

2017 CARDINAL SQUARE FARMERS MARKET RULES



1. Mission

The Cardinal Square Farmers Market's mission is to provide the Cardinal Square District of Kochville Township and our neighbors with an outstanding community facility to connect residents and visitors with locally-grown produce, foods, and products.

2. Location, Date, and Time

- a. Market Location: Cardinal View Plaza, 2903 Pierce Road, Saginaw, MI 48604.
- b. Market Dates: Tuesdays and Thursdays from May 23rd through September 28th.
- c. Market Hours: Market opens to the public at 1pm and closes at 7pm. Vendors must be set up by no later than 12:30pm unless given prior approval.

3. Products Sold at the Farmers Market

- a. The Cardinal Square Farmers Market will be known as a source for outstanding local products, and vendors are expected to provide nothing but excellent quality produce and other products for the community. Displaying overripe, spoiled or unusable products is forbidden.
- b. Products sold should be grown or produced in Michigan, with origin location labeled.
- c. There will be no washing of fruits and vegetables at any time within the farmers market.
- d. Non-food products such as artisan items (i.e. crafts, paintings, quilts, etc.) will be allowed at the discretion of the Kochville Township DDA or the Farmers Market manager, but should not generally comprise more than 25-percent of all vendors or products at the market.
- e. Items not listed below must support the goals of the Kochville Farmers Market and are allowed at the discretion of the Kochville Township DDA and/or the Farmers Market manager.

5. Product, Origin, Labeling, and Licensing

- a. Licensing and regulations. All vendors are responsible to understand and comply with Michigan Department of Agriculture (www.michigan.gov/mda) and Michigan Department of Health (www.michigan.gov/mdch) rules and regulations regarding growing, handling, processing, sampling and vending of their products. If selling products that require a license, the vendor must have the license on-site and clearly displayed.
- b. Compliance with health and safety regulations and the Michigan Cottage Food Law is the responsibility of the vendor. Sneeze guards, cold storage, hot holding, and all other relevant equipment must be provided by the vendor as needed.
- c. Nursery Stock Dealer, Plant Dealer, Nursery Grower, Plant grower or Small-scale Grower: According to The Insect Pest and Plant Disease Act (Act 189 of 1931 & Imd. Eff Sept. 30, 2007), you must obtain a Nursery/Plant Dealer & Grower License from the Michigan Dept. of Agriculture.

6. Annual Applications

- a. To receive market space priority, reduced stall fees, and be included in outreach efforts, vendors must submit their application and prepaid stall fees by Friday, June 9, 2017. Once a completed application, along with application fee and prepaid stall fees, have been received by the market, letters of acceptance or other appropriate contact will be made.

- b. Applications are accepted throughout the market season, at least one week before the desired start date. Late applications are not guaranteed a spot at the market.
- c. Pre-payment is non-refundable.
- d. The Cardinal Square Farmers Market will attempt in future market years to give first priority to returning vendors who paid the annual fee and were in good standing the previous season and participated for at least 50% of the previous season's market. The market recognizes the importance of consistency in stall location and will strive to balance that with the expansion of the market.

6. Vendor Responsibilities

- a. Punctuality and vendor "spots". Market hours of operation are 1pm until 7pm. No vendors will be allowed on site before 12:30pm unless special arrangements have been made. All vendors must vacate the site by 8:00pm. In order to claim their reserved spots, annual fee vendors need to arrive 30 minutes before starting time of the market and be ready to begin selling when the market opens, unless previously arranged with the market manager. Spots will be assigned to daily vendors after that time. Only market managers and/or the DDA director can assign spots. An annual fee vendor cannot designate who gets their spot if they are not present, nor can they sublet their spot. The market manager may adjust spots during the season to accommodate the number of vendors, space available, and market efficiency. Vendors who arrive late, after 1:30pm, will lose their spot. Vendors must call the market manager if they expect to arrive after 1:30pm, though this will not guarantee a spot is saved for the day.
- b. Selling time. Pre-opening sales are generally discouraged but are at the discretion of the market manager.
- c. Signage. All vendors will post a sign in their booth, identifying the name of the farm/business represented and the town where it is located. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a first offense warning. The second offense will result in a \$10 fine. All fines owed must be paid before vendor can occupy space at the market on subsequent market days. No vendor shall ever use the words "last day" or other similar terms in their signage or handout material unless approved by the market manager. If it is your last day at the market, please use other language to say so, such as "We won't be back this season;" or, "See you next year."
- d. Pricing and quality of produce. Produce and other allowable market products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all products and prices on a large sign or blackboard. Vendors are discouraged from giving 'end of the day' discounts. Vendors are expected to bring good quality products to market. Vendors are responsible for the safety of their food.
- e. Insurance. Each vendor will be responsible for his/her own insurance and must display proof of insurance. Vendors must sign a waiver of liability for the Kochville Township DDA.
- f. Booth / display size and setup. Booth size is 10ft x 10ft. If a vendor wishes to use more space they must purchase an additional vendor spot. Two separate businesses may share a booth if they also share a cash drawer (so a customer will not have to pay separately for items offered at one vendor space). Vendors are responsible for providing sun or weather protection and tables to sell from. Various easy-to-use and setup covering products are available at local stores and are strongly encouraged so the market can continue in inclement weather. No holes can be put in pavement areas. Vendor vehicles,

tables, and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with produce. All market operations, including the set up and break down period, are required to have their canopies sufficiently and safely weighted from the time their canopy is put up, to the time it is taken down. It is recommended that a 25-pound weight, that does not impose a hazard to the customer, be attached to each canopy leg. Any vendor who fails to properly anchor his/her canopy will not be allowed to sell at the farmers market on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. In addition, any weights or poles used must be positioned so as to not obstruct traffic flow.

