



Trotwood Parks & Recreation 2025 COMMUNITY MARKET REGISTRATION APPLICATION

Thank you for your interest in the Trotwood Community Market. Before completing this application, please read the Trotwood Community Market Rules and Guidelines. Applications and vendor fees may be submitted to Charles Wheeler III at the Trotwood Government Center, 3035 Olive Road, Trotwood, Ohio 45426, by **4:30 PM, Wednesday, June 18th**. The Trotwood Community Market Committee or the Market Manager will review applications and contact you as soon as possible.

Points of Contact:

- Charles Wheeler III, Marketing Coordinator, (937) 854-7228, chwheeler@trotwood.org

Fee Payment (July 2 – September 24): \$50.00 for a 10' x 10' Space (Non-Food Vendor)

Fee Payment (July 2 – September 24): \$35.00 for a 10' x 10' Space (Food Vendor)

Pop-up

Fee Payment (July 2 – September 24): \$25.00 for a 10' x 10' Space (Non-Food Vendor)

Fee Payment (July 2 – September 24): \$15.00 for a 10' x 10' Space (Food Vendor)

(Please make checks payable to: City of Trotwood)

Vendor Information

Name: _____

Business Name (if applicable): _____

Address: _____

Phone: _____ Email Address: _____

Description of products to be sold:



Using the table, place a checkmark for the dates you will be vending at the community market.

<u>Community Market Dates</u>	<u>✓</u>
July 2 nd	
July 9 th	
July 16 th	
July 23 rd	
July 30 th	
August 6 th	
August 13 th	
August 20 th	
August 27 th	
September 3 rd	
September 10 th	
September 17 th	
September 24 th	

Rules & Guidelines

The Trotwood Community Market was created by the Trotwood Parks and Recreation Department to provide small businesses with a marketplace to sell directly to consumers.

Rules and Regulations

The following rules have been established to create a market that offers local products and produce to the consumer directly from the producer. Read the Rules and Guidelines and keep this copy for your records. Failure to observe these rules may result in termination of your market assignment.

If you have any questions regarding these rules or joining the market contact **Charles Wheeler III**, at chwheeler@trotwood.org on all communications.

Produce/products sold must be grown/produced by the principal farmer/producer. The market reserves the right to inspect and spot-visit any farm or establishment throughout the season.

You may supplement your produce by no more than 25% with produce from additional producers. All produce that is supplemented must be labeled with the name and address of the person who grew it (or made the product) and displayed on the vendor's table.



FARMERS ARE PROHIBITED FROM PURCHASING PRODUCE FROM AN AUCTION OR A WHOLESALE FOR RESALE AT THE MARKET.

Products and produce labeled organic must be certified according to the U.S.D.A. (United States Department of Agriculture).

Rules of Operation

The market will be held on Wednesdays at **5200 Salem Avenue, the former Salem Mall Parking lot**. Sales start at 3:00 p.m. and end at 7:00 p.m. The market will run every Wednesday, beginning July 2, 2025, through September 24, 2025.

The market manager is responsible for space assignments, public safety, and enforcement of the market rules. **Vendors should be set up no later than 2:45 p.m. and ready to sell by 3 p.m.** Once vendors are set up, vehicles will be moved to the designated parking area.

Operate your stand in a safe, sanitary, and neat manner. Keep your sales area, including the ground, clear of garbage. **REMOVE ALL OF YOUR GARBAGE FROM THE AREA WHEN YOU LEAVE!**

All vendors must complete this application, pay the appropriate registration fee, and submit it to the City of Trotwood Parks and Recreation Department. You will not be allowed to set up at the Market until your registration has been received and approved. Submission of an application does not automatically mean you are approved for market sales. You will receive notification of your acceptance from Parks and Recreation Marketing Coordinator, Charles Wheeler III.

Vendors must contact the market manager if they are not going to be present on a Wednesday. If a vendor fails to attend the Market for two consecutive weeks and does not notify the Community Market Administration, then that vendor's space can be occupied by another vendor for the remainder of the season (payment fee will be forfeited).

A standard booth space is 10' by 10'. All participants must supply their own pop-up canopy for their assigned space and must be confined to the assigned space as described above. Tents should be no larger than the 10'x 10' space given to each vendor. Tents must be properly anchored with weight anchors; adequately roped, braced, and anchored to withstand the elements of weather to prevent collapsing. Tents and other signage must be free of holes, and offensive or obscene language, and be secured to prevent any safety hazards.

Vendors must comply with all laws, ordinances, and regulations of the United States, the State of Ohio, and the City of Trotwood, Ohio. **IN THE CASE OF U.S.D.A. INSPECTION, THE VENDOR IS HELD RESPONSIBLE FOR COMPLIANCE. The Trotwood Community Market reserves the right to admit or reject any vendor for any reason not prohibited by law.**

Trotwood Parks and Recreation thanks you for your participation in our Community Market. Please call Charles Wheeler III, at (937) 854-7228 or email at chwheeler@trotwood.org with questions or to register.



I have read and agree to comply with the rules and regulations of the Trotwood Community Market and understand that my non-compliance will result in expulsion from the market. I affirm that all information provided to the market is complete and true. I agree to defend, indemnify, and hold harmless the City of Trotwood, their officers, agents, and employees, from and against any and all claims for damages or injuries arising out of or in any way related to the undersigned's participation in or attendance. I agree that I will obtain all necessary licenses and permits, and collect any sales tax as required by law.

Signature

Date

(FOR OFFICE USE ONLY)

Date Received: _____ Form of payment: _____ Received By: _____