



## Greene County Public Health

*Melissa Howell MS, MBA, MPH, RN, REHS, Health Commissioner*

*Kevin L. Sharrett, MD, Medical Director*

### 2025 Farmers Market Vendor Packet

Greene County Public Health has opened enrollment for the Downtown Xenia Farmers Market, operating monthly on the 3<sup>rd</sup> Wednesday, June 18, 2025–September 17, 2025 (4 markets), 4:00 PM –7:00 PM. This year, there are no fees for farmers or vendors.

The Downtown Xenia Farmers' Market will be outdoors on Greene Street in Xenia, between the Greene County Courthouse and the Greene County Prosecutor's office. The market welcomes diverse customers, including nearby residents who might otherwise lack access to fresh, locally grown produce. Market patrons will have access to free parking and the Green Line Flex Route through Greene CATS Public Transit.

The Farmers' Market strives to offer a merchant mix of local produce, baked goods, specialty foods, and health and beauty products. Our mission is to provide access to healthy, affordable food, promote economic development, and strengthen our relationship with our community.

To apply as a vendor, please review the attached information and complete the application and agreement forms. Full season vendor applications are **due by April 15, 2025**. Submit applications by mail or scan your forms and email to the address below. Applicants will be notified of their acceptance into the market. We are invested in helping new vendors grow. To that end, we are not charging a vendor fee. New vendors are welcome, so please forward this to anyone who may be interested in participating in this year's market.

We are proud to offer the market as a resource to local non-profit organizations. The market invites community organizations to share information about their work with our marketgoers. Organizations with a primary focus aligned with Greene County Public Health or the Downtown Xenia Farmers' Market will be considered for participation. Specifically, we ask that partnering organizations have their major focus in at least one of these areas:

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

Please email or call with questions. We are looking forward to seeing you at this year's market!

Sincerely,

Loressa Gonyer  
Farmers Market Coordinator  
(937) 374-5655  
lgonyer@gcph.info

## 2025 Vendor Rules and Regulations

Please read these rules carefully before signing your application and keep this copy for your records. Failure to observe them may result in suspension or termination of your market assignment. If you have any questions, please contact Loressa Gonyer, Market Coordinator, at (937) 374-5655 or [lgonyer@gcph.info](mailto:lgonyer@gcph.info)

### Sales Regulations

1. The following producer-only vendors will be permitted (with approval) to sell at the market:
  - Regional farmers, family members, partners, employees, or members of a cooperative farming group
  - Cottage food producers committed to sourcing ingredients locally, whenever possible
  - Artisans of handmade goods
2. Produce, plants, and products sold at the market must be grown or produced by the principal farmer/producer according to items listed on the application form. Please be as specific as possible. Farmers or producers must notify the market coordinator, in writing, regarding any changes to the approved product list. With prior approval from the market coordinator, product offerings may be supplemented with products from neighboring farmers and producers.
3. Wholesale produce is strictly prohibited at the market.
4. Producers are responsible for obtaining all necessary permits and licenses relating to production and/or marketing of their products. Upon acceptance to the market, these licenses and permits must be provided to the market coordinator. Vendors must have signage and display all licensing (if applicable) for their booth, identifying their farm or business. These signs must not protrude outside of the booth confines.
5. Tables, chairs, and stands used to display and sell their goods are to be provided by the vendor. The tables must be set so that aisle pedestrian traffic is not impeded. All merchandise must be contained inside designated booth confines, no exceptions. No food items are to be displayed or stored on the bare ground.
6. The following non-edible items may be sold at the market: flowers, plants, dried flowers, dried flower arrangements, vine wreaths, gourds, and beeswax candles, provided they are included on the product list submitted with the application. All materials must be found, grown, foraged, and/or produced by the farmer or producer.
7. Other non-edible items, such as personal care products, hand-made crafts, and pet food/care products that contain locally sourced ingredients whenever possible, are permitted to be sold at the Market as space allows. The individual selling must make these items.

The market is registered with the Director of the Ohio Department of Agriculture (ODA) as a farmers' market. Under Ohio law, a person at a registered farmers' market is exempt from the requirement to be licensed as a retail food establishment as long as the person offers for sale:

- Fresh, unprocessed fruits or vegetables
- Properly labeled products of a cottage food production operation
- Maple syrup, sorghum, or honey [properly labeled]
- Commercially repackaged food that is not potentially hazardous

8. Vendors are to set their own prices.

9. No radios, megaphones, shouting of prices, foul language, fighting with or criticizing other vendors.

10. Vendors and their helpers are not permitted to smoke in their booth or in the market. Do not litter or throw cigarette butts on the ground or street.

11. Idling vehicles are not permitted during market hours.

12. No live or dressed animals may be sold. There will be no sales of raw milk, home canned/frozen items, (without an Ohio Department of Agriculture license) meat (unless state inspected) as specified by the Ohio Department of Agriculture Food Safety Division's rules governing farmers' markets. Items deemed to be poor quality may be disapproved for sale. Greene County Public Health reserves the right to approve or disapprove all items, even if proper licenses are held.

13. Vendors must use proper labeling for cottage foods as per ODA rules & regulations, including but not limited to - Proper labeling, packaging, cooling; these items include jams, jellies, baked goods, pastries, pies, honey etc. Please consult the cottage food rules provided at the Ohio Department of Agriculture's website for more information about what items are allowed to be sold. NO ready-to-consume FOOD OR DRINKS can be sold without a temporary or mobile food license.

a. [Cottage Foods | Ohio Department of Agriculture](#)

14. Health Department regulations and rules can ONLY be enforced by the Health Department; however, all vendors are expected to follow the county health department and Ohio Dept. of Agriculture rules. If you have a concern about health codes, contact Greene County Public Health, 360 Wilson Drive Xenia, OH 45385, (937) 374-5600, or the Ohio Department of Agriculture, Office of Communication, 8995 East Main Street Reynoldsburg, OH 43068-3399, (614) 728-6201 or by fax (614) 728-6310.

A farmer or producer who wishes to sell non-exempt products (i.e., poultry, eggs, cheese, and meat) at the Market needs to be verified as an approved source, meet all labeling requirements, and obtain any necessary license to sell retail from their local (county and/or city) health department.



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While the market coordinator does their best to avoid over duplication of items for sale at the Market there will be no guaranteed exclusives to any seller for any product.

### Rules of Operation

1. Coordinator is responsible for space assignments and enforcement of the market rules. Spaces are 10' x 10' unless other arrangements have been made with the market coordinator.
2. The hours of the market are 4:00 PM - 7:00 PM. You may set up as early as 3:00 PM. Vendors should arrive at least 30 minutes prior to the market opening and be set up by 3:45 PM. Latecomers may be denied admission and spots may be reassigned at the market coordinator's discretion. This is a safety issue as vehicles cannot be operating in the market when pedestrians are present. Vendors are expected to remain until the market ends at 7:00 PM.
3. Because the market is dependent on positive vendor/customer relationships, we expect you to honor your commitment to the market, our customers, and our other vendors by showing up each week that you have agreed to attend. We understand that sometimes things crop up and you must cancel. If you need to cancel, please make every effort to let the market coordinator know ASAP.
4. Each vendor is responsible for providing their own tent with weights (40 lbs.), tables, chairs, and any other necessary items for their sales area.
5. Prior to commencing sales, the vendor must have marked prices for all items displayed, and a sign identifying farm/business name and location at their market stand.
6. Each vendor will be asked to report their weekly sales. This data is used by the market so that we can better articulate to our funders the role that the market plays in our food system and economy.
7. Vendors are to clean their areas; remove all produce, containers, signs, and any mess or trash at the end of the market before they leave. When you leave, your space must be as clean as when you arrived.

### Market Insurance Requirements

Greene County Public Health and the City of Xenia are not responsible for any loss or damage incurred by producers or vendors. Along with the signed vendor agreement, all vendors must provide a Certificate of Insurance coverage for \$1,000,000 general liability insurance naming the City of Xenia, 101 N. Detroit Street, Xenia, Ohio 45385, as Certificate Holder. A copy must be provided on or before your first day of attendance.

### 2025 Vendor Deadlines, Fees & Application Requirements

- The market will be open rain or shine 4:00 PM –7:00 PM from Wednesday, June 18, 2025, until Wednesday, September 17, 2025. In the case of cancellation due to inclement weather, the market coordinator will notify vendors by noon on market day.
- There are no fees for any vendor approved to sell at the market.

360 Wilson Drive, Xenia, Ohio 45385 | (937) 374-5600 | Fax (937) 374-5675 | [www.gcph.info](http://www.gcph.info)



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- All interested seasonal or day lease vendors must complete an application. For full season consideration, please **submit your application by April 15, 2025**. Applications will be approved on a rolling basis as space and a variety of products permit.
- If there is a product duplication, you may be put on a waitlist for the market.

### Drop Off/Mail to:

Greene County Public Health

ATTN: Loressa Gonyer

360 Wilson Drive, Xenia, Ohio 45385

Email to: [lgonyer@gcph.info](mailto:lgonyer@gcph.info)

Accepted vendors will be notified by email, at which point they must submit copies of all licenses, permits, certifications, a vendor agreement, and a copy of liability insurance. A vendor orientation will be held on Wednesday, May 14th, from 5 to 6 PM. This orientation is strongly encouraged to ensure the market's success.