

2024 ASIA-HAPI Fresh Farmers Market Vendor Agreement

Asian Services in Action (ASIA), Inc. is happy to announce HAPI Fresh Farmers Market at Akron Cooperative Farms. The market will be held every Wednesday from July 10 to September 25, 2024, from 4:00 pm to 7:00 pm.

ASIA-HAPI Fresh Farmers Market is dedicated to assisting local community growers, artisans, and organizations by offering information, programs, and services. Our goal is to provide the community with fresh and healthy food products as well as homemade baked goods.

The 2024 ASIA-HAPI Fresh Farmers Market Vendor Agreement is an agreement between ASIA-HAPI Fresh Farmers Market and market vendors. Any changes to this Agreement will not be valid unless they are made in writing and signed by both parties. Please read the Market Rules thoroughly before signing below. Keep a copy for your records as these rules are part of your participation.

Market Rules:

1. *****Participation is allowed only after completing and receiving approval for an application from the ASIA-HAPI Fresh Program Manager. If your application has not been approved and you sell at the market, you will be asked to leave, and you will not be reimbursed for any items purchased by customers using incentive tokens.*****
2. Auction and yard sale items and store-bought fruits or vegetables are **NOT permitted** at the ASIA-HAPI Fresh Farmers Market.
3. All vendors must display price lists large enough for customers to see.
4. At the end of each market day, vendors will be charged an additional \$5 for any trash left within a three-foot radius of their booth area.
5. ASIA-HAPI Fresh Farmers Market is not responsible for any breakage, loss, personal injury, and/or any other damage that occurs as a result of your participation.
6. You can provide your own tent and table *or* rent them (see fee schedule on vendor application form). **NO chairs will be provided.**
7. Vendor fees must be paid in full at the end of each market day.
8. ALL tents must be weighed down and all cords must be secured and tied. Any tent damage to your vehicle is your own responsibility.
9. HOT/COLD food and baked goods must adhere to USDA/SCPH/ODA Food Safety Guidelines.
10. Cottage food and non-refrigerated baked goods must be properly labeled with information about ingredients, contact information, and the date of production.
11. Vendor parking is limited inside the market. It's first come, first served. Please do not block foot traffic and vendors' areas. We will ask you to move your car.
12. **Token & voucher participants only**—At the end of every market day:
 - You will receive a Token/Voucher/Transaction Sheet attached to a large yellow envelope. Fill out the Token/Voucher Transaction Sheet and place all tokens and vouchers in the yellow envelope.
 - Once the sheet has been filled out, take the envelope to the ASIA-HAPI Fresh information tent. After the vouchers and tokens are re-counted by ASIA staff, you will be issued a receipt (white copy). The additional copy (yellow) of the receipt will be placed in the yellow envelope for ASIA.
 - Reimbursements will be issued at the end of each month. Vendors will receive their checks at the beginning of the following month, after all market vendor fees have been paid.
13. **Token & voucher participants only:** Make sure that the name on the "make check payable to" box is correct. Payout checks will be mailed/handed in person the first Wednesday of the following month.
14. Do not leave kids unattended as there may be cars moving around the market area.
15. Be respectful to others and the property at Akron Cooperative Farms.
16. Help keep the area clean by not littering. Trash boxes will be placed around the market.

Vendor Signature

ASIA-HAPI Fresh Program Manager Signature

Vendor (Print Name)

ASIA-HAPI Fresh Program Manager (Print Name)

Date

Date

Contact Information: Malissa Xiong at 330.535.3263 Ext. 5313 or mxiong@asiaohio.org

2024 Vendor Application

Application Date: _____

Name: _____

Farm/Garden/Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Booth Sharing for Two Vendors:

- Each vendor must submit a **separate** Vendor Application and sign a **separate** Agreement.
- The administrative fee is \$20 for each vendor.
- The cost for a shared tent (\$14) and table (\$6) will be divided equally between the two vendors.
- Each vendor sharing a booth will pay a total of \$30 each market day.

Person who will share booth: Name: _____

Phone: _____

Vendor Fees: (Pay with Cash or Yellow Tokens)

- Administrative Fee **\$20**
- Tent Rental Fee 10 x 10 **\$14**
- Table Rental Fee 4 ft. x 6 ft. **\$6**
- **We do not provide chairs.**

NOTE: To obtain your reimbursement check, vendor fees must be paid in full.

