



2023 Orchard Lane Events Farmers Market Code of Conduct

Professional Conduct

All vendors are expected to dress appropriately and to act and present themselves in a professional manner.

Vendors may not wear clothing with potentially offensive images.

B&C Hospitality Group, LLC dba Orchard Lane Events Farmers Market prohibits the use of tobacco products on the Market site during market hours. Prohibited products include, but are not limited to, cigarettes, cigars, e-cigarettes, and smokeless tobacco products. There shall be a designated area for tobacco use away from the Market area.

Vendors may not bully, disrespect, or publicly disparage other vendors, products, volunteers, customers, market managers, city officials, businesses, or B&C Hospitality Group, LLC dba Orchard Lane Farmers Market, either in person or by electronic media. This type of behavior may result in permanent expulsion from the Orchard Lane Events Farmers Market with no redress.

For the first offense, a verbal warning will be issued. The second offense will incur a written warning. Upon a third offense, the response may include, but is not limited to, suspension and/or termination of any business, current and future, with the Orchard Lane Events Farmers Market. A severe infraction may result in immediate removal by the Market Manager.

Discipline and Complaints

Orchard Lane Events Farmers Market has created protocols and procedures that allow vendors to lodge complaints against other vendors whom they think are out of compliance with market rules and regulations.

- Complaints should be made in a timely manner, and not disruptive to the marketplace.
- Complaints should be directed in writing to the Market Manager for resolution.
- Complaints may be made in person, by email, or by mail.
- The vendor being accused of wrongdoing must also respond in writing to the Market Manager.
- The Market Manager's decision regarding any disciplinary action shall be final.

Grounds for Removal

- Failure to obey city, state, or federal laws and regulations.
- Failure to obey the Market rules and regulations.
- Causing an unsafe marketplace for vendors and/or customers
- Excessive tardiness, noncompliance with market hours, or absence
- Reinstatement is at the discretion of the Market Manager

2023 Market Season: every Thursday, 4:00 p.m. - 8:00p.m. April 6, 2023 through October 26, 2023

Orchard Lane Events Farmers Market
2185 SR-235, Xenia, OH 45385
(937) 736-0655

Goods, Pricing and Licensing

Pricing of produce shall reflect the average of the current market prices. We expect vendors to set fair prices and out of courtesy and not undercut their fellow vendors.

The term "organic" shall not be used unless a grower is certified organic and has shown sufficient proof.

Sellers shall have their prices clearly displayed.

Schedule and Display Requirements

The 2023 farmers market season is April 6th thru October 26th. The market will be held every Thursday from 4:00 PM to 8:00 PM. Market shall begin promptly at 4:00 PM. Vendors should arrive no later than 3:30 PM. to ensure that goods are ready for sale prior to opening the market. Sales end at 8:00 PM.

Vendors must provide clean and safe tables, baskets or stands to display products. There will be no sales from the surfaces of pick-up trucks or other vehicles. Vendors must display at the Market all licenses and permits required.

The use of trailers to display and sell goods shall be pre-approved by the MCI prior to set up and use. The use of trailers will be reviewed on a case-by-case basis.

General

A seasonal membership fee of \$450 for all 30 weeks. This is 50% off the weekly fee. This membership fee is required to participate in the farmer's market throughout the entire season and is due with your application and weekly fee of \$30 is due a week prior to the following week. The fees shall defer costs associated for managing, advertising and promoting the market throughout the season.

Each vendor is required to carry product liability insurance with a minimum coverage amount of \$1,000,000. B&C Hospitality Group, LLC dba Orchard Lane Events shall be named as an additional insured on the policy. Please provide the certificate of insurance with your application.

Vendors must maintain their area in a neat and tidy condition and must leave the premises within one hour of market closing, leaving behind no trash or debris. There shall be no overnight storage, nor anything left upon leaving after each sales day.

The farmers market will operate within the defined boundary of the Orchard Lane Events Property. In no case will the market block the sidewalks or street right-of-way.

Vendors are expected to cooperate with each other in a professional manner.

If a vendor fails to participate in the market for three (3) consecutive weeks and does not notify Orchard Lane Events of their intentions to participate in the market and/or make suitable arrangements for their absence, the vendor will be excused from the market for the remainder of the season. Orchard Lane Events understands in many circumstances the growing season and harvest time can differ between various types of produce. If you foresee a time period within the market season that you will not be able to participate, please explain the circumstances for the absence and the time period involved. This

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information can be provided in the space at the end of the application.

The Market Manager has the discretion to approve vendors based on the guideline of promoting a healthy mix of products being offered at the market, and not over-emphasizing any one type of product.

Vendors are expected to sell their produce/products in accordance with the high business standards as outlined above. Failure to do so violates the terms of this agreement and is grounds for expulsion from the Market.

I have read and acknowledge the market guidelines and rules of operation governing the Orchard Lane Event's Farmers Market and agree to abide by them.

Signature

Date

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