2022 Rules and Regulations for Findlay Outdoor Market

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Please read the Rules and Regulations carefully before applying online.

A list of necessary documents will be emailed to applicants’ provided email address through Manage My Market upon the submission of the application. All new and returning applicants will need to sign and return the other necessary documents in order for the application to be actioned upon. Return the necessary documents to the Findlay Market Market Manager.

By submitting an application and all necessary documentation, applicants accept and agree to follow the rules and regulations. Failure to observe the rules may result in fines, suspension or termination of an approved applicant’s temporary license to conduct business at Findlay Market.

If you have questions, please contact the Market Manager, Erin Brookhart, at ebrookhart@findlaymarket.org.

Part A: Mission and Management of the Corporation for Findlay Market (CFFM)

Section 1: Our Mission & Vision


Our Vision: Historic Findlay Market is our region’s premier destination for local food and artisan products, a dynamic public gathering place, and a vital community asset.

Section 2: Core Values of CFFM

Our Mission and Vision are driven by our Core Values.

- **Local**: We value freshness above all, emphasizing a variety of locally grown food and unique, locally created products sold by people we know as friends and neighbors. We embrace our role as a vital anchor for a strengthened central city and Over-the-Rhine
- **Authentic**: We value genuine human connections and social interactions that a vibrant, dynamic public marketplace promotes. We value the diversity in all definitions that exists among our merchants and our shoppers.
- **Value-minded**: We believe in providing our shoppers fresh, high quality foods at fair prices and a rich product array that will satisfy a wide range of shopper needs. We provide an inclusive shopping experience that is unparalleled in our region.
- **Entrepreneurial**: We create a supported environment for diverse startup businesses and the growth and sustainability of locally owned and managed businesses.
- **Responsible**: We honor our role as stewards of a thriving landmark and demand integrity in our interactions with our shoppers, merchants, employees, volunteers, and community partners.

Section 3: Management of Findlay Market

CFFM is a tax-exempt 501(c)(3) non-profit organization. CFFM manages the city-owned, public Findlay Market through a Master Lease with the City of Cincinnati. CFFM is given responsibility to manage Findlay Market to best support the district while following all city and state regulations.
CFFM provides experienced business management that continues to develop Findlay Market into a vibrant, increasingly self-sufficient public market, as well as supporting the growth of the surrounding District. Its management duties include, but are not limited to, day-to-day operations, general maintenance, marketing and promotion, tenant coordination, leasing and new tenant recruitment, providing business support services, and customer service.

The Findlay Outdoor Market is managed by the Market Manager, Erin Brookhart. She is the main point of contact for questions, issues, and concerns for all the Outdoor Market Vendors.

**Part B: Applicant Guidelines**

**Section 1: Application**

Please note: A Vendor application is for one business to operate in a single space. At no point are multiple businesses to operate in a single space without prior approval from CFFM.

All Vendor applications are submitted and approved online on the Manage My Market website. All potential vendors must apply to sell at Findlay Market, every year, regardless of application status of any previous year. To register and apply:

- For returning vendors, please sign in to Manage My Market. For new vendors, please sign up for a Manage My Market account.
  - Applicants must use the Application Link provided above or on the Findlay Outdoor Market Webpage at www.findlaymarket.org/outdoormarket.
- Create (new applicants) or update (returning applicants) your Business Profile. Please include:
  - Contact information (phone number and email address)
  - Full product list with pictures
  - Social media handles
  - A detailed description of your business
- Select desired vending dates with regard to the attendance policy below in Part E Section 2.
  - Please note: The default date selection on the Manage My Market calendar is EVERY DAY. If a vendor is not coming every weekend, deselect the default before submitting the application.
  - Applicants are responsible for selecting only the dates they are able and interested in vending.
    - Any application with every date selected will not be actioned upon until the applicant updates their availability accordingly.
  - Applicants should indicate if they want to be "on-call".
    - The On-Call Vendors are those interested in being contacted Thursday afternoon or Friday morning when a previously scheduled Vendor will be absent. Please see Part E Section 2iii for additional information.

**Section 2: Application Fee**

Once an application is received on Manage My Market, the Findlay Market Market Manager will send an electronic invoice to the email on file. Applicants must pay using the emailed invoice.

