



Procter Store Producer and Artisan Terms and Conditions

Location: 119 S. Main Street, London, OH 43140

Store Managers: Danielle Vogel and Amy Boyd

Phone: 740-490-6072

Email: procterfarm@proctercenter.org

What can be sold:

Producers, also known as farmers, and artisans participating at the Procter Store will be known together as vendors. All farmers must sell only direct farm items which they themselves have grown on land or property that they own or lease in the state of Ohio. All artisan items must be made from products grown or hand crafted by the vendor. No commercially made items.

The bulleted items below for vendors will be referred to in the document as products.

Farmers:

- Vegetables grown from seeds, sets, seedlings, or transplants on land owned or leased by the seller
- Fruits, nuts, or berries grown on land owned or leased by the seller
- Plants grown by the seller from seed, bulbs, transplants, or cuttings on land owned or leased by seller
- Cut or dried flowers, herbs, or seeds raised by the seller
- Honey and bee products from the bees raised on land owned or leased by the seller
- Eggs from poultry raised on land owned or leased by the seller
- Meats from animals raised on land owned or leased by the seller
- Cheese or dairy made from animals raised on land owned or leased by the seller
- Clothing or household items made from plants or animal products grown on land owned or leased by the seller
- Baked goods and processed food prepared on land owned or leased by the seller

***All Ohio Department of Agriculture regulations and permit requirements (temperature control, air contact, cut leafy greens, mobile food licensing, etc.) pertaining to the sale and transport of any fresh food (raw meat, egg, dairy, etc.) sold at the Procter Store must be in full compliance. ***

Artisans: Items include, but not limited to soaps, essential oils, jewelry, pottery, carvings, garden accessories, textiles, and hand crafts made by the vendor.



Farm Visits:

Procter Store managers reserve the right to visit each vendor site in order to assure compliance with the rules and regulations. The intention of a visit to your establishment is to ensure that you are producing the items you sell at Procter Store on land you lease or own.

Days and Hours of Operation:

Procter Store is available for the sale of your products each Thursday and Friday from noon to 5:00pm, and each Saturday from 10:00am to 3:00pm, April through December. These are subject to change.

Producer Fees:

The fee per rental space will be \$25 per month, plus five percent of sales per month. The \$25 fee may be paid on a month by month basis, or in a lump sum of multiple selling months. The fee is due before the first of each month to Procter Center. The fee of \$25 must be paid for items to be displayed at the store.

Artisan Fees:

25 percent of total monthly sales will be paid to Procter Store, and 75 percent of total monthly sales will be paid to the artisan.

Marketing:

The managers feel strongly that including our vendors in the weekly marketing of the store will only make us all more knowledgeable of the type of items sold at Procter Store, so that we may best educate our customers. Therefore, we ask that the vendors who have websites or social media accounts assist with Procter Store's online marketing by sharing, commenting on, and "liking" posts.

Vendors are welcome to use the store space to host marketing or promotional events. Please coordinate with the store manager.

Distribution Days & Display:

All vendors are expected to deliver their products to Procter Store during the following dates and times:
Wednesdays, to be determined between manager and vendor,
Thursdays, between 11:00am and 4:30pm,
Fridays, between 11:00am and 4:30pm,
Saturdays, between 9:00am and 2:30pm.

At each drop off, upon request from the vendor, the Procter Store manager will supply vendors with an inventory sheet to be completed and submitted back to the manager. The vendor is responsible for providing Procter Store with a completed inventory sheet and setting up his or her display in the desired fashion. Vendors are encouraged to supply their own display items (e.g., storage bins, display baskets, crates, signage) to give their space their own, unique look and appeal.

Long-distance vendors, those located 20 miles or more away, have the option to ship their products. Please be aware, Procter Store is not responsible for any damages to the products that may have occurred during the shipping and receiving process. Store personnel will display the items per vendor instructions. Please include an inventory sheet and price list with the shipment.

