

ALMENA FARMERS' MARKET

Rules, Guidelines & Vendor Application



**Almena Historic Township Hall Pavilion
27625 CR 375
Paw Paw, MI 49079**

**Every Saturday, June – September
9:00 AM – 1:00 PM**

Website: http://www.almenatownship.org/farmers_market.php

Phone: (269) 668-8244

Almena Farmers' Market

Rules, Guidelines & Vendor Application

Location & Hours: Almena Historic Township Hall Pavilion, 27625 CR 375, Paw Paw, MI 49079
Every Saturday, June - September 9:00 AM - 1:00 PM

Market Mission: Almena Farmers' Market is here **to serve** this community by **promoting** locally grown, fresh, high quality produce and products, and **to provide** local farmers, producers and artisans with an economic outlet within the Almena community.

Who Can Sell: In an effort to support Michigan's economy, the Almena Farmers' Market is open to **Michigan artisans and producers only**.

What Can Be Sold:

Food Items: Items offered must be consistent with local and State guidelines. For details refer to Food Law and Farmers' Market information at Van Buren Cass District Health Department (<http://www.vbcassdhd.org/vbc/environmental-food.htm>) and Michigan Department of Agriculture (<http://www.michigan.gov/mda>) websites. Examples include:

- Raw agricultural products such as fruits, vegetables, grains, flowers, bedding plants, potted plants, herbs, spices & bulbs. **Most produce must be grown in or near the State of Michigan.**
- Value-added agricultural goods such as raw agricultural products grown by the seller that have been processed, including but not limited to meat, cheese, dairy, eggs, baked goods, juice, jams, honey, syrup, sauces, vinegar, cider, beeswax, and personal care items.

Non-food Item Examples include: Needlework, jewelry, woodworking, metalworking, candles, sculpture, pottery and stained glass. **Artisans must be directly involved in the production of their items.**

No secondhand or commercially produced items will be allowed.

Farm Checks: Farm checks will be performed at the discretion of the Market staff. This is to ensure and protect the integrity of the Almena Farmers' Market. Failing to provide accurate information pertaining to the location of goods grown or produced will result in termination from the Market.

Liability: Almena Township and Almena Farmers' Market assume no responsibility and shall not be liable for any damage or injury.

Licensing & Certifications: If applicable vendors must provide a copy of all current licensing from the Michigan Department of Agriculture and/or the Van Buren Cass District Health Department with their application. Any vendor with specialized growing certifications (e.g. organic) should also provide copies of such. (Vendors with specialized certifications are also encouraged to post their certificates at their booth.) Please be advised that the Market Manager reserves the right to pull any signage that is not approved.

Sampling:

All samples served at the Market must be prepared and labeled in accordance with local and State guidelines which apply to food service & sale. For details refer to Food Law and Farmers' Market information at Van Buren Cass District Health Department (<http://www.vbcassdhd.org/vbc/environmental-food.htm>) and Michigan Department of Agriculture (<http://www.michigan.gov/mda>) websites.

Market Membership: All vendors wishing to participate in the Farmers' Market must complete Sections #1-6 of the application form and submit it along with copies of all current Michigan licenses and certifications to the Market Manager. Failing to provide the proper articles at the time of application may result in denial to the Farmers' Market. Artisan vendors must submit photographs of items to be sold. Vendors should have a pre-approved application on file before they attend the Market. Spaces are allocated by the Market Manager based on type of membership, pre-payment status, planned attendance and space availability.

<u>Membership Options:</u>	Daily	\$ 10 per space
	Full Season (18 Saturdays)	\$150 per space

Attendance: The success of the Market is dependent on the consistent attendance of all scheduled vendors. In order to plan and successfully promote the Market, vendors are expected to partner with the Market Manager in communicating any anticipated absences well in advance.