- Payments can be submitted online VIA PayPal through the invoice, or a check can be mailed to the
Corporation for Findlay Market, Market Manager at:

Corporation for Findlay Market  
ATTN: Market Manager  
PO Box 14727,  
Cincinnati, OH, 45250-0727

- All checks should be made out to “Corporation for Findlay Market”.  
- There is a $25.00 non-refundable application fee for new vendors and $20.00 for returning vendors.  
- The application fee will not be refunded if an applicant is denied or put on the waitlist.

- Application fees must be submitted before the application can be actioned upon by the Findlay Market Manager.

Returning Vendors must settle all outstanding debts—any rent, fees, fines, and/or special event fees—before applications will be considered.

Section 3: Criteria for Consideration

All Vendor applicants must follow the criteria below to be considered for acceptance:

1. **Insurance Coverage**: Seven days before the Vendor’s first selling day at Findlay Outdoor Market, all approved Vendors must provide the following insurance to the Findlay Outdoor Market Manager by email, mail, delivery by hand, or as an upload to Manage My Market:
   a. Certificate of Liability Insurance (“COI”). All Vendors must be insured with at least $1 million in general liability.
   b. Please do not submit your entire policy document and please do not submit a COI that has been filled out by hand.
   c. Vendors who sell food (including fruits and vegetables) or body care products must carry at least $1 million in Product Liability Insurance, in addition to general liability insurance.
   d. For both insurance types, “The Corporation for Findlay Market” must be named as a Certificate Holder on a Certificate of Insurance (COI) and stated as an “Additional Insured” in the description box of the COI.

2. Vendors must be appropriately licensed and provide a copy of the following, seven days before their first selling day:
   a. [Department of Agriculture Farm Registration (Farmers)]
   b. [Mobile Food License (Food Vendors, Farmers selling Meat and Eggs)]
   c. [Commissary Kitchen license/registration (if the product falls outside of Cottage Food Laws)]
   d. [ServSafe Level 2 Certification (Prepared Food Vendors)]

3. Vendor applicants must fully fill out all sections of the online application.

4. Vendors must be willing to be open and fully merchandised during all operational hours of the Findlay Outdoor Market.

5. Findlay Market makes a concerted effort to be a “Makers Market” and provide as many locally grown or produced items as possible.
   a. There are no opportunities for expanding the number of reselling or franchised businesses at this time in the Outdoor Market areas of Findlay Market.

After submitting an application, the applicant is subject to a facility inspection by appointment on the request by the Findlay Market Market Manager. Every effort will be made to inspect each Vendor every year.
Part C: Outdoor Vending Stall Locations

Section 1: Findlay Outdoor Market Price Structure

<table>
<thead>
<tr>
<th>Location</th>
<th>January through March Price Per Day</th>
<th>April through December Price Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm Shed</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>North Elder Street</td>
<td>$18</td>
<td>$35</td>
</tr>
<tr>
<td>Essen Strasse</td>
<td>$20</td>
<td>$40</td>
</tr>
</tbody>
</table>

Section 2: Findlay Outdoor Market Stall Location Days and Times

The Findlay Outdoor Market is considered to be a Saturday-Sunday event. However, if a Vendor would like to set up Tuesday through Friday there are opportunities to do so.

Vendors setting up Tuesday-Friday must be open during Market hours of 9am to 6pm unless the stall assignment is in the Farmers Market Shed, where the hours are 9am to 2pm, or other specific arrangements have been made.

There is one exception to Outdoor vendors setting up Tuesday-Friday. As a courtesy to our full-time prepared food vendors, Outdoor Market Prepared Food Vendors are not able to set up Tuesday through Friday from 9am until 3pm.

Farmshed: Located in the North Parking Lot and is the primary location for farmers & growers. Once farmers are assigned to the Farmshed, additional consideration will be provided to the Vendors who need electricity for the quality and/or safety of their product(s) and to the Vendors who support a varied mix of vendor-produced products.

Vendors do not need a tent for this location and also receive their own parking space. There is access to electricity in the Farmshed and the stall spaces are roughly 9’x 8’.

Hours of operation:

**Saturday, 8AM to 2PM**
- Vendors must be setup by 7:45am

**Sunday, 10AM to 2PM**
- Vendors must be setup by 9:45am

( optional) **Tuesday-Friday, by arrangement, 9AM to 2PM**
- Vendors must be setup by 8:45am

Elder Street: located on North Elder Street (north side of Market House). Primary location of artisan makers and packaged food producers who do not need electricity for their product. Note: Vendors may start being moved from Elder Street to the Farmshed after October 30th. Additional information about this transition will be provided once an application is approved.
Vendors will need a tent and will not have access to electricity. The stall is 10’x10’ in size and will be labeled.

Hours of operation:

**Saturday, 8AM to 6PM**
- Vendors must be setup by 7:45am

**Sunday, 10AM to 4PM**
- Vendors must be setup by 9:45am

*(optional) Tuesday-Friday, by arrangement, 9AM to 6PM*
- Vendors must be setup by 9am

**Essen Strasse:** Located on South Elder Street (south side of Market House) and is the primary location of Prepared Food Vendors. Prepared Food Vendors who need electricity are the first to be assigned to Essen Strasse. If a Prepared Food Vendor is self-contained and does not need electrical access, they may be assigned to a stall without electricity on Essen Strasse or instead on Elder Street. Vendors will need a tent and the majority of vendors will have access to electricity. Any Prepared Food Vendor assigned to this space must submit a list of equipment requiring electricity in addition to their electrical load.

In 2022, CFFM is making a concerted effort to support Essen Strasse further by providing a wide-breadth of products for shoppers to consume. Artists and additional creators may be assigned to Essen Strasse in stalls that do not have electricity.

Each space on Essen Strasse is traditionally 10’x10’ as required by the Health Department and the Fire Department. However, there is an option to rent two 10’ x 10’ spaces to have a 10’ x 20’ space if approved by Findlay Market Market Manager.

Vendors may start being moved from Essen Strasse to the Farmers Market Shed after October 30th. Additional information on this transition will be provided once an application is approved.

Hours of Operation:

**Saturday, 10 AM to 6PM**
- Vendors must be setup by 9:45am

**Sunday, 10AM to 4PM**
- Vendors must be setup by 9:45am

*(optional) Tuesday-Friday, by arrangement, 9AM to 6PM*
- Vendors must be setup by 9am

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**Part D: Findlay Outdoor Market Vending Categories**

*What Products May Be Sold?* The Vendors may sell a wide variety of items at the market. CFFM encourages that all items must be produced or crafted by the seller. Products can be, but are not limited to: baked goods, jams, jellies, sauces, ready-to-eat foods, food-related items, arts and crafts, retail items such as jewelry, cosmetics, soaps, etc. As stated previously in Part B Section 3, there are no opportunities for expanding the number of reselling or franchised businesses at this time in any of the Outdoor Market areas of Findlay Market.
**Section 1: Farmers & Growers**

These are the Vendors who cultivate fruits and vegetables, harvest wild fruits, vegetables or flowers, grow outdoor/indoor plants or herb plants, or raise farm animals for dairy and meat products to sell at the Findlay Outdoor Market.

Farmers are given priority assignment in the Farmshed. However, if a farmer or grower would like to be assigned to Elder St. please indicate as such in the application.

**Section 2: Mobile Food Sales**

These are the Vendors who sell potentially hazardous foods. "Hazardous Food" items are broken down into the following categories:

- **Items Cooked on Site**: If a business is selling food items that are cooked at the Findlay Outdoor Market, the Vendor must seek approval from the Cincinnati Health Department first. All the Vendors selling foods cooked on site must have a fully inspected and have an operational A-B-C or Class K fire extinguisher in their stand at all times.
  - Vendors who have an open flame or are doing deep fat fry need a Class K fire extinguisher.
  - All other Prepared Food Vendors need an A-B-C fire extinguisher.
- **Ready-to-Eat Prepared in Commercial Setting**: This includes cookies, pies, granolas, dried fruits, cakes, pies, breads etc. that do not fall under the ODA Cottage Food Laws. Whether home or commercially produced, all required permits must be filed with the application.
- **Beverages**: Beverages that are prepared such as coffee, tea, lemonade etc. must be prepared on site in accordance with all health requirements. Canned sodas and bottled waters may be sold without health permits.
- **Animal Products**: This includes products like eggs, raw meat and poultry, and dairy. Applicants selling any of these items must have a health inspection and appropriate health permits.

Vendors who require a mobile license must apply to the local health officials or the state officials where the business sells products (if you are out of state) and receive a mobile food license. Contact the Health Department at 513-564-1751 for details. In addition, see Part E Section 6 for information about how to properly display Vendor information at the assigned stall.

**Section 3: Exempt Cottage Food Sales**

Certain food items that a Vendor prepares in the home are exempted from many Ohio state laws concerning their sale. Please follow the link for "Cottage Foods" to see if your product qualifies. However, an applicant is recommended to contact the city health official or the ODA for further information.

In addition, appropriate product labeling must be completed in order for an applicant to be approved to sell at the Findlay Outdoor Market. Please follow the link here for proper ODA labeling requirements. Please submit labeling to the Findlay Market Market Manager for inspection as part of the application.

**Section 4: Artisans**

Products made by artisans include but are not limited to soaps, essential oils, jewelry, pottery, carvings, garden accessories, textiles, and handcrafts. Applicants must make the product locally.
Section 5: Non-Profit Organizations and Signature Gatherers

If any nonprofit organization or an organization gathering signatures are interested in setting up a table and tent at Findlay Market, the organization or group must apply on Manage My Market and complete the necessary information, including a COI. At the Findlay Outdoor Market Manager’s discretion:

1. Non-profit organizations with documented 501(c)3 status may sell their product at the Market from an assigned location.
   a. Proof of 501(c)3 status must be submitted to the Findlay Market Market Manager before the first day setting up.
2. Nonprofit organizations and organizations gathering signatures may hand out information from an assigned stall at the Market on approved days.

Otherwise, signature gatherers and nonprofit organizations may petition in the public areas around the outdoor portions of Findlay Market. Public areas do not include stall spaces open for rental and do not include inside the Market House or storefronts. Public areas also do not include 3’ in front of store fronts, rented outdoor stall spaces, and Market House entrances. Signature gatherers or nonprofits are not able to set up tables and/or tents on Findlay Market property unless the organization applies through the CFFM online application and is approved.

Spaces for nonprofits and signature gatherers will be assigned on a first come-first served basis. They may not register for space for more than six weeks in one year. Nonprofits must present a valid 501(c)3 letter from the IRS at least three days prior to setting up.

Part E: General Rules

Section 1: Payment

The invoice amounts are determined by the applicant’s submitted schedule that is then confirmed by the Findlay Market Market Manager in Manage My Market. It is vital that approved vendors update their requested selling days on Manage My Market so invoicing can be accurately kept.

Payments by Vendors can be completed via PayPal through the Manage My Market invoice or by a check handed or mailed to the Findlay Outdoor Market Manager.

The following rules are applied to rent payments:

- Invoices will be issued via Manage My Market before the fifteenth of each month and must be paid by the fifteenth of each month.
- Any payment late by 30 days or more will incur an additional $20 fee per month.
- Vendors must pay all outstanding debt from previous months prior to setting up the first weekend of the month.
- Vendors who have not paid will not be allowed to set up; there are no exceptions.
- Payments are payable to The Corporation for Findlay Market.
- Returned checks will result in additional charges and/or the reduction, suspension, or revocation of your temporary market space.
- Vendors will be required to submit an ACH Authorization Form when the Findlay Market Market Manager
approves their application. This will be used for any reimbursements that are made by The Corporation For Findlay Market.

- Cash will not be accepted.

**Section 2: Attendance**

Approved Vendors are expected to be at market each day of the 2022 season that they have applied for. Vendors select specific days through their Manage My Market account and are expected to manage and update their schedule through Manage My Market. No days verbally requested or canceled will be acknowledged until confirmation via Manage My Market is completed unless previous accommodations were made.

### i. Attendance Policy for Vendors is as follows:

- Vendors are recommended to request dates by the last day of the prior month. However, Vendors may still be approved for the weekend if they schedule in Manage My Market by Thursday at noon. The Findlay Market Market Manager will confirm with the Vendor.

- Vendors are able to cancel without violating the attendance policy, but to do so, Vendors must notify the Findlay Market Market Manager no later than Thursday at noon prior to the scheduled weekend.
  - The Vendor must sign into Manage My Market and deselect the day(s) they are unable to vend. No verbal, emailed, or text cancellation will be accepted as excused unless it is an emergency situation.

- Vendors who have called off by noon on Thursday may re-inquire about available space for the weekend they canceled, should their circumstances change.
  - There is no guarantee made by the Findlay Market Market Manager or CFFM that there will be a stall available for the Vendor. If there is a stall available, the location may be different than the stall originally assigned.

- Credits will not be applied to a Vendor’s account unless the Vendor provides seven (7) days’ notice prior to the weekend in question.
  - The only exception is with farmers: Farmers who cancel prior to 12:00 pm on Thursday will receive an account credit to their Manage My Market account to be used towards future rental fees.
  - If the temperature is predicted to be under 33 degrees all day, a farmer or grower can cancel later than 12 pm on Thursday. However, no account credit can be made to the account.

- Vendors are not required to set up a particular amount of times throughout the season.
  - Vendors are not required to set up both Saturday and Sunday of each weekend they request.
  - However, it is highly recommended that vendors try for a regular schedule, since regular shoppers are habitual and customer psychology suggests that regular shoppers can be inspired by positive experience and repetitive exposure.

- Force majeure: In the unlikely event of a market cancellation (due to severe weather, including but not limited to tornado, hail, flash flood, or severe blizzard, etc), all Vendors will be notified in advance, and will not incur any penalty for non-attendance. *(See Snow Emergency Protocol in Appendix I.)*

Attendance will be taken every day. As stated above, the days selected by Vendors in Manage My Market will reflect which days the Vendor is expected to be at the Findlay Outdoor Market to sell. Attendance is tracked and will be factored into the approval process for following market days, events, or applications in general.

If a Vendor has an unexpected emergency the day before or morning of Market that affects their ability to sell, the Vendor must communicate with the Findlay Market Market Manager as soon as possible. Emergencies include a sudden severe illness, a death in the family, or theft/damage of inventory. Written summary of the reason will be requested and will need to be submitted to the Findlay Market Market Manager. An email is a perfectly acceptable
ii. On-Call Attendance: When space is available, on-call Vendors will be given the opportunity to sell at the Market on a day-by-day basis. The On-call Vendors must still apply through Manage My Market.

- The On-call Vendor list will be created at the discretion of the Findlay Market Market Manager based on Findlay Outdoor Market product need/mix, Vendor availability, and responsiveness.
- The On-call Vendors will be notified via email of the weekend availability Thursday afternoon through Friday morning.
- If On-call opportunities are on a first come first serve basis, the Findlay Market Market Manager reserves the right to move through the list and assign spaces based on responses.
- The On-call Vendors will pay for space on the day of the market via check or PayPal.
- All other rules as written apply to The On-call Vendors.

iii. No Call/No Shows, Arriving Late or Leaving Early, or Notice after noon on Thursdays or breaking of any of the other rules provided below will be considered a “violation” of policy. Any violations of the policy will go through the following process:

1. First offense will result in a Written Warning. A copy of the written warning will need to be signed by the Vendor and the Findlay Market Market Manager. Each party will receive a signed copy.
2. Any Repeat Violation within 90 days will result in a $25 fine per violation.
3. Three fines within a 90 day-period will result in a suspended license for one or more days. The amount of days is up to the discretion of the Findlay Market Market Manager based on the amount of previous written warnings, previous suspensions, etc.
4. The probationary period is 90 days after the violation. If a new violation occurs after 91 days or more, a written warning will be given to the Vendor and the process will be started over.

iv. Attendance regulations are different for Special Events. Findlay Market has a zero-tolerance policy for unexcused absences on Special Events dates.

- Vendors approved to sell during Special Events dates must attend the market on the approved dates.
- Hours for some Special Events will differ from traditional market hours, so approved Vendors are required to operate for the entirety of the Special Event.
- Failure to meet attendance requirements and/or hours requirements will result in Vendor forfeiting the right for consideration of inclusion in future Special Events at Findlay Market, and may result in expulsion from Findlay Market for the remainder of the season.

Section 3: Assigned Location and Hours of Occupancy

Stall assignments will be emailed to all Vendors scheduled for the weekend on the Thursday prior. The rules provided below must be followed. If a Vendor violates any of the following rules, it will lead to the violation procedure mapped out in Part E Section 2iii.

- Vendors may conduct business only at the assigned location, and only during Findlay Market operating hours.
- Vendors may not sublet their space at the market. Stall assignments and license agreements are not transferable.
- Vendors must set up their stalls so that shoppers can enter the space to view and show. The 10’ x 10’ space should not be blocked on all four sides so that shoppers cannot ‘enter’ the space. This leads to congestion in
open pathways.

- Stall assignments are made, and are subject to change, at the sole discretion of the Findlay Market Market Manager and/or her designees.
- All Findlay Outdoor Market Vending Stall assignments are temporary. Therefore, there is no right or expectation of renewal of any space assignment. The Vendors are welcome to express preferences, but no guarantees of assignments can be made by the Findlay Market Market Manager and CFFM.
- Vendors must be open, fully merchandised, and ready for business at their assigned stall’s start time. This includes having all products visibly labeled and priced. Please note:
  - A late set-up is not permitted if The Vendor arrives 30 minutes or more after the opening time, if not given prior permission from the Findlay Outdoor Market Manager.
- Vendors must be present and actively selling during the required hours for the assigned area of the market.
- Early departure or chronic selling out before the end of the market day will result in a fine of $25 in lieu of or in addition to removal from the market.

Section 4: Changes Made to Products Sold

Vendors’ product(s) is locked in once the application on Manage My Market is submitted and approved. Any changes must be discussed with the Findlay Market Market Manager prior to a change and are the final decision of the Findlay Market Market Manager. In order to submit any changes, the Vendor must:

1. Provide a written letter (can be in the form of an email) to the Findlay Market Market Manager with the description of the proposed new product(s) and when the item will be available, along with any necessary labeling, ingredients lists, etc two weeks prior to any changes.
2. Wait to make any changes until the Findlay Market Market Manager gives formal permission in writing. If the request is denied, the Findlay Market Market Manager will provide a letter (can be in the form of an email) with a brief explanation why.
3. Update their Manage My Market profile before introducing the product.

At no point will Vendors be allowed to sell additional products without approval. When in doubt, stick with your core business. Sales of a product from the previous year, whether within the rules or not, does not constitute permission to sell that product in the current year. Failure to adhere to this rule may result in fines or immediate suspension of assigned space.

Section 5: Licenses, Certifications and Reporting

Vendors are required to provide copies of all licenses and certifications pertaining to the operation of their business at Findlay Market (e.g. Health Department License, Certified Organic, etc) to the Findlay Market Manager for CFFM records. It is recommended to upload the documents under the “Uploads” tab on the vendor’s Manage My Market profile for easy access and review.

NOTE: Prepared Food Vendors must obtain a ServSafe Level 2 certification to sell food at Findlay Market. If a vendor needs to obtain this certification, the Findlay Market Market Manager can assist in connecting you to a proctor to take the test and earn certification.

At the end of each month, the Vendors are recommended to submit sales data to the Findlay Market Manager. Sales data provides vital information to help support the Findlay Outdoor Market that in turn can help Vendors. CFFM requests total transaction counts per month. Total revenue per month and transactions by hour are especially helpful, but total transaction counts per month is a good option. A Non-Disclosure Agreement is
available once an application is approved. The NDA promises CFFM will not disclose private financial information of any individual business.

Section 6: Equipment

You must provide all of your own:

- Chairs, tables, and display equipment
- A sign identifying the name and location of the business must be prominently displayed
  - Signage and display equipment must fit within the 10’ x 10’ space.
  - Per mobile food license requirements, Prepared Food Vendors must display the name of the operation, the city of origin, and the area code and telephone number must be conspicuously displayed on the exterior of the mobile unit.
  - The name and city of origin of the food service operation shall be displayed with individual lettering measuring at least three inches high and one inch wide.
- Prior to commencing sales, prices for all items must be visibly posted.
- For Prepared Food Vendors, there may be propane for purchase available at Market Center but is not guaranteed.
- Tents for Elder St, Essen Strasse St, and Pleasant St.
  - Tents are required to have tent weights in the interest of safety against wind and severe weather.
- Small electric (for the Shed, Race St Esplanade, and Essen Strasse St) or propane (Elder St. and Essen Strasse) heaters during the cold months.
- Vendors in the Farmshed and on Essen Strasse are given access to one 20 amperage outlet.
  - All applicants requiring electricity for the quality and/or safety of their product must provide a list of equipment they will be using as part of their application.
  - Equipment use must not exceed the amperage amount.

Part F: Final Prohibited Items and Behaviors

1. **Children**: Children are not permitted in the stalls of Vendors who are preparing food onsite. This rule is for the safety of the children and adult Vendors when hot equipment is being used.
2. **Pets**: Vendors must not bring pets into their selling area for health and safety reasons. The only animals allowed are service animals.
3. **Generators**: Any size generator is prohibited in all Findlay Outdoor Market locations.
4. **Amplified sound**: Amplified sound is prohibited from all Findlay Outdoor Market Locations, with a few exceptions during Special Events. These exceptions will be clearly indicated.
5. **Use of Market-Owned Furniture**: Vendors should not use market-owned furniture without prior permission, as furniture is reserved for customer use.
6. **Smoking**: Smoking, and/or the use of e-cigarettes/vaping is not permitted in or around the stalls of the Shed, in or around the stalls on Elder St and Essen Strasse, on the Esplanades, near the roll-up doors, or within 10’ of any entryways to the market house and surrounding stores. This is a state health ordinance. Violations will result in a $25 fine, and may result in expulsion from the market.

APPENDIX I Snow Emergency Protocol

Snow Emergencies are declared at the county level, by the Sheriff. There are three levels of a “Snow Emergency” that may be declared, with each level having a different impact on operations at Findlay Market.
LEVEL 1: Roadways are hazardous with blowing and drifting snow. Roads may also be icy. Motorists are urged to drive very cautiously. **Market is fully open.**

LEVEL 2: Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Contact your employer to see if you should report to work. Motorists should use extreme caution. **Market is open, but individual businesses open at their discretion and must notify CFFM management of absence.**

LEVEL 3: All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. All employees should contact their employer to see if they should report to work. Those traveling on the roads may subject themselves to arrest. **Market is closed.**

**Appendix II Active Shooter and Other Safety Concerns**

Findlay Market is a public market, situated in an urban neighborhood of OTR. As a public space, Findlay Market is open to a diverse group of individuals. This may include individuals who are experiencing temporary homelessness or struggling with drug addiction. Findlay Market cannot and will not ask someone from the public to leave unless they are demonstrating harmful and/or illegal activity. Even though CFFM does everything it can to keep its staff, vendors, and shoppers safe, individuals who may want to cause harm have access to the Market during opening hours. The CFFM Maintenance Staff and the Findlay Market Market Manager are not security. If a vendor feels at risk, sees someone else at risk, or witnesses illegal activity, the vendor has the autonomy to call 911 or the non-emergency law enforcement hotline upon the discretion of the vendor and the situation witnessed. Additional communication to the CFFM staff will be needed after any steps taken by the Vendors.

Findlay Market follows the following Active Shooter Protocol: “Run. Hide. Fight” if an active shooter is present. Guns are not allowed on the Findlay Market property during opening hours unless carried by law enforcement.

As part of the application process, CFFM has provided a separate document named “Active Shooter Business Preparation Checklist” on Manage My Market to outline safety procedures. Please review with all business employees who may work at the Outdoor Market and return to the Outdoor Market Manager.

**APPENDIX III Equipment List Submission**

CFFM will provide a form for all food vendors on Essen Strasse, Race St. Esplanade, & the Farmshed to fill out and submit if The Vendor needs electricity for their product(s). Please email the Outdoor Market Manager or see the list of additional forms on Manage My Market to complete the “Equipment List Form”.

**APPENDIX IV Data Collection**

For each Vendor, CFFM requests monthly reports that show transaction/customer counts during the dates the Vendors are selling at Findlay Market. Preferably it will show the hour-by-hour transaction/customer counts. CFFM requests Total Monthly Revenue as well, which the Vendor can opt out of providing.

CFFM will provide a form for the Vendor to fill out at the end of the month if the Vendor cannot send over a monthly report from their own POS device. For Square and Clover devices, the Findlay Market Market Manager
can supply a “How-To Guide” upon request. All Vendors will also sign a boilerplate Non-Disclosure Agreement that guarantees CFFM will not share any private financial information disclosed by the vendor to any outside party.

The reason CFFM requests this information is to help support all Findlay Market Vendors as CFFM continues to fulfill its strategic plan. There are three ways this information can support the continual expansion of Findlay Market:

1. Provide valuable information on customer foot traffic to target what product types might be undersaturated or oversaturated at the Outdoor Market.
2. Provide data that can be referenced when applying for future grants and sponsorships to fulfill the budgetary needs of the Outdoor Market, with the consideration of not disclosing private information of individual businesses.
3. Provide data-supported feedback to support decision-making around future programming for the Outdoor Market.