- g. Booth clean-up. Each vendor is expected to clean his/her assigned spot at the end of each day and keep it neat during the period that the market is open. Developing and keeping a good community image is key to attracting customers and continuing to receive market permits. Dumping produce or other products in the trash cans by vendors is forbidden. The vendor is required to take home everything that they don't sell, including boxes, bags, etc. Vendors should bring their own brooms and dustpans. Those who do not clean up at the end of the market will be issued a written warning for the first offense and a \$25 fine for the second offense. A third offense is grounds for termination of a vendor's permit to sell. All fines owed must be paid before vendor can occupy space at the market on subsequent market days.
- h. Dumping: Vendors shall not dispose of leftover produce in market trash cans at the end of the market day. Violating vendors will be given a warning after the first offense, will be fined \$25.00 after the second offense, and will be expelled from the market after the third offense.
- i. Courtesy/conduct. Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the market. Any language or behavior considered deleterious to the normal operation of the market will be grounds for denial of the vendor's permit to sell.
- j. Customer satisfaction. Vendors are expected to satisfy their customers by providing quality products. Complaints should be directed to the market master and the Kochville DDA board if necessary.
- k. No smoking. Smoking is not allowed in the market area.
- l. Dog policy. Vendors may not bring their dogs, and dogs are not allowed on site, as the market is being hosted on private property. Dogs are strictly forbidden in areas where food products of any kind are sold.

7. Market Manager Duties and Responsibilities

The market manager's job is to implement the Cardinal Square Farmers Market policies, including overseeing market setup, booth assignments, collection of fees, providing information on membership and market policies, and assuring vendor compliance with all market policies. The market manager has the right to deny a vendor the privilege of selling at the market. Reasons for this denial may include a lack of license, misrepresentation of products, nonpayment of fees, poor-quality products, leaving litter, or disorderly conduct, among others. The market manager will make booth assignment decisions based on available space in the market and the need for specific products or conditions. The market manager will be responsible for public concerns and vendor complaints. The market manager is also the conduit between vendors and customers and the Kochville DDA director. The market manager has complete authority

to interpret and implement policy on the market site, including the authority to rescind stall space for just cause. Vendor grievances will be taken to the market manager and the Kochville DDA director.

8. Kochville DDA Duties and Responsibilities

- a. The Kochville DDA reserves the right to prohibit anyone from selling or any product from being sold.
- b. The Kochville DDA will not be responsible for loss of property or damage.
- c. The Kochville DDA forbids discrimination according to race, color, creed, sex, religion, sexual orientation, age, or nationality.

9. Annual Meeting

- a. The annual Cardinal Square Farmers Market spring kickoff vendor meeting will take place on Wednesday, April 12th between 3pm and 4pm at the Kochville Veterans Hall, 3265 Kochville Road, Saginaw, MI 48604. All vendors are asked to attend to learn about the Cardinal Square Farmers Market's rules and general procedures.

10. Vendor Fees

- a. See attached application form. Vendor fees for 2017 are as follows:
 - i. Seasonal: two days per week, under tent, one booth: \$350.00
 - ii. Seasonal: two days per week, under tent, two booths: \$650.00
 - iii. Seasonal: two days per week, under tent, three booths: \$800.00
 - iv. Seasonal: one day per week, under tent, one booth: \$275.00
 - v. Seasonal: one day per week, under tent, two booths: \$500.0
 - vi. Seasonal: one day per week, under tent, three booths: \$700.00
 - vii. Daily: under tent (if available): \$25.00
- b. Non-profit organizations can set up a booth at the market for the purpose of: 1) providing an opportunity for our customers to learn about local organizations; 2) supporting non-profits in our community; 3) providing a venue for educating the community about special projects and educational outreach efforts. Non-profit and community outreach booths must be approved by the market manager prior to the market and will be assigned space at the discretion of the market manager. Generally there will be no fee charged for non-profit and community outreach booths; however, if products will be sold, these booths must obtain a market permit at rates detailed in 10(a).

11. Contact Information

Cardinal Square Farmers Market

c/o Kochville Township Downtown Development Authority (DDA) 5851

Mackinaw Road

Saginaw, MI 48604

Phone: (989) 607-9500 | Fax: (989) 793-7498 Email: market@kochvilledda.org

Website: KochvilleDDA.org / KochvilleFarmersMarket.org