Store managers will ensure each display is kept clean, well lit, and appealing to customers.

Vendor Pricing:

Vendors set their own retail prices, but must display price tags clearly, in writing, utilizing one or more of the following signage techniques:

- Individual price stickers on each item
- Individual price signs for each type of produce
- A list of prices on a large sign or board

Farmers may be provided with a suggested cost amount sheet.

Store Rental Spaces:

Shelf Dimensions for Producers - 1 rental space is a 65"x28" shelf with a 65"x11" top shelf, and a storage shelf.

Shelf Dimensions for Artisans- 1 rental space is 10x1 feet, or 5x1 feet, depending on need.

Freezer shelf, approximately 2'x3'.

Refrigerator shelf, approximately 2'x3'.

All items for sale must be confined within their allotted rental space. Products for sale must be clearly labeled with a name and price.

In our effort to always keep the shelves full, if there are weeks where no items are stocked by the vendor, Procter Store reserves the right to place other sales items in the rental space. These items may be removed by the managers, once the vendor's items are restocked.

Producer Cancellations:

Farmers who have reserved a rental space, but who are then unable to stock the space, and would like to cancel rent, must contact the store manager at the earliest opportunity. The vendor will be reimbursed 60 percent of the \$25 per month fee, of the total amount paid. Please see example.

Example: if the vendor paid for the upcoming six months, at \$25 per month, totally \$150, the vendor will be reimbursed \$90.

No reimbursement will be provided for the five percent of sales each month that items were displayed and sold.

Artisan Cancellations:

Artisans who have reserved a rental space, but who are then unable to stock the space, and would like to cancel, must contact the manager at the earliest opportunity.

Event Clean-up:

Vendors who will be offering samples or workshops for the shoppers, at the end of the day, are responsible for the removal of all refuse such as vegetable scraps, signs, containers, etc. You are required to leave the space as clean as you found it. Each vendor must sweep and clean up the area when finished for the day.

Sales Reporting:

Procter Store will be equipped with the hardware and database organization needed to correctly report all individual sales. Initially, Procter Store will be able to accept cash, debit and credit card. Also, WIC and Senior SNAP coupons for the allotted items.

Vendor Payment:

Sales will be paid out to the vendor once per month. Each vendor will have his or her individualized identification number, which links the sale of an item to the vendor's account. Producers, five percent of monthly sales from the account will be paid to Procter Store, and 95 percent of total monthly sales will be paid to the producer. Artisans, 25 percent of each vendor's total monthly sales will be paid to Procter Store, and 75 percent of the total monthly sales will be paid to the artisan. Vendors may set up direct deposit or choose to have a check mailed to the address provided on the Vendor Application form.

Licensing/Labeling Requirements:

If you sell a product on which sales tax is collected, you are required to obtain a vendor's license. Please provide a copy of this license to the store manager.

Certified Organic farms must provide the appropriate certification and must present a copy to the store manager.

Vendors selling processed foods that do not fall under the Ohio Cottage-Food Law, such as meat, eggs and dairy, must meet all licensing requirements and present a copy to the store manager. All items must be properly labeled according to the licensing requirements.

Weights & Measures/Appropriate Methods of Sale:

Procter Store will follow the guidelines for the sale of produce provided by the Madison County Auditor.

Violation of any of the above Procter Store rules and regulation may cause forfeiture of the right to continue as a vendor. The store manager will give one verbal notice of the violation to the vendor. A second violation will result in a written warning to the vendor. If a third violation occurs, the vendor will be expelled from the store.

By signing here, you indicate that you agree to participate in the Procter Store in accordance with the terms and conditions described herein.

Business Name _____
 Printed Name _____
 Signature _____ Date _____
 Phone number _____ Email Address _____

Online applicants only, by selecting, "I, the applicant, agree to the terms and conditions stated above", on the online application, you are signing this document". No need to complete the lined information above".