



Dear Prospective POP-UP Vendor,

The North Market is proud to be the premier food shopping destination in Central Ohio. With a tenant base of butchers, fishmongers, farmers, greengrocers, bakers, and other specialty food vendors, the Market has established a reputation built on quality and service.

In an effort to showcase even more local food products and promote the growth of local cottage industries and home based businesses, the North Market will rent POP-UP space at the base of the red stairs (south building, east aisle) on the main floor, on a daily rental short term basis, known as POP-UP rentals. You bring your products, display fixtures, tables and chair, and packaging materials.

We provide the opportunity for temporary rentals to those that embody the attributes of a Public Market Merchant who produce specialty food products that are in keeping with the traditional nature of the Market. *Only food products that are home made, hand made, or locally produced can be sold under this POP-UP agreement.* In addition, your products must bring a unique offering to the North Market; not to compete directly with the Merchants that are here on a day to day basis.

The North Market is proud to showcase the best of Central Ohio and welcomes POP-UP vendors to join us in carrying on our tradition. This packet is for informational purposes only and is not to be construed in any way as a commitment by the North Market Development Authority to enter into a POP-UP rental agreement with applicant.

If you are interested in becoming a POP-UP vendor at the North Market please complete the attached application form. In addition, please thoroughly review the POP-UP Rules and Regulations, sign one copy and return to the Market office along with your application. Please retain one copy for your records and for your future reference.



NORTH MARKET

NORTH MARKET POP-UP RULES AND REGULATIONS

The North Market Development Authority is seeking entrepreneurs for temporary POP-UP who embody the attributes of a Public Market bringing specialty products that are hand made, home made, or home grown sold by the producer.

POP-UP RENTAL RATES:

Monday through Thursday \$ 30.00

Friday, Saturday & Sunday \$ 65.00

SPECIAL OFFER: WHEN YOU SCHEDULE 3 OR MORE CONSECUTIVE DATES YOUR RENTAL RATE WILL BE REDUCED BY \$5.00 PER DAY

We currently have one space available for POP-UP rentals. This location is located at the south end of the Market House at the base of the red stairs and is located directly across the aisle from Black Radish Creamery. The space can accommodate a 6' table on the aisle line and a 4' table on the left side to create an inverted L shape display area.

We do not offer POP-UP rental for food products to be prepared on site under any circumstances.

1. POP-UP vendors must either sell packaged goods (boxes, cans, bottles) or produce products that qualify as a "cottage food" by the Ohio Department of Agriculture and will be sold in packages that meet the labeling requirements. The other option is to have a mobile food service license issued by the Columbus Health Department in order to sell any individual food products that can be consumed on site or at home. You will be required to provide your own hand-washing sink. Contact the Columbus Health Department, 240 Parsons Avenue, Columbus, Ohio 43215. (614) 645-7538. A copy of your mobile food service license must be submitted with your POP-UP application.
2. In order to sell any food products the POP-UP vendor must provide a certificate of general liability insurance, with limits of not less than One Million Dollars and no Cents (\$1,000,000.00) for personal injury, bodily injury, death or for damage or injury to or destruction of property (including loss of use thereof) for any one occurrence. Your policy shall name North Market Development Authority, its agents, servants and employees as additional insureds. You must furnish the North Market with a certificate evidencing such coverage before you set up for the day.
3. POP-UP vendors must be **set up no later than 9:00a.m. on Tuesday through Saturday, 10:00a.m. on Sunday and Monday. We require that you stay open at least until 3:30p.m. each day. We prefer that you stay through the end of our published hours which is 5:00p.m. Sunday and Monday, and 7:00p.m. Tuesday through Saturday.**
4. POP-UP vendors must furnish all other required tables, chairs, display fixtures, and must provide their own required trash receptacles to operate the business. Do not plan on "borrowing" these from the North Market.
5. POP-UP vendor must display a sign with the name of your business.
6. POP-UP to guarantee a reservation, vendor must pay the rental fee for their POP-UP at the same time the application is submitted as well as for subsequent rentals. Payments are accepted in the form of cash or check at our office, or a PayPal link can be generated for your convenience. Reservations are not confirmed or guaranteed until payment is made.



7. ***Parking is not included in your POP-UP reservation. POP-UP vendors need to park in an alternate parking location, not the North Market parking lot. We want to reserve the North Market parking lot for convenient parking exclusively for our shoppers. Please use the Convention Center Garage or one of the surface lots on Vine Street.***

8. Limited space means limited opportunity. To balance the opportunity for all POP-UP vendors we are limiting the number of days per month that any POP-UP can sell at North Market. We believe that this will provide the best opportunity for the most sellers to come to the North Market.