Mail/Drop off application: (ATTN: Malissa Xiong)
ASIA, Inc.
370 E. Market Street
Akron, Ohio 44304

Or email: mxiong@asiaohio.org

Please check below what payment type you will accept from customers.

- SNAP YELLOW TOKEN (for fruits, vegetables, and baked goods only)
- Produce Perks Program GREEN TOKEN (for fruits & vegetables only)
- WIC voucher (for fruits & vegetables only)
- Senior voucher (for fruits, vegetables, and vegetable plants only)
- Credit card RED TOKEN (no restrictions)

For token and voucher participants: make check payable to:

Full Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Check below which of the following items you are offering at the Farmers Market.

- Produce from a local farm/garden (you must grow 75% of the produce)
- Artisan crafts (handicrafts), clothing, and jewelry
- Food (hot or cold) with Temp/Mobile License displayed prominently
- Baked goods (must have label listing ingredients and your contact information)
- Musician/band/singing/dancing (consider bringing a bucket for tips)
- Kids' activities

List below the specific types of produce/artisan crafts/food/activities you will be offering.

NOTE: Space, tent, and table availability are limited. All market spaces will be allocated on a first-come, first-served basis.

Farmers Market Location: **Akron Cooperative Farms**
743 Gaylan Drive
Akron, Ohio 44310

Market Hours: Every Wednesday (July 10 to September 25) from 4 p.m. – 7 p.m. **(NO SATURDAYS)**

Set-up Time:

- ❖ You may begin to set up your booth 1 to 2 hours before the market opens.
- ❖ By 3:30 p.m., any cars not parked inside the market **MUST BE RELOCATED**.
- ❖ If you park your car inside the market area, it cannot be moved until 7 p.m. when the market closes. If you need to leave before the market closes for the day, we suggest parking your car on Patterson Street.
- ❖ **Selling cannot begin until exactly 4:00 p.m. If you sell before 4:00 p.m., you may be asked to close your stand.**

Pack-up Time: Pack up & clean-up 15 minutes before closing time, or when you have sold all produce/items.

Please circle the dates you plan to set up a booth at the HAPI Fresh Farmers Market.

July: 10 17 24 31

August: 7 14 21 28

September: 4 11 18 25

If you need to cancel a market date, you must do so by 12 noon on the Tuesday before that date. If you are a "No Show" and did not cancel by Tuesday at 12 noon, you will be charged \$10 for that date.

Please call 330-535-3263 Ext. 5313 or email mxiong@asiaohio.org to cancel/add a date.

Vendor fees: You may pay with cash or Yellow tokens.

____ Admin fee (\$20) ____ 1 Tent (\$14) ____ 1 Table (\$6)

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Token and Voucher System

RED Token (Credit Card/Cash) — Spend only at ASIA's HAPI Fresh

Our basic token is purchased with a Credit/Debit Card at the market information tent for a fee of \$1.00 per transaction. These tokens can be used to buy items from any vendor. Change is provided in cash.

YELLOW Token (SNAP/EBT) — Spend only at ASIA's HAPI Fresh

Yellow tokens can be purchased with a SNAP/EBT card at the market information tent. These tokens can be used to buy fresh fruits and vegetables **ONLY**. They cannot be used to buy hot food or non-edible items. No change is provided but vendors will help you round your purchase to the whole dollar amount.

GREEN Token (Produce Perk Program)

Match \$1 for \$1 up to \$25 match when you purchase with an EBT card. These tokens can be used to buy fresh fruits and vegetables **ONLY**. No change is provided but vendors will help you round your purchase to the whole dollar amount.

Senior Voucher

Eligible seniors receive ten \$5 coupons (a total of \$50) to purchase fresh fruits and vegetables at **ANY** participating farmers market. Coupons must be used before the expiration date. No change is provided but vendors will help you round your purchase to the whole dollar amount.

WIC Voucher

WIC participants are given five \$5 coupons (a total of \$30) to purchase fresh fruits, vegetables, and herbs from **ANY** participating farmers market. No change is provided but vendors will help you round your purchase to the whole dollar amount.

TANF Produce Perks Voucher

TANF participants are given vouchers (a value of \$20) to purchase fresh fruits, vegetables, and herbs from **ANY** participating farmers market. No change is provided but vendors will help you round your purchase to the whole dollar amount.

Please Note

ASIA's HAPI Fresh Farmers Market DOES NOT ACCEPT Wooden tokens, Orange tokens, Blue tokens, Carrot Cash tokens, and Cuyahoga County WIC vouchers.