Set-Up and Take-Down:

- Vendors are responsible for the set-up and take-down of their booths. Set-up begins at 8:00 AM. All vendors must be set-up no later than 8:45 AM. Spaces must be vacated by 1:30 PM.
- All products sold must meet State and Federal regulatory guidelines.
- All food items are to be displayed on a table or aboveground platform.
- Displays are expected to be neat and in good repair.
- Displays cannot block nearby spaces and/or create hazardous conditions.
- Booth sizes under open shelter are 8' W x 10' D.
- Booth sizes in gravel parking lot are the width of vehicle plus 3 feet on each side.
- Tents and coverings may not exceed the size of assigned space.
- All tables and displays must be within the space assigned.

Parking: Vendors with assigned spaces under pavilion may park their vehicles near their spaces during set-up, but all such vehicles must be moved by 8:45 AM.

General Rules of the Market:

- Vendors are expected to stay open for business during the entire length of the market day unless all products have been sold out prior to market closing time.
- Inclement weather may force market to close early at the discretion of Market Manager
- Smoking is not permitted in the selling area.
- Alcoholic beverages are not permitted at the Market.
- Use of abusive language or behavior will not be tolerated on Market grounds.
- No pets, except leader and/or service dogs are permitted in close proximity to food areas.
- No televisions or stereo systems unless approved by Market Manager.
- No begging, loitering, soliciting, or placement of signage unless approved by Almena Township.
- Vendors may sublease their space at the discretion of the Market Manager.
- Vendors who cause conflict or unrest within the Market may be asked to leave (for the day) or terminated (for entire Market season).

Termination of Market Membership: The following may result in termination from the Market:

- Failing to submit and/or display license and permits.
- Violation of rules and guidelines.
- Violation of State and local Guidelines.
- Failing to show up on 3 market dates, without pre-arrangement with Market Manager.
- Failure to show up by the designated time listed in the guidelines.
- The selling of commercial goods or any other prohibited items.
- False production of goods.

Terminated vendors may or may not be entitled to a refund.

Market Management and Staff: Any questions or concerns should be directed to the designated Market Manager of the day. The Market staff includes Farmers' Market Committee members and other volunteers.

Payment: After approval the vendor has 10 days to submit payment. Please make checks payable to "Almena Farmers' Market."

Almena Farmers' Market Vendor Application

Applicant Name: _____
Business Name: _____
Business Address: _____
City, Zip: _____
Phone: _____ Email: _____
Sales Tax ID# (If applicable): _____

1. Items to be sold: (Please check all that apply; attach additional pages if necessary)

___ Produce List items: _____
___ Other Food List items: _____
___ Non-Food List items: _____

(New vendors must include photos for Market jury process)

2. Space Packages:

___ Full Season (17 Saturdays) \$150 per space # of spaces: _____
___ Daily \$ 10 per space (choose dates in section 4) # of spaces: _____

3. Payment: Please do not send payment at this time. After approval you will have 10 days to remit payment.

4. Market Dates for 2012: Please circle all dates that apply:

June 2	July 7	August 4	September 1
June 9	July 14	August 11	September 8
June 16	July 21	August 18	September 15
June 23	July 28	August 25	September 22
June 30			September 29

5. Licensing & Certifications: Please provide copies of all necessary licensing from the Michigan Department of Agriculture and/or Van Buren Cass District Health Department.

6. Vendor Signature: By signing below, I do hereby agree, to the fullest extent permitted by law, for myself, my heirs, executors, administrators, and assignees, to defend, pay on behalf of, indemnify, and hold harmless, Almena Township, all sponsors, coordination groups, volunteers, individuals, and any other parties associated with this activity, from all claims, damages, demands, and actions, including all costs connected therewith, which arise out of my participation in this event. I understand and agree to abide by all vendor rules, guidelines, and regulations.

Vendor Signature: _____ Date: _____

Please submit application to: Almena Farmers' Market
 Almena Township Hall
 27625 CR 375
 Paw Paw, MI 49079

This box is for use by Almena Farmers' Market staff only.

Payment Received _____ Check# _____ Initials _____ Date _____