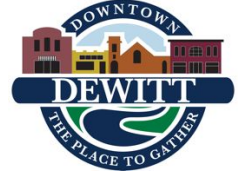




# 2019 DOWNTOWN DEWITT FARMERS MARKET RULES



Prior to becoming a vendor you **must**:

- read and agree to these Market rules
- submit the Signature Page
- submit photocopies of:
  - current certifications for the 2019 Market season
  - current licenses for the 2019 Market season
  - product pictures
  - seed, plant, and transplant receipts (*produce vendors only*)
  - copies of seed packets (*produce vendors only*)
- submit the 2019 Application

There will be a **Vendor Information/Potluck on Tuesday, April 9, 2019 at 6:00pm at the DeWitt City Hall building** at 414 E Main St in Dewitt. Please RSVP by calling 517-624-0286 or email [assistdda@dewittmi.org](mailto:assistdda@dewittmi.org).

## OPERATIONAL TIMES AND LOCATION FOR THE MARKET

The Downtown DeWitt Farmers Market will be in Downtown DeWitt, North of the intersection of Main Street and Bridge Street. The market will open at 4:00 p.m. and close at 7:00 p.m., every Tuesday from June 4 through October 8, 2019. Vendors must arrive in time to be ready, in place, and within the Market boundaries by 3:15 p.m. **No vehicular traffic will be allowed within the Market boundaries between 3:15 p.m. and 7:15 p.m.** The market area will be closed to public traffic starting at 2:00 p.m. If a vendor arrives late, his/her vehicle must be parked outside the Market boundaries, and items for sale, stall equipment, supplies, etc. must be hauled into the Market area. Vendors that need to leave early are discouraged from participating in the Market on that particular day. If it is a special circumstance, please contact the Market Manager for approval and instructions. This Market operates rain or shine, but will not operate in stormy or hazardous conditions! See the weather policy for information on emergency weather situations. Every reasonable effort will be made to hold markets on scheduled dates and times.

## TYPE OF PRODUCTS

Products that vendors may sell include; fruits, vegetables, flowers (fresh or dried) and foods (licensed or covered by the Cottage Food Law- see Cottage Food Law link below). **The Downtown DeWitt Farmers Market will give preference to vendors that have at least 75% of their products grown from the vendor's/farmer's own Michigan garden/farm.** Michigan agriculture and other products are preferred. Products may come from other Michigan farms, providing you are familiar with the farm practices and place the appropriate signage and or/labels on/near those food items, EACH time those items are sold. **Seed, plant, and transplant receipts and copies of seed packets are required to verify produce grown by farmer.** Farm visits by the Downtown DeWitt Farmers Market Management may occur to verify a farm product's authenticity and origin. Manufactured products are prohibited, unless written approval is received from the Market Manager.

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*Please retain a copy of Downtown DeWitt Farmers Market Rules for your reference. (Updated 02.2019)*

Handmade arts and crafts items may be sold according to the guidelines below.

## QUALITY OF PRODUCTS

Vendors are required to comply with all Michigan Department of Agriculture and Rural Development (MDARD), from now on referred as MDARD, rules and regulations. **If you are unclear on regulations or the Cottage Law, please visit the MDARD website.**

[http://www.michigan.gov/mdard/0,1607,7-125-1568\\_2387\\_46671\\_46672-169336--,00.html](http://www.michigan.gov/mdard/0,1607,7-125-1568_2387_46671_46672-169336--,00.html)

The Food Law – MCL 289.1101 (Michigan Cottage Foods Law)

[http://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)

Selling overripe, old, spoiled or unusable produce is **not** permitted. Vendors selling food products must provide a copy of their license to verify their product is prepared and cooked in a licensed kitchen, except those covered under the Michigan Cottage Food Law. **It is up to you to know what you need for YOUR business.** If you are required to have a license, you must display a copy of your MDARD permit at your stall during your hours of operation. You **MUST** also provide a copy of your license and/or registration with your Vendor Application. Most items (non-produce) **MUST** be properly labeled, even if a license is not required. Michigan Cottage Food Law, requires specific language on labels and includes specific detailed information.