No POP-UP vendor may occupy a space more than one “particular day” per month. As an example, a “particular day” might be a Saturday. In this case, a POP-UP vendor cannot occupy a space for more than one Saturday per month. That same POP-UP vendor could occupy a space for up to 7 days using no more than one “particular days” (e.g. 1-Friday, 1-Saturday, 1-Sunday, etc.).v

Exceptions to the “particular day” rule: If a stall has not been reserved 48 hours before a “particular day” it can be rented to a POP-UP vendor without that day counting against your monthly limit.

Stall reservations can be made no more than 30 days prior to the requested date.

9. POP-UP vendor is to display only those items that were specified in writing on the POP-UP Application and approved in advance by the Director of Operations. Any other products must be approved by the Director of Operations before they are displayed for sale.

10. The North Market dock may be used by POP-UP vendor for active loading and unloading. Thirty (30) minutes is the maximum time allowed for ACTIVE loading/unloading. ***If you intend to use the North Market Dock, you must request a dock pass (see bottom of POP-UP application form).*** The dock pass must be visibly displayed on your dashboard. Any vehicle, left unattended, even if only for a minute, without a dock pass will be towed.

11. Smoking is strictly forbidden in all areas inside the North Market, as well as the doors adjacent to the Market House.

12. ***POP-UP vendor must be able to pack and move out merchandise and displays from the space within a maximum of thirty (30) minutes of posted closing hours (see item 3).*** If it will take you longer than thirty (30) minutes to accomplish this task you need to start this process prior to closing of the Market. During this thirty (30) minute period, you may exit from any door in the Market. Under no circumstances may you prop open a door for any reason.

13. Fire Department Regulations prohibit POP-UP merchants from burning incense or candles.



14. You must have a vendor's license if you sell a product on which sales tax must be collected. For information, contact the Franklin County Auditor's Office, 420 S. High St., Columbus, Ohio 43215. (614) 462-3260. A copy of your vendor's license must be submitted with your POP-UP application.
15. POP-UP vendors are required to remove any goods or belongings from the Market at the end of each day if they have reserved the space for daily rental. If you are renting space for sequential days, you may leave your goods and belongings in the stall you have been assigned. **The Market will not be responsible for any damage, or for any lost or stolen goods left on site.**
16. POP-UP vendors are expected to leave the space as clean or cleaner than you found the space when you arrived. You must expect that you will need to sweep floor. In addition, you must dispose of all trash, garbage, rubbish or other waste at their stalls by removing same to a site designated by the Director of Operations at the end of each day.
17. At the end of your duration, we request that you provide sales data within one week of your POP-UP operation.
18. There are no refunds for cancellations. If a cancellation is made 24 hrs prior to your scheduled time to set up a substitute date will be considered.

By signing here you indicate that you agree to participate in the North Market in accordance with the North Market POP-UP Rules and Regulations.

Signature

Date

Printed Name

Business Name

COTTAGE FOOD RULES

Ohio Department of Agriculture
FOOD SAFETY DIVISION

8995 East Main Street
Reynoldsburg, OH 43068
(614) 728-6250
Fax (614) 644-0720

Sections 901.3-20

1/22/16

901:3-20-03 Cottage food products sampling.

All cottage food products as outlined in rule 901:3-20-04 of the Administrative Code are subject to food sampling conducted by the director of agriculture, or representative the director authorizes, to determine if a food product is misbranded or adulterated. A component of the food sampling conducted under this section may include the performance of sample analyses in accordance with Chapter 3715. of the Revised Code.

901:3-20-04 Cottage food products allowed.

(A) The food items listed below are approved as cottage food products:

- (1) Non-potentially hazardous bakery products;
- (2) Jams;
- (3) Jellies;
- (4) Candy, not including fresh fruit dipped, covered, or otherwise incorporated with candy;
- (5) Flavored honey which has been produced by a beekeeper exempt under section 3715.021(A) of the Revised code;
- (6) Fruit chutneys;
- (7) Fruit butters;
- (8) Granola, granola bars, granola bars dipped in candy, if fruit is used in any of these products it must be commercially dried;
- (9) Maple sugar produced by a maple syrup producer exempt under section 3715.021(A) of the Revised code;
- (10) Popcorn, flavored popcorn, kettle corn, popcorn balls, caramel corn, not including popping corn;
- (11) Unfilled baked donuts;
- (12) Waffle cones and waffle cones dipped in candy;
- (13) Pizzelles;
- (14) Dry cereal and nut snack mixes with seasonings;
- (15) Roasted coffee, whole beans or ground;
- (16) Dry baking mixes in a jar, including cookie mix in a jar;
- (17) Dry herbs and herb blends;
- (18) Dry soup mixes containing commercially dried vegetables, beans, grains, and seasonings;

BASIC REQUIRED FOOD LABELING COMPONENTS

LABEL EXAMPLE (COTTAGE FOOD PRODUCTION)

This label example is just one way to present the information required on a food product label. Information may be placed in different ways and may appear on more than one label. Labels must comply with all applicable regulations and all information must be accurate and not misleading.

