end of market
8. Vendors must have signs that display their business affiliation. Pricing of all products should be displayed.
9. All vendors should be prepared for health department inspections. Follow Health Department information regarding rules for labeling (See page 7-8)

## **Market and Advertising**

1. The Ottawa Cultural Committee will promote the Market, as our budget allows, through local media, print publications, news releases, signs, website updates, and social media accounts
2. We encourage all vendors to promote the Market through their own websites and social media accounts

## **General Market Business**

1. All new vendor applications must be approved before market participation 2. We reserve the right to refuse any vendor or organization who does not follow these rules or standards of the Market

## **Fees**

1. Weekly – \$10.00 per week
2. It is encouraged to communicate with the market manager the weeks you plan to attend

## **Registration**

1. Registration form must be completed before you can participate in the 2021 Market. You can bring them to your first market of the season, email them to [culturalcommittee@ottawaohio.us](mailto:culturalcommittee@ottawaohio.us), or submit them online at <https://forms.gle/wWAMnFEKDA5WQbnp8>
2. Proof of liability insurance will need to be brought to your first attendance of the Farmers Market, emailed to [culturalcommittee@ottawaohio.us](mailto:culturalcommittee@ottawaohio.us) , mailed to: Village of Ottawa, 136 North Oak St., Ottawa, or Faxed to: 419-523-4246

\*Market rules subject to change during season

### **Mary Burgei - Market Manager**

Ottawa Cultural Committee

[culturalcommittee@ottawaohio.us](mailto:culturalcommittee@ottawaohio.us)

# 2021 Ottawa Farmer's Market

## Vendor Application Form

**Business Name:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**Social Media:** \_\_\_\_\_

**Product(s) you will be selling:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **In**

**need of electricity?**  Yes  No

**Please indicate the weeks you plan to tentatively attend the market :**

- June 3  June 10  June 17  June 24  
 July 1  July 8  July 15  July 22  July 29  
 August 5  August 12  August 19  August 26

**Your signature below indicates that you have read the Ottawa Farmer's Market rules and agree to comply with market rules and all county and state, health and licensing/permitting regulations.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Frequently Asked Questions:

**What items are allowed to be sold without a temporary or mobile food license at a farmer's market?** · Fresh unprocessed fruits or vegetables

- Approved Cottage Food Items
- Maple Syrup, Sorghum, or Honey that is produced according to 3715.021 ORC

**How do I register a Farmer's Market?**

- Contact the Food Safety Division at the Ohio Department of Agriculture by calling 614 728-6250 or by emailing [foodsafety@agri.ohio.gov](mailto:foodsafety@agri.ohio.gov)

**Is there a limitation on the size of my display/stand?**

Yes, the size of the display may not exceed 100ft<sup>3</sup> of prepackaged non-time/temperature controlled food safety (potentially hazardous) food items. If the stand exceeds 100ft<sup>3</sup>, a Temporary Retail Food Establishment license must be obtained from the local health department.

**What items REQUIRE a food license (temporary or mobile) at a farmer's market?** · Selling meat (Pork, Chicken, Beef, Bison, etc.)

- Cheese products
- Eggs
- TCS Bakery Items (Cream pies, custard pies)
- Poultry Items
- Displays of more than 100ft<sup>3</sup> of prepackaged non-TCS food items
- Anytime food is cooked/prepared onsite and sold to the customer

**Are there any items that cannot be sold at a Farmer's Market?**

Yes. No home canned food items such as pickles, salsas, relishes, corn or green beans are permitted to be sold at Farmer's Markets. All canned food items (with the exception of jams, jellies, fruit butters, and fruit chutneys) must be produced in a licensed facility.

**Are there requirements to sell meat?**

Yes. All meat by must be from an ODA/FDA inspected meat facility AND must be properly labeled. A **temporary or mobile food license** is required to sell any meat item.

**What are the requirements for selling TCS food items at a Farmer's Market?** All TCS food items must be from an approved source and, if needed, be properly labeled.

A **temporary or mobile license** is required for selling cheese curds, cheese, frozen meat/poultry/fish, and eggs. The temporary license is a time limited license and must be obtained prior to operating at the farmer's market. This license must be obtained from the health department who has jurisdiction over the location of the farmer's market. A mobile license may be issued from any local health department in Ohio.

## **Cottage Food Items**

### **What is a Cottage Food Operation?**

A cottage food production operation is defined in ORC 3715 to mean a person who, in the person's own **home\***, produces food items that are **NOT** time/temperature controlled for safety (TCS). All food items must be shelf stable, and may not require refrigeration.

*\*Home is defined in 3715.01(B)(20) ORC as the "primary residence occupied by the residence's owner, on the condition that the residence contains only one stove or oven used for cooking, which may be a double oven, designed for common residence usage and not for commercial usage, and that the stove or oven be operated in an ordinary kitchen within the residence"*

### **Does a cottage food operation need a license?**

No. A cottage food operation that produces any of the foods listed below **AND** labels all food items properly is exempt from licensure.