Hand-printed labels are acceptable if they are clearly legible, written with durable, permanent ink, and printed large enough to equal the font size requirements. Here is an example of a label from the MDARD website you may use for reference:

<p style="text-align: center;"><b>MADE IN A HOME KITCHEN NOT INSPECTED BY THE MICHIGAN DEPARTMENT OF AGRICULTURE &amp; RURAL DEVELOPMENT</b></p> <p style="text-align: center;">Chocolate Chip Cookie</p> <p style="text-align: center;">Artie Pinkster 123 Foodstuff Lane Casserole City, MI 82682</p> <p>Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), Soy lecithin as an emulsifier), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda</p> <p style="text-align: center;">Contains: wheat, eggs, milk, soy, walnuts</p> <p style="text-align: center;">Net Wt. 3 oz (85.05 g)</p>
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**If improper labels are used, Market Management will ask you to remove the items from your inventory of sale-able items. If labels are not used, Market Management will not allow your products to be sold.**

### **REQUIREMENTS FOR EGG VENDORS**

Vendors must comply with State regulations for egg production and selling including licensing, labeling, and packaging. There are no specific requirements for egg producers selling directly to a consumer or a first receiver. Maintaining eggs at 45°F for safety, cleaning eggs and packing eggs in clean, properly labeled containers is recommended.

Michigan food laws require that egg processors (i.e. those that clean, grade or break eggs) be licensed by MDARD. The Food Code, section 3-202.13 requires food establishments to receive eggs that are clean and sound and be grade AA, A, or B. Eggs must be held at refrigeration temperatures. Egg cartons or other packaging materials must be clean and properly labeled.

### **ARTS & CRAFTS SALES**

Vendors may sell items that are:

- 100% handcrafted artisan items
- Made entirely by you (the vendor)

Market stall locations will be assigned based on availability as determined by Market Management.

Applications with photograph or sample are **required for review and approval** of handmade arts and crafts prior to acceptance at the market. Preferences for space at the Downtown DeWitt Farmers Market is given to local farmers and local producers of hand-crafted foods, prepared and ready-to-eat foods, value-added agricultural product producers and vendors with gourmet-type packaged foods. Therefore, a very limited amount of vendor spaces will be allotted for the category of Handmade Art & Craft items.

- All items must be handcrafted by (you) the vendor. **No resale, wholesale, direct sale, or commercially manufactured products can be sold at the Market.**
- All products and artwork must be family friendly. The general rules would be no profanity, no violent images, and no nudity or pornographic images.
- Your crafts or artwork must be tastefully presented and of artisan quality. We are not intending to become a flea market that also has vendors of produce. The vision of this market is one of quality and uniqueness.
- A tasteful display is required - use of a table covering is preferred.

### **TYPES OF VENDORS**

The Downtown DeWitt Farmers Market allows local vendors, within the State of Michigan. Preference is given to vendors who are in Clinton, Ingham, Gratiot and Eaton counties. No out-of-State products or vendors are allowed.

Seasonal Vendor – is a vendor who agrees to participate in the entire 2019 Downtown DeWitt Farmers Market

Season. This season there will be 19 Markets. If approved, the vendor will be assigned a spot for the entire season, providing the vendor is compliant with the Market Rules. A refund of up to 30% will be issued to: vendors in good standing, in compliance with the Market Rules, **and** who have attended at least 15 out of the 19 Markets during the 2019 Market season. See REFUNDS section below for criteria.

Daily Vendor – is a vendor who participates in the Downtown DeWitt Farmers Market on a week to week basis. A \$12 Fee is collected weekly, in advance of the market date. Vendors MUST request Market dates to the Market Management by the Wednesday preceding the Market date. Daily Vendors are subject to approval – the first come/first serve rule applies, as well as overall vendor mix, to assure product diversity at each market. Daily Vendors are not guaranteed specific stall assignments. Daily Vendors are not guaranteed a weekly space.

## **RATES**

There are 19 markets this year. The Single Stall *Daily* Market Vendor fee is \$12.00 per market, which equals \$228 for 19 weeks. The Single Stall *Seasonal* Market Vendor discount rate will be \$195 for the season. If you sign up to be a Seasonal Vendor and pay for the entire season by May 1, 2019 and attend at least 15 of the 19 markets, we will refund up to 30% of your fee. After May 1, the Seasonal Vendor rate increases to \$210, pending availability, and we will do our best to guarantee you a permanent location.

## **INCENTIVE REFUNDS**

Refunds will be mailed out on Nov. 15, 2019. Refunds will be determined based on attendance, cooperation, payment before May 1, and adherence to the Vendor Rules.

## **STALL SIZE AND STALL LOCATIONS**

A vendor selecting and paying for the entire season may request a stall location for the entire season. A single stall is approximately 12' wide. Please check your tent/canopy size. If your tent/canopy extends beyond your stall boundaries, you may be required to purchase a double stall.

Seasonal vendor stalls will be assigned based on: the date that all the paperwork (application, signature page, licenses, necessary photocopies, photos, etc) is turned in, previous Market longevity, previous Market compliance with Rules of the Market, and product mix/diversity. Longevity alone, does not guarantee a stall assignment. Daily Vendors submitting applications for less than a complete season will be assigned a stall location among what is available after seasonal vendor spaces have been assigned. Market Stall Locations are identified by a Numerical System. Please see diagram for Vendor Stall Locations.



**Vendors must be checked in with the Market Coordinator at or before 3:15 p.m. on the day of the Market or may lose their stall locations.** Vendors supply their own canopy tent, tent weights, tables, chairs, umbrella, etc. All pop up tents **MUST** be weighted down, to prevent injury or damage. This is not optional! For the safety of the customers, children, volunteers, and the other vendors, your tent is required to have weights or the Market Manager may ask you to take your tent down. Vendors are responsible for the cleanliness of their stall during the Market and at the end of each Market day. Dumping of produce in the trash cans is forbidden. Please clean up your Market space at the end of each Market day. Each vendor must take everything they brought to the Market, including boxes, bags, etc.

**Vendors (or representatives) are REQUIRED to be present the ENTIRE TIME of the Market. If you (or your representative) are/is unable to be at the Market until 7:15 p.m., do not participate in the market that day.** For the safety of the other vendors, customers, children, volunteers and market staff you are **NOT** allowed to tear down and leave during the hours of operation. Vendor vehicles shall not be moved from 3:15 p.m. until 7:15 p.m. if parked within the Farmers Market area. Our Farmers Market is open until 7:00 p.m., and we often have customers walking in our Market space past 7:00 p.m. For the safety of all, this rule will be strictly enforced.

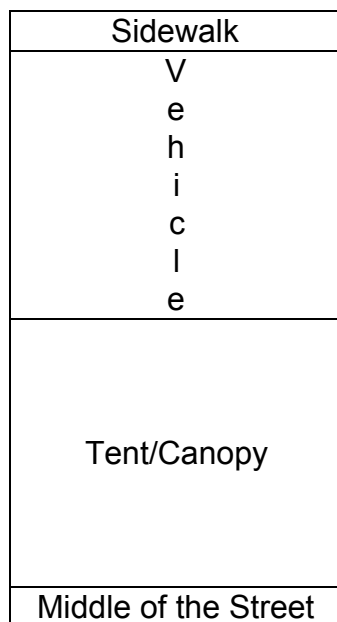
- Vendors are encouraged to provide clean table coverings for their tables.
- Vendors or representatives are expected to be at their designated stall throughout the operational

hours.

- Selling directly from vehicles is prohibited.
- Vendors must provide weights to hold down canopy/tent.
- Vendor Tents/Canopies must fit within the stall boundaries, if requesting a single stall.
- Vendor Tents/Canopies are to be in alignment with each other.
- Smoking is not permitted in the Market stalls.
- Vendor pets are not allowed in the Market stalls.
- Vendors may ask questions, provide feedback or get more information about Market Operations by emailing [assistdda@dewittmi.org](mailto:assistdda@dewittmi.org) or calling 517-624-0286.

### VENDOR PARKING

Vendors are allowed to park in the Market stall – providing the vehicle fits perpendicular to the sidewalk, and the tent/canopy as shown in the chart below. Vendors may NOT move vehicles, trailers, wagons or tents/canopies between the hours of 3:15 - 7:15 p.m. If a vendor arrives late for the Market Day, he/she may park his/her vehicle and haul items into the Market space using a trailer or wagon. Only one vehicle per vendor is allowed in the Market Space. See chart on top of next page.



### SIGNAGE & LABELS

1. Vendors are expected to provide signage for their stall/table or selling space. Signage should be legible and easy to read. Please include your name (or business name) in your signage.
2. Prices should be displayed clearly for all items sold.
3. Labels (as required) should be clear, legible, and in accordance with Local, State and Federal regulations.

4. Vendors ***must*** label items they did not grow or produce by indicating where the item(s) came from at **EVERY** market.
5. Vendor Licenses/Registrations/Certifications must be on display.
6. Vendors selling products under the Michigan Cottage Food Law – must provide approved labels for items sold. Please see page 2 for “sample label”.
7. ALL vendors accepting SNAP and other Food Assistance Programs **must** display a sign.
8. Certified Organic Vendors must provide copies of certifications and provide vendor space signage.
9. A vendor may use signs to indicate vendor specials or other information related to market day.
10. If you accept credit card payments, please post a visible sign for customers.