Ingredient List – Ingredients shall be listed by common or usual name in descending order of predominance by weight. Meaning, the ingredient that weighs the most is listed first, followed by the next heaviest ingredient, with the ingredient that weighs the least listed last. Any ingredient that is composed of two or more ingredients (sub-ingredients) shall be declared in the *Ingredient List*. Sub-ingredients shall be designated in the *Ingredient List* by declaring the established common or usual name of the ingredient, followed by a parenthetical listing of all the ingredients contained therein in descending order of predominance.

Ref: CFR 21, Part 101.4

Statement of Identity – The *Statement of Identity* is the name of the food. The name shall be the common or usual name of the food, and shall accurately identify or describe the basic nature of the food or its characterizing properties or ingredients.

Ref: CFR 21, Part 101.3

Statement of Responsibility

– Shall include the:

Business Name
Street Address
City, State, Zip Code

All information in the *Statement of Responsibility* shall be continuous. If the business name is listed in the local telephone directory, the street address may be omitted. If the business name is listed in the local telephone directory, a Post Office Box may be used in place of the street address.

Telephone numbers, web-site addresses, and e-mail addresses are permitted, but not required. This type of extra information shall not be placed between the *Ingredient List* and the *Statement of Responsibility*.

Ref: CFR 21, Part 101.5

CHOCOLATE CHIP/MILK CHOCOLATE CHUNK COOKIES

INGREDIENTS: ENRICHED FLOUR (BLEACHED WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), BROWN SUGAR (MOLASSES, SUGAR), SEMI-SWEET CHOCOLATE CHIPS (SEMI-SWEET CHOCOLATE (SUGAR, CHOCOLATE LIQUOR, COCOA BUTTER), SOY LECITHIN, VANILLA), VEGETABLE SHORTENING (PARTIALLY HYDROGENATED SOYBEAN AND COTTONSEED OIL, MONO- AND DIGLYCERIDES, ARTIFICIAL BUTTER FLAVOR, BETA CAROTENE (PRO VITAMIN A-ADDED FOR COLOR)), MILK CHOCOLATE CHUNKS (SUGAR, COCOA BUTTER, MILK, CHOCOLATE LIQUOR, SOY LECITHIN, VANILLIN), EGGS, MILK, BAKING POWDER (POTASSIUM BITARTRATE, CORN STARCH, BAKING SODA), NATURAL FLAVOR, SALT, BAKING SODA.

Agriculture Cookie Co.
8995 E. Main Street
Reynoldsburg, OH 43068

NET WT 8 OZ (227 g)

This product is home produced.

Net Quantity of Contents – The term “NET WEIGHT” - or an appropriate abbreviation - shall be used when stating the *Net Quantity of Contents* in terms of weight. The *Net Quantity of Contents* shall be declared in both the U.S. Customary System and the SI (metric system). The second declaration shall be stated parenthetically.

The quantity of contents shall be placed on the principal display panel. It shall be within the bottom 30 percent of the area of the label panel in lines that are generally parallel to the bottom of the package as it is designed to be displayed.

Note: Labeling requirements for Net Quantity of Contents is under the purview of the ODA Division of Weights and Measures. Local enforcement is provided by Weights and Measures programs administered by the county Auditors' throughout the State of Ohio.

Ref: CFR 21, Part 101.105
Ref: FLPA, Title 15 – Chapter 39, 1453(a) (2)

Cottage Food Declaration – Food products that are manufactured in compliance with Ohio's Cottage Food Rules, must bear the statement, “This product is home produced.”

The statement means that the food product was produced in a private home that is not subject to inspection by a food regulatory authority.

Ref: ORC 3715.023

ODA – Ohio Department of Agriculture

CFR – Code of Federal Regulations

ORC – Ohio Revised Code

FLPA – Fair Labeling Packaging Act

The principal display panel (PDP) is that portion of the package label that is most likely to be seen by the consumer at the time of purchase.