



FINDLAY
OUTDOOR
POP-UP MARKET

2024 Rules and Regulations for the Outdoor Market

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

Section 1: CFFM Mission & Vision

Mission: Historic Findlay Market connects farmers, producers, sellers and customers in a dynamic, diverse public marketplace.

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: CFFM Core Values

CFFM's Mission and Vision are driven by 5 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 Outdoor Market (ODM) is managed by the Market Management team of CFFM. Director of Market Management and Operations, John Bird, Outdoor Market Program Manager, Carly Hayes, and Outdoor Market Coordinator, Jalisa Canady. Carly Hayes is the main point of contact for all matters pertaining to the Outdoor Market.

Part B: Applicant Guidelines

Section 1: Application Process

1. Submit one complete application per business
2. All vendors must apply regardless of whether they've been previously approved.
3. Vendors are prohibited from sharing stalls with another vendor or operating multiple businesses in a single stall.
4. All vendor applications are submitted and approved online via Manage My Market.
5. Submitting an application does not guarantee approval.
6. Allow 4-6 weeks for the approval process to be complete.

How to Apply:

Returning Vendors, \$25 application fee

1. Sign in to [Manage My Market](#)
2. Select “**2024 Outdoor Market at Findlay Market**” and submit application
3. Update Business Profile
4. Ensure the following information is included and current:
 - Contact information for you and staff
 - A detailed description of your business or mission statement
 - Full product list with pictures (photos optional for farmers & growers)
 - Product sources
 - Social Media handles and/or website
 - Upload licenses (COI, Mobile Food, etc.)
 - Dates you intend to set up

Prospective Vendors, \$30 application fee

1. Create an account on [Manage My Market](#)
2. Select “**2024 Outdoor Market at Findlay Market**” and submit application
3. The following information must be included:
 - Contact information for you and staff
 - A detailed description of your business or mission statement
 - Full product list with pictures
 - Product sources
 - Social Media handles and/or website
 - Upload licenses (COI, Mobile Food, etc.)
 - Dates you intend to set up

Section 2: Application Fee

A nonrefundable fee (\$30 for new applicants; \$25 for returning vendors) is collected to process and review every application.

1. Payments can be submitted via the PayPal link on the invoice, or a check can be mailed to the Corporation for Findlay Market:

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

2. Application fees must be submitted before the application can be actioned upon by the Outdoor Market Manager.
3. Returning vendors **must** settle all outstanding open invoices with CFFM, including Findlay Kitchen, Findlay Learn, and Findlay Launch—any rent, fees, fines, and/or special event fees—before applications will be considered. No exceptions.

Section 3: Criteria for Consideration

The goal of the Outdoor Market is to connect farmers and producers with customers in a dynamic, diverse public marketplace, providing locals and visitors with the highest quality products the region has to offer.

Each application is carefully reviewed using the following criteria:

1. **Quality** - You use the highest quality materials to produce items that are durable and made to last. Vendors should be prepared to provide information about their sourcing.
2. **Originality & Saturation** - Your product is unique and 100% yours. It is grown, created, designed, and handmade by you. This originality extends to your branding and packaging as well.
 - a. Items like baked goods, candles, jewelry, and soap are heavily represented (saturated) at the Market and around the District. Approval of these items is limited and highly competitive.
 - b. All vendors are subject to possible sample requests upon approval, as the Market's mission is driven by diversity and uniqueness.
3. **Sustainable/Mission Driven**
 - a. You upcycle or repurpose items, keeping them out of the landfill and creating something new.
 - b. The reselling of vintage items is prohibited and falls under the resell guidelines and will not be approved.
 - c. You are a Fair Trade Certified seller; proof of certification required.
4. **Local** - Preference is given to items produced and/or made locally (within 150 miles of Cincinnati).
 - a. Majority of sourced materials must be local, and documentation provided upon request.

Please note: due to space and electricity limitations, food trucks and trailers will be reviewed on a case-by-case basis. There is no guarantee of approval.

Findlay Market **does not accept:**

1. Retailers or those who purchase items wholesale and resell them at a markup
2. Franchises

Section 4: Vendor Requirements

1. **Insurance Coverage:** Seven days before the Vendor's first selling day at the Outdoor Market, all approved vendors must provide proof of insurance to the Outdoor Market Manager by email, mail, 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.
 - e. Vendors with an expired COI will not receive a stall assignment until a current one is provided to the Outdoor Market Manager.

2. **Licensing** - Vendors must be appropriately licensed and provide a copy of the following (via email, mail, or uploaded to Manage My market), 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. **Equipment:** Vendors must provide the following:
 - a. Tents for a 10' x 10' stall (North Elder St. and Essen Strasse only)
 - b. Tent weights
 - c. Table(s)
 - d. Chair(s)
 - e. Signage prominently displaying your business name

Please note: Vendors setting up on N. Elder St. will not have access to electricity. Portable electricity is allowed and must be provided by each vendor.

4. **Scheduling** - Findlay Market has no requirement regarding the amount of days vendors set up. Therefore, vendors must:
 - a. Maintain their schedule and ensure it's up to date throughout the entire season
 - b. Select/deselect dates from their Manage My Market calendar
 - i. **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.
 - c. Any application with every day selected will not be actioned upon until the recipient changes their availability accordingly.

Section 5: Facility Inspection & Trial Set-up

Once your application is submitted and/or approved each applicant is subject to a facility inspection by request of the Outdoor Market Manager.

Upon approval, a trial setup will be scheduled for all first time Prepared Food Vendors (those applying to prepare food onsite). This is in addition to the one required by the Health Department to receive your Mobile Food License. During the set up, CFFM staff will look for the following:

1. Required equipment that:
 - a. Does not exceed 20 amp electricity
 - b. Fits in 10' x 10' stall
2. Food preparation and product quality
3. Overall Presentation (signage, clean, organized and stall aesthetic)
4. Local Health Department Regulations

Part C: Outdoor Vending Locations & Hours

The Outdoor Market is considered a Friday - Sunday event. However, vendors have the option to set up Tuesday - Thursday.

Vendors wanting to set up Tuesday - Thursday must be present during Market hours, 9 AM - 6 PM. If the stall assignment is in the Farm Shed, hours are 9 AM - 2 PM. Alternate hours must be discussed in advance with the Outdoor Market Manager.

Please Note: As a courtesy to full-time prepared food vendors, Outdoor Market Prepared Food Vendors are not able to set up from 9 AM - 3 PM, Tuesday - Thursday. Fridays are permitted.

Section 1: Pricing

Vendors who schedule to set up 4+ weekends (Saturday & Sunday) in a month will receive the 5th weekend for free (March, June, August, and November).

Location	January - March Price-Per-Day	April - December Price-Per-Day
Farm Shed	\$15	\$30
North Elder Street	\$18	\$35
Essen Strasse	\$20	\$40

Section 2: Stall Locations and Hours

Stall assignments are subject to change. A vendor's location may change week-to-week and vendors are expected to exercise flexibility in the event of relocation.

Vendors must be open and ready to sell by the designated start time of their assigned location.

Vendors are required to be present the entire Market day.

Farm Shed

Primary location for Farmers/Agricultural Producers, select Exempt Cottage Food Producers and select Prepared Food Vendors (those not cooking onsite)

1. Covered structure located in the North Parking Lot
2. Each stall is approximately 9' x 8'
3. No tent required
4. 20 amp electricity
5. Parking space
6. Hours:
 - **Friday, 9 AM - 2 PM; must be set up by 8:45 AM**
 - **Saturday, 8 AM - 2 PM; must be set up by 7:45 AM**
 - **Sunday, 10 AM - 2 PM; must be set up by 9:45 AM**
 - **Tuesday - Thursday (optional), by arrangement, 9 AM - 2 PM; must be setup by 8:45 AM**

North Elder Street

Primary location for Artisans and Exempt Cottage Food Producers who don't require electricity

1. Located north of the Market House, stretching from Race St to Elm St (east to west)
2. Each stall is 10' x 10'
3. Tent required
4. No electricity; if needed, vendors must provide their own
5. Hours:
 - **Friday, 9 AM - 6 PM; must be set up by 8:45 AM**
 - **Saturday, 8 AM - 6 PM; must be set up by 7:45 AM**
 - **Sunday, 10 AM - 4 PM; must be setup by 9:45 AM**
 - **Tuesday - Thursday (optional) by arrangement, 9 AM - 6 PM; must be set up by 9 AM**

Essen Strasse/South Elder St

Primary location for onsite food preparation

Any Prepared Food Vendor assigned to Essen Strasse must submit a list of equipment requiring electricity along with their electrical load. Those who require more than the provided 20 amp will be encouraged to rent two (2) stalls.

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 on Elder Street instead.

1. Located south of the Market House, stretching from Race St. to Elm St. (east to west) and north of Pleasant St.

2. Each stall is 10' x 10'
3. Tent required
4. 20 amp electricity
5. Hours: *All Vendors are welcomed to set up and sell prior to 10:45 AM*
 - **Saturday, 11 AM - 6 PM; must be set up by 10:45 AM**
 - **Sunday, 11 AM - 4 PM; must be set up by 10:45 AM**
 - **Fridays (optional) by arrangement, 11 AM - 6 PM; must be set up by 10:45 AM**

Part D: Vendor Categories

Farmer/Agricultural Producer

Those who cultivate fruits and vegetables; harvest wild fruits, vegetables, or flowers; grow outdoor/indoor plants or herb plants; raise animals for dairy or meat products.

For those selling eggs, raw meat, poultry, and dairy products a health inspection and appropriate health permits are required.

Exempt Cottage Food Producer

Non-hazardous food items produced at home (or non-commercial setting) that do not require licensing or inspection by the ODA. Items must be appropriately labeled in order to be approved following ODA labeling requirements.

- Examples include but are not limited to: cookies, brownies, fruit pies and cobblers, jams, jellies, granola, ground coffee/coffee beans, dry tea blends, dry herbs and herb blends.

Visit this link to learn more: <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>

Prepared Food- Mobile Food License Required*

Potentially hazardous food items that require temperature control. Vendors fall into the following categories:

- Food and/or beverage freshly prepared at the Outdoor Market for immediate consumption
 - Examples Include: street tacos, deep fried food, iced tea and coffee, fresh juice
- Food prepared in a commercial kitchen that is not an Exempt Cottage Food.
 - Examples Include: cheesecake, cream or custard pies, popsicles

*Interested Findlay Kitchen Members may use the Kitchen's Mobile License & Outdoor Market equipment. Reach out to Kelly Shaw for details.

Vendors must apply for a mobile food license with 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.

For more information, visit:

<https://www.cincinnati-oh.gov/health/cincinnati-health-department-programs/food-safety-and-inspections/food-businesses-and-licensing/mobile-food-licensing/>

Artisan

Non-food products created, designed, or handmade by a local artisan.

Items must be made locally* (within 150 miles of Cincinnati); vendors should be prepared to share where they source their materials.

- Examples include, but are not limited to: pottery, paintings, textiles, jewelry, candles

Section 5: Non-Profit Organizations

Nonprofit, non-partisan organizations interested in setting up at the Outdoor Market must apply on Manage My Market. Proof of 501(c)(3) status and Certificate of Liability Insurance are required. Approval is at the Outdoor Market Manager's discretion:

1. Nonprofit organizations with documented 501(c)(3) status may sell their product at the Market from an assigned location.
2. Nonprofit signature gatherers must remain mobile while on property.

Spaces for nonprofits will be assigned on a first come-first served basis. They may not register for space for more than six weeks in one year; continued set up is at the discretion of the Outdoor Market Manager.

Fundraising

Informal groups that intend to fundraise, not to sell a product, are unable to set up at the Market.

Partisan Campaigns, Groups & Organizations

Those affiliated with campaigns and political causes are unable to apply for a stall at the Outdoor Market, but may petition in the public areas—sidewalks on Elm St & Race St—around the Market District. The following areas around the Market are **prohibited**:

1. Open stalls in the Farm Shed, on North Elder, or Essen Strasse
2. Inside the Market House and within 3' of any Market House entrance
3. Within 3' of store fronts and rented outdoor stall spaces

Part E: Market Rules

Section 1: Payment

1. Vendors are invoiced monthly based on the selected dates on their Manage My Market calendar.
2. Invoices are emailed via Manage My Market by the 5th of each month for the upcoming month, and payment is due within 30 days of receipt.
3. Vendors must pay all outstanding debt in order to participate in all CFFM programs and Market operations. No exceptions unless prior arrangements with the Outdoor Market Manager have been made.
 - a. If the past due balance owed totals \$1200+, CFFM (Findlay Kitchen, Outdoor Market, Findlay Learn, and Findlay Launch) reserves the right to withhold access to any CFFM programs and markets until balance is paid down.
4. Invoices must be paid via credit card or check, no cash will be accepted.
5. Returned checks will result in additional charges and/or the reduction, suspension, or revocation of your temporary market space.
6. Vendors who schedule to set up 4+ weekends per month will receive the 5th weekend free (March, June, August, November)
7. For vendors receiving reimbursements: a completed ACH Authorization Form must be on file with CFFM; reimbursements come from Bill.com
8. Vendors are responsible for collecting sales tax, state and local, and reporting it as necessary. For more information, refer to the Ohio Department of Taxation website: <https://tax.ohio.gov/business/ohio-business-taxes/sales-and-use/sales-use-tax>
9. Invoices will only reflect credits if cancellation policy criteria is met.

Section 2: Attendance

The 2024 Outdoor Market season is April 1, 2024 - March 31, 2025. Setting up every weekend is not required, but consistency is strongly recommended (especially June - October).

The Outdoor Market operates year-round, rain or shine. Be prepared to set up in all types of weather. Unless the Outdoor Market is canceled, no refunds will be given in the event of inclement weather or lack of business due to the weather.

Attendance is taken every Market day and will be factored into the approval process for subsequent applications, market days, and special events.

1. Vendors are expected to be at the Market each day of the 2024 season they have applied for.
2. Vendors must be open and ready to sell at the start of each Market day.
3. Vendors must remain until the end of each Market day.
4. Vendors must set their own schedule by selecting/deselecting dates on their Manage My Market calendar.
5. Vendors are responsible for maintaining their schedule and updating it as necessary.
6. Dates requested verbally, via email, or via text will not be acknowledged until requested via

Manage My Market.

7. Vendors are expected to select dates by the last day of the prior month. However, vendors have until 10 AM Thursday to add or remove dates to their schedule. There is no guarantee space will be available, and the Outdoor Market Manager has sole discretion to approve or deny.
8. Credits will not be applied after 10 AM on Thursdays, unless reason for absence follows under qualifying emergency policy.
9. Vendors who are late and have not communicated to CFFM staff may forfeit their stall assignment.

Emergencies & Market Cancellation

1. In the event of an unexpected emergency that prohibits their ability to be present at Market, vendors must communicate with the Outdoor Market Manager as soon as possible.
2. Emergencies include, but are not limited to, a sudden severe illness, a death in the family, or theft/damage of inventory.
3. If not already provided, a written summary, via email, of the reason will be requested and will need to be submitted to the Outdoor Market Manager.
4. If the Outdoor Market is canceled (due to severe weather, including but not limited to tornado, hail, flash flood, or severe winter weather), all vendors will be notified in advance, and will not incur any penalty for non-attendance.

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 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.**

Special Events

Findlay Market hosts several events throughout the year that are open to Outdoor Market vendors. Some are food-only (Findlay Kitchen Tasting Event) while others are open to all (Art & Poetry, Holiday Market).

1. Vendors should carefully consider whether their business/product is right for an event. CFFM is

not responsible for lack of sales during a special event.

2. Vendors approved to sell during special events must attend the Market on the approved dates.
3. Special Event hours may differ from traditional Market hours, so approved vendors are required to operate for the entirety of the Special Event.
4. For sampling events, vendors are required to have enough samples to last the entire event. Vendors who chronically run out may not be approved for subsequent events.
5. Vendors who fail to meet attendance requirements and/or hours requirements may not be approved for subsequent events.

Section 3: Assigned Location and Hours of Occupancy

Stall assignments are subject to change. A vendor's location may change week-to-week and vendors are expected to exercise flexibility in the event of relocation.

Stall assignments are emailed to all vendors scheduled for the weekend on the Thursday prior.

1. Vendors may only conduct business at the assigned location and only during Findlay Market operating hours.
2. Vendors may not sublet their space at the market. Stall assignments and license agreements are not transferable.
3. 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.
4. N. Elder St. vendors must keep pathways and sidewalks clear so customers can easily walk to Findlay Market storefronts.
5. N. Elder St. vendors must place their tents flush with the curb; equipment, product, etc. cannot be stored on sidewalks.
6. To limit congestion and keep pathways clear, N. Elder St. vendors are encouraged to set up their stalls so that shoppers can enter the space to view and shop.
7. For safety reasons, children are not permitted in the stalls of vendors preparing food onsite.
8. For health and safety reasons, vendors are not allowed to have their pets in their stalls while selling. Service animals are permitted.
9. Loud music (with the exception of Buskers and Special Events) and amplified sound is prohibited from all Outdoor Market Locations.

Section 4: Changes Made to Product Offering

Vendors' product(s) is/are locked in once the submitted application on Manage My Market is approved. Any changes must be discussed with the Outdoor Market Manager who will approve or deny the request. In order to submit any changes a vendor must:

1. Provide a written letter (email) to the Outdoor 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 (2) weeks prior to any changes.
2. Wait to make any changes until the Outdoor Market Manager gives feedback via email (approval or denial).
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

1. Vendors are required to provide copies of all licenses and certifications pertaining to the operation of their business at Findlay Market (Mobile Food License, Certified Organic, etc.)
2. For easy access and review, vendors may upload documents to their Manage My Market account via the “Uploads” tab.
3. Prepared Food Vendors must obtain a ServSafe Level 2 certification to sell food at Findlay Market.
4. Vendors are recommended to submit sales data via Manage My Market at the end of each month. Sales data provides vital information to help support the Outdoor Market that in turn can help vendors. CFFM requests the following:
 - a. Total revenue per month
 - b. Transactions by hour or total transactions per month
 - c. A Non-Disclosure Agreement is available once an application is approved. The NDA promises CFFM will not disclose the private financial information of any individual business.

Section 6: Equipment

Vendors are required to provide the following:

1. Tents, tent weights, chairs, tables, and display equipment
2. Signage - name and location of the business must be prominently displayed
 - a. Signage and display equipment must fit within the 10' x 10' or 9' x 8' space.
 - b. 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.
 - c. 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.
3. Prior to commencing sales, prices for all items must be visibly posted.
4. Tents for North Elder St. and Essen Strasse St.:
 - a. Tents are required to have tent weights in the interest of safety against wind and severe weather.
5. Small electric heaters (for the Farm Shed & Essen Strasse) or propane heaters (Elder St. and Essen Strasse) during the cold months.
 - a. Vendors in the Farm Shed 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.
 - b. Equipment use must not exceed the amperage amount.
6. Portable electricity, if needed, for vendors setting up on North Elder St.

Please Note: Vendors may not use market-owned furniture (red tables and chairs) without prior approval. Vendors should not expect free use of Findlay Market equipment like tents and tent weights. The habitual need to use these items may result in fines. Generators of any kind are prohibited at the Outdoor Market.

Section 7: Vendor Expectations & Prohibited Behaviors

Vendors are expected to assist CFFM with providing a safe family environment at the Outdoor Market. Vendors and their employees are expected to be courteous to customers, and to dress, speak, and behave in a manner suited to a clean family environment.

The following behaviors are strictly prohibited by CFFM and will result in disciplinary actions. CFFM has the right to temporarily, and or permanently seek removal of the property. CFFM may terminate current, and future affiliation with any CFFM programs.

1. Violence and/or threats of violence.
2. Consumption of drugs and/or alcohol
3. Profane or offensive language
4. Displaying any discriminatory behaviors toward CFFM employees, vendors and/or patrons
5. Harassment toward any CFFM employees, vendors and/or patrons
6. Public criticism of other vendors or their products that can be heard by customers or other vendors
7. Smoking and/or the use of e-cigarettes/vapes 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.
8. All booths must be operated and run by a vendor over the age of 18. Minors may not be left unaccompanied in the booth at any time.

Section 8: Disciplinary Process

If any of the preceding rules are broken, the Disciplinary Process is as follows:

1. 1st Offense: verbal warning.
2. 2nd Offense: written warning, which will be signed by the vendor and the Outdoor Market Manager.
3. Repeat violations within 90 days will result in a \$25 fine per violation.
4. A vendor who is fined three (3) times within a 90 day-period will lose the ability to set up at ODM. The length of suspension will be determined by the Outdoor Market Manager and will be based on the amount of previous written warnings, previous suspensions, etc.
5. The probationary period is 90 days after the violation. If a new violation occurs after 91 days or more, the process starts over.

APPENDIX I Active Shooter and Other Safety Concerns

Findlay Market is a public market, situated in the urban neighborhood of Over-The-Rhine. 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 Outdoor 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 (311 or 513-765-1212) at the discretion of the vendor and the situation witnessed. Additional communication to the CFFM staff will be needed after any steps taken by 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.

APPENDIX II Equipment List Submission

CFFM will provide a form for all food vendors on Essen Strasse and the Farm Shed to fill out and submit if a 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 III 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 Outdoor 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.