



# Greene County Public Health

Melissa Howell MS, MBA, MPH, RN, REHS, Health Commissioner

Kevin L. Sharrett, MD, Medical Director

## Downtown Xenia Farmers' Market 2025 Vendor Application

Farmers Market Season: June 18, 2025 – September 17, 2025

The Downtown Xenia Farmers' Market will be held monthly on the 3<sup>rd</sup> Wednesday of each month from 4:00 to 7:00 PM on Greene Street in Xenia, Ohio 45385.

Thank you for your interest in being a Downtown Xenia Farmers' Market vendor! Our market allows local farmers, artisans, and food producers to showcase and sell their products. We are committed to fostering a vibrant, community-oriented market that supports sustainable agriculture and small businesses.

### Vendor Application Instructions:

- Complete the application below in full.
- Submit your application by April 15, 2024.
- Applications will be reviewed on a rolling basis.
- All vendors must meet the Downtown Xenia Farmers' Market guidelines, rules, and policies.
- Please ensure all required documentation is submitted along with this application.

### Vendor Information

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email : \_\_\_\_\_

Mailing Address (Street, City, State, Zip): \_\_\_\_\_

Website/social media (if applicable): \_\_\_\_\_

Preferred Method of Contact (Email, Phone, etc.): \_\_\_\_\_

If the applicant will not be working the market personally, please provide the name and contact information of the person(s) who will be representing your business at the market: \_\_\_\_\_



**Public Health**  
Prevent. Promote. Protect.  
**Greene County**



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## Vendor Type:

(Please select one or more options that best describe your products/services)

Farmers/Growers (Fresh produce, flowers, herbs, plants, etc.)

Food Producers (Jams, honey, baked goods, sauces, etc.)

Prepared Foods (Ready-to-eat meals, snacks, etc.)

Artisans/Crafters (Handmade crafts, jewelry, pottery, etc.)

Other (please describe): \_\_\_\_\_

## Product Description

Please provide a detailed description of the products you plan to sell. Include product types, categories, and any relevant information about sourcing, production methods, or unique attributes (e.g., organic, locally produced, etc.). If you are a new vendor, include information on your growth or production process.

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Where else do you currently sell?

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Please indicate which permits, licenses and certifications are required for your products. (A vendor's license is required for taxable, non-food items)

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If you have questions regarding food safety and Ohio regulations for farmer's markets, please visit the following website:

- <https://agri.ohio.gov/divisions/food-safety/questions>
- [Cottage Foods | Ohio Department of Agriculture](#)



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Will you be bringing products produced by others? If yes, please explain:

No

Yes \_\_\_\_\_

Vendor Commitment Dates:

Full Season (4 markets)

June 18<sup>th</sup>

July 16<sup>th</sup>

August 20<sup>th</sup>

September 17<sup>th</sup>

## Booth and Space Requirements:

Please specify the amount of space you will need for your setup (in feet) and indicate whether you will be selling directly from your vehicle or setting up a display (vendor is responsible for the stand, tent, chairs, etc.).

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## Required Documentation

Please submit the following documents with your application:

1. Proof of Insurance (General liability insurance)
2. Business License or Permit (Local or state, as applicable).
3. Certificate of Health Inspection (If applicable; required for food vendors).
4. Farm Certification or Organic Certification (If applicable).
5. Product List & Pricing (Optional, but helpful for market planning).

**Note:** Vendors without the required documentation may not be allowed to participate in the market.



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## Market Rules and Regulations Acknowledgment

By submitting this application, I acknowledge that I have read and agree to the Downtown Xenia Farmers' Market Vendor Guidelines and Policies, including all requirements for setup, cleanup, and market behavior. Failure to comply with the market rules may result in removal from the market.

I agree to the Market Rules and Regulations.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

By signing below, you certify that all information provided is accurate and complete. You understand that submitting this application does not guarantee acceptance, and you agree to abide by all market rules and policies. Upon submission of this application, the vendor agrees that the City of Xenia and its sponsoring partners shall not be liable for any accidents at the market location or for any claims from consumers regarding items purchased at the market. Vendors hereby agree to hold harmless and indemnify the City of Xenia from loss or damage arising from the event.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### Submission Instructions

Please return this completed application and required documentation to:

Greene County Public Health

ATTN: Loressa Gonyer

360 Wilson Drive, Xenia, Ohio 45385

or via email to: [lgonyer@gcph.info](mailto:lgonyer@gcph.info)

**by April 15, 2025**

You will be notified of your acceptance into the market.

For questions or further information, please contact us:

Phone: (937) 374-5655 or email: [lgonyer@gcph.info](mailto:lgonyer@gcph.info)

***We look forward to having you participate in the Downtown Xenia Farmers' Market for the 2025 season!***