## **FOOD SAMPLES**

Vendors are allowed to provide samples according to MDARD Guidelines for Providing Safe Food Samples at Farmers Market. Vendors are responsible for the safety of the food samples they offer. Food samples must be safely handled and displayed to prevent contamination. Please refer to guidelines using the link below. No samples may shall be prepared on-site. Serving alcohol is not permitted.

[http://www.michigan.gov/documents/mda/MDA\\_FdSmpIngFarmMkts5-09\\_279110\\_7.pdf](http://www.michigan.gov/documents/mda/MDA_FdSmpIngFarmMkts5-09_279110_7.pdf)

## **VENDOR CONDUCT**

Violation of Market rules, as determined by the Market Management, may preclude the vendor from participation in future markets.

- No person shall use a stall/area not assigned to him or her.
- No vendor may share a stall with another vendor.
- No vendor may sell goods outside the parameters of the Official Market Space.
- No hawking, shouting, bells, etc., methods may be used to attract customers to a particular vendor space.
- Vendors must be respectful of other vendors, customers and market staff and volunteers. Vendors may not smoke in stall areas or the Market space.
- Vendors may not use foul language or conduct themselves in threatening ways. Vendors may not misrepresent products he/she intends to sell.
- Vendors accepting SNAP, Double Up Food Bucks, WIC and Senior Market Fresh Program benefits must strictly comply with rules and regulations for that program.
- Vendors in violation of any Market rules will be subject to disciplinary action, including suspension from Market participation.
- The general enforcement procedure will follow a “three strike rule”:
  1. First violation will result in verbal warning
  2. Second violation will result in written warning
  3. Third Violation results in suspension from Market participation (length of time will be in relation to the severity of the offense – there is no guarantee a vendor will be allowed to return

as a Vendor in Good Standing).

The Market Management is authorized to suspend a vendor without the “three strike rule” depending on the circumstances and other determining factors. Suspended Seasonal Vendors will forfeit any fees collected by the Downtown DeWitt Farmers Market, as well as any potential refund of fees.

#### **MARKET OPERATIONS, INTERPRETATION AND ENFORCEMENT PROCEDURE**

The Market Management has the authority to enforce all Market rules to insure the success, safety and efficiency of the Downtown DeWitt Farmers Market. The Market Management may assign a designee to run the Market operations and enforce rules, often this will be the DDA or a City Representative. Complaints or concerns about the Market should be submitted in writing to the Market Manager for awareness, consideration, and resolution. Complex situations may be resolved at the City Administrator level or City of DeWitt Police Department level, if deemed necessary.

The Downtown DeWitt Farmers Market is run, sponsored, and operated by the DeWitt Downtown Development Authority. Community Members, Businesses, or Vendors may also provide financial sponsorships.

#### **KID’S ACTIVITY DAYS, SPECIAL EVENTS AND WEEKLY ENTERTAINMENT**

Kid’s Activity Day at the Market occurs on the first Market of each month. Specific themes and activities will be planned for children. The Downtown DeWitt Farmers Market is pleased to provide Live Weekly Entertainment for two of the three hours of each Market. There will be additional special events, attractions, community groups (a.k.a. non-profit organizations) participating throughout the season.

#### **SHOPPING CARTS & VENDOR CARTS**

Shopping carts are available for shoppers. A vendor may not use shopping carts to haul products or supplies. Carts are available and stored near the DDA tent/trailer and are to be kept and returned to that space. If a vendor needs to haul items, the DDA has a flat rolling cart and a wood/metal wagon to loan.

**All vendors are subject to approval for participation in the Downtown DeWitt Farmers Market. Submission of a current application does not guarantee participation in the Market. Vendors will be notified of their acceptance.**

**The Downtown DeWitt Farmers Market does not discriminate against vendors or customers due to gender, race, class, age, sexual orientation, religion, etc.**

**The Market Management reserves the right to deny vendor privileges to any vendor that fails to comply with these vendor rules or for any violation of city, county, state, or federal laws related to vendor activities during the Market.**



**Violation of these rules forfeits you from any refund and may prevent future participation in the Downtown DeWitt Farmers Market.**

**If you agree to abide by and conduct your business according to the rules stated above, please download and sign the Vendor Signature Agreement page.**