



2016 Community Outreach Guidelines

Between the Dublin Farmers' Market and Organization

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

Daily operations of the Dublin 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 Dublin Farmers' Market is located in the parking lot of Oakland Nursery, every Wednesday from 3:30-6:30pm, May through September. Dublin 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 Dublin 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 Dublin Farmers' Market will be considered for participation.

Decisions made by the Dublin 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 Dublin 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 or Oakland Nursery, 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 Dublin Farmers' Market will be open every Wednesday, rain or shine from 3:30pm to 6:30pm, May through September.

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 Oakland Nursery 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 Dublin, businesses, or the Dublin Farmers' Market, either in person or by electronic media. This type of behavior may result in permanent expulsion from the Dublin Farmers' Market with no redress.

The organization agrees to protect, indemnify and hold harmless the City of Dublin, Oakland Nursery, Dublin 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 Dublin 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 Dublin 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 Dublin 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 Dublin Farmers' Market. I understand that additional guidelines may be implemented for the benefit of the marketplace in the 2016 season and agree to abide by them.

Print Name

Date

Sign Name

Position

Name of Organization

The Dublin Farmers' Market will be open every Wednesday, rain or shine from 3:30-6:30pm, May 4 through September 28.

Please select as many dates as you'd like, ranking them in order of preference. Date(s) and participation will be confirmed via email. A maximum of one date per month, per season will be granted.

_____ May 4	_____ June 29	_____ August 24
_____ May 11	_____ July 6	_____ August 31
_____ May 18	_____ July 13	_____ September 7
_____ May 25	_____ July 20	_____ September 14
_____ June 1	_____ July 27	_____ September 21
_____ June 8	_____ August 3	_____ September 28
_____ June 15	_____ August 10	
_____ June 22	_____ August 17	

ORGANIZATION INFORMATION:

Organization: _____

Contact Person: _____

Telephone: _____

Email: _____

Website: _____

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