### **What foods are NOT allowed to be cottage food items?**

- Any TCS food item
- Any food items that used reduced oxygen packaging
- Processed acidified and low acid canned foods (salsa, green beans, corn, etc.,)
- Any food item not listed in Chapter 901:3-20 of the Cottage Food Rules

### **What foods ARE considered to be cottage food items?**

This list found in Chapter 901:3-20-04 of the Cottage Food Rules

- Non-TCS bakery products (ex., cookies, breads)
- Jams
- Jellies
- Candy, not including fresh fruit dipped, covered, or otherwise incorporated with candy

- Flavored honey which has been produced by a beekeeper exempt under 3715.021 (A) of the Ohio Revised Code
- Fruit Chutneys
- Fruit Butters
- Granola, granola bars, granola bars dipped in candy, if fruit is used, it must be commercially dried
- Maple sugar produced by a maple syrup producer exempt under 3715.021 (A) of the Revised Code
- Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn, not including popping corn
- Unfilled, baked donuts
- Waffle Cones and waffle cones dipped in candy
- Pizzelles
- Dry cereal and nut snack mixes with seasonings
- Roasted coffee, whole beans or ground
- Dry baking mixes in a jar, including cookie mix in a jar
- Dry herbs and herb blends
- Dry soup mixes containing commercially dried vegetables, beans, grains, and seasonings
- Dry seasoning blends
- Dry tea blends

**\*\*\*Cottage food products may not be packaged using reduced oxygen packaging\*\*\***

### **What are the labeling requirements for Cottage Food items?**

#### **Every cottage food label must have the following items:**

- Statement of Identity - the name of the food product
- Net Quantity of Contents - the net weight, in both U.S. Customary System and International system
- Ingredient List - ingredients of the food product, listed in descending order of predominance by weight
- Statement of Responsibility - the name and address of the business
- The following statement in ten-point type: "This Product is Home Produced".

**Example Label from the Ohio Department of Agriculture, Food Safety Division**

## BASIC COMPONENTS FOR LABELING REQUIREMENTS

**Ingredient List** – Ingredients shall be listed by common or usual name in descending order of predominance by weight. Meaning, the ingredient that weighs the most is listed first, followed by the next heaviest ingredient, with the ingredient that weighs the least listed last. Any ingredient that is composed of two or more ingredients (sub-ingredients) shall be declared in the **Ingredient List**. Sub-ingredients shall be designated in the **Ingredient List** by declaring the established common or usual name of the ingredient, followed by a parenthetical listing of all the ingredients contained therein in descending order of predominance.

Ref. CFR 21, Part 101.4

**Statement of Identity** – The **Statement of Identity** is the name of the food. The name shall be the common or usual name of the food, and shall accurately identify or describe the basic nature of the food or its characterizing properties or ingredients.

Ref. CFR 21, Part 101.3

**Statement of Responsibility** – Shall include the:

Business Name  
Street Address  
City, State, Zip Code

All information in the **Statement of Responsibility** shall be continuous. If the business name is listed in the local telephone directory, the street address may be omitted. If the business name is listed in the local telephone directory, a Post Office Box may be used in place of the street address.

The **Statement of Responsibility** shall not be placed on the bottom of the package.

Telephone numbers, internet addresses, and e-mail addresses are permitted, but not required. This information may not be placed between the **Ingredient List** and the **Statement of Responsibility**.

Ref. CFR 21, Part 101.5

### CHOCOLATE CHIP/MILK CHOCOLATE CHUNK COOKIES

**INGREDIENTS:** ENRICHED FLOUR (BLEACHED WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), BROWN SUGAR (MOLASSES, SUGAR), SEMI-SWEET CHOCOLATE CHIPS (SEM-SWEET CHOCOLATE (SUGAR, CHOCOLATE LIQUOR, COCOA BUTTER), SEMI-SWEET CHOCOLATE LIQUOR, COCOA BUTTER), VEGETABLE SHORTENING (PARTIALLY HYDROGENATED SOYBEAN AND COTTONSEED OIL, MONO- AND DILYSTERIDES, ARTIFICIAL BUTTER FLAVOR, SOY LECITHIN (PRO VITAMIN A-ADDED FOR COLOR)), MILK CHOCOLATE CHUNKS (SUGAR, COCOA BUTTER, MILK CHOCOLATE LIQUOR, SOY LECITHIN, VANILIN, EGGS, MILK, BAKING POWDER, VANILLA EXTRACT, SALT AND BAKING SODA).

Agriculture Cookie Co.  
8995 E. Main Street  
Reynoldsburg, OH 43068

NET WT 8 OZ (227 g)



This product is home produced.

**Artwork** – To draw consumer attention to the product, artwork is frequently used on food labels. Artwork is permitted as long as it does not misrepresent the product or renders required information difficult to read. Artwork may not be placed between the **Ingredient List** and the **Statement of Responsibility**.

Ref. 21 CFR, Part 101.2

**Net Quantity of Contents** – The term "NET WEIGHT" – or an appropriate abbreviation – shall be used when stating the **Net Quantity of Contents** in terms of weight. The **Net Quantity of Contents** shall be declared in both the U.S. Customary System and the SI (metric system). The second declaration shall be stated parenthetically.

Ref. CFR 21, Part 101.105  
Ref. FLPA, Title 15 – Chapter 39, 1453(a)(2)

**Cottage Food Production Declaration** – It is mandatory for the statement, "This product is home produced," to appear on the labels of products produced by manufacturers operating under Ohio's Cottage Food Rules.

Licensed Home Bakeries have the option to place this statement on their labels.

Ref. ORC 3715.023