



Eastern Ingham
Farmers Market

EASTERN INGHAM FARMERS MARKET

P.O. Box 534, Williamston, Michigan 48895

Tom Cary, Market Manager: EasternInghamFM@gmail.com

TELEPHONES: 517-525-5293 OR 616-916-9823

VENDOR RULES and REQUIREMENTS

(Revised February 2020)

Thank you for choosing the Eastern Ingham Farmers Market (*formerly Williamston Farmers Market*). You are a valued vendor at EIFM and as such you are responsible for informing yourself and your staff about the market rules and insuring that the rules are followed.

For questions please contact Market Manager, Tom Cary at 517-525-5293 or EasternInghamFM@gmail.com.

ELIGIBLE VENDORS

Vendor eligibility for selling at EIFM will be based upon:

- History – RETURNING vendors, having reliably & respectfully attended the market within the last 3 years.
- If a NEW vendor, your addition to the market will be prioritized as follows: 1) farmer that grows the products sold, products are unique and/or high demand product and/or help fill gaps in offerings at the market; 2) food vendor providing a unique and/or high demand product and 3) artisan/craftsperson with a unique and/or high demand product. Note: If the number of vendors offering the same or similar products is deemed excessive, duplicate products may be denied entry.
- Submission of a completed vendor application (with proof of required licenses) and deposit to the Market Manager for seasonal stalls.
- Attendance at the Annual Vendor meeting is ***strongly encouraged!***

CHARACTER OF THE MARKET

FAIR and HONORABLE MARKET PRACTICES

- Vendors are discouraged from pricing products below the floor established by local supermarkets or local retail stores or undercutting potential sales of other EIFM vendors.
- All items for sale must be clearly marked with their retail price. Prices may be posted on each product with a label, or displayed on a large, clearly readable sign, listing prices. Vendors must accept United States currency, market tokens and scrip for programs in which the Market participates

WORKPLACE VIOLENCE PROHIBITED

- The safety of EIFM employees, vendors, customers and visitors is of utmost importance. Verbal or physically threatening behavior or acts of violence against employees, vendors, customers, visitors or others while attending EIFM, will not be tolerated.
- Any person who engages in this behavior will be removed from the premises as quickly as safety permits, and shall remain off EIFM premises pending the outcome of an investigation.
- Subsequent to the investigation, EIFM Management will respond appropriately. This response may include, but is not limited to, suspension and/or termination of any business relationship, and/or the pursuit of criminal prosecution of the person or persons involved.

MARKET OPERATIONS

STALL/BOOTH ASSIGNMENT, VENDOR PARKING, SET-UP and BREAK-DOWN, and TIME REQUIREMENTS

- Vendors are **not allowed to sell to customers before 9:45 a.m.** without Market Manager permission.
- Vendors may, at their discretion, sell to other vendors & market staff prior to opening.

The EIFM strives to provide a venue for consumers to access the produce and product offerings of local farmers, artisans, and small businesses from the Williamston area. Quality of life in the Williamston community is enhanced by the opportunity for area residents and visitors to engage in sustainable commerce and social interaction with local farmers, entrepreneurs, and community members while supporting the local economy.

2 - 2020 EIFM Vendor Rules & