



Marion County Board of County Commissioners

Human Resources ♦ Risk and Benefit Services

521 SE 26th Court
Ocala, FL 34471
Phone: 352-438-2345
Fax: 352-438-2347

"Health Happens"



Commit, Inspire, Achieve

The Marion County Board of County Commissioners is promoting wellness by giving citizens and county employees an additional opportunity to purchase fresh produce in a convenient way at the **Marion County "Health Happens" Farmers' Market**.

The Farmers' Market will take place at 601 SE 25th Avenue (McPherson Complex) every Friday from 9:00 a.m. to 2:00 p.m.

Vendor Guidelines:

- A \$15.00 vendor participation fee will be charged per space each week. You must notify the market manager of any absence the Wednesday prior to the market you will be gone. If you are scheduled to attend the market but do not arrive, and you did not give notice to the market manager; your location will not be reserved for the next week's market. *(Checks or money orders should be made payable to the Marion County Board of County Commissioners. Cash will not be accepted.)*
- Set up of the vendor area may begin at 7:30a.m.
- You may park, unload and load your vehicles from behind your designated space
- No smoking
- Be knowledgeable of your products – where they are harvested, processed or produced
- Wait until the end of the scheduled market time to break down your booth, unless otherwise notified by the market manager
- You are responsible for removal of all trash in your designated vendor area. Please be courteous and leave your vendor space in the same condition as when you arrived

Vendor applications must be completed and submitted along with all required licensure for review and approval. Please review selling requirements on page three of this application packet.

To reserve your space and participate as a vendor:

1. Complete the Vendor Application;
2. Attach applicable Vendor Selling Documentation;
3. Include check made payable to the Marion County Board of County Commissioners;
4. Return to:

Health and Wellness Coordinator

Human Resources – Risk and Benefit Services

521 SE 26th Court, Ocala FL 34471

For additional information, email wellness@marioncountyfl.org or visit our website at:

<http://www.marioncountyfl.org/departments-agencies/departments-a-n/human-resources/farmers-market>.

"Meeting Needs by Exceeding Expectations"



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Vendor Application:

Business/Vendor Name: _____

Contact Name: _____

Date of Birth: _____ **Driver's License Number:** _____

Mailing Address: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax Number:** _____

Email: _____

Best time and method to be reached: _____

Please let us know any dates you will not participate at the Farmers' Market: _____

Please check the products you will be selling at the Farmers' Market:

- | | | |
|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Produce | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Peanuts |
| <input type="checkbox"/> Bread | <input type="checkbox"/> Plants | <input type="checkbox"/> Herbs |
| <input type="checkbox"/> Honey/Sauces | <input type="checkbox"/> Prepared Food | <input type="checkbox"/> Salsa |
| <input type="checkbox"/> Cooking oils | <input type="checkbox"/> Beverages | <input type="checkbox"/> Other _____ |

Please read and check that you agree and will comply with the following:

- I understand there will be a \$15.00 vendor participation fee for each space leased weekly.
Check or money order is to be made payable to the Marion County Board of County Commissioners.
- I understand that I must show proof of grower certification or other applicable documentation. *See selling requirements.
- I understand I am responsible for my own set-up (10 by 10 tents without sides), clean-up and trash removal. *Tents larger than 10 by 10 will not be accepted.*
- I understand that all vendors must park in the designated vendor parking area.
- I understand that cancellation due to inclement weather is decided solely by the Market Manager. No refunds will be given. Credits may be issued and determined by the Market Manager.
- I understand the vendor is responsible for cleanliness and condition of all products sold at the event.

I hereby assume full risk, indemnify and hold harmless the Marion County Board of County Commissioners, its employees, representatives and agents individually or otherwise of said program from any and all actual or alleged claims arising out of and from my participation as a vendor at the event.

Vendor Applicant Signature: _____ **Date:** _____

****You will be contacted once approved for participation.****

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Marion County "Health Happens" Farmers' Market – Selling Requirements

As vendors are permitted to rent a selling space at the market, they must provide to the market manager any documentation relevant to their selection of products.

- Nursery License - obtained from the Division of Plants and Industry <http://www.freshfromflorida.com/onestop/plt/plantinsp.html>.
- Grower's Permit - obtained from your county's Extension Office.
- Kitchen Certification - obtained from the FDACS, <http://www.freshfromflorida.com/fs/permitrq.html>, unless Cottage Food Law applies. Cottage food products must be labeled in accordance with the requirements as outlined in Section 500.80(5), Florida Statutes, and United States Code of Federal Regulations Title 21, Part 101. All cottage food products offered for sale to the general public must be labeled: *"Made in a cottage food operation that is not subject to Florida's food safety regulations."*

No matter what you're selling – if you're selling it, you're in business. To find out more about collecting state sales tax, proper licensing and more, visit <http://www.stateoflorida.com/portal/desktopdefault.aspx?tabid=8>.

If you're selling Value Added/Processed Food (bread, jelly, prepared meals, chopped greens) you must: (1) have a food permit; (2) prepare the foods in a facility that meets certain state and federal standards; and (3) have a certified Food Protection Manager.

If you're selling plants in dirt (nursery plants), you need a Nursery License. Contact Division of Plant Industry in Gainesville at 352-372-3505.

If you want to label your produce as "organic", it must be certified by an approved certifying agency – but, you're exempt from organic certification if you grow or handle less than \$5,000 gross sales from organic produce. However, you must still be in full compliance with the National Organic Program's (NOP) rules and regulations. Certification fees are based on how many acres you have under organic production. Certification takes 60-90 days and includes an inspection.

If you're selling fresh produce, you need a Growers Permit. Contact the Extension Office at 352-671-8400 for info.

If you're selling fresh produce by weight, visit <http://www.doacs.state.fl.us/standard/weights/infobus.html#question1>. Your scale must be a certain kind, and it must be inspected. Otherwise, sell by the bag, basket or handful.

For more information regarding this and other rules and regulations, please visit: <http://www.freshfromflorida.com/fs/permitrq.html>. To contact the farmers' market coordinator, email wellness@marioncountyfl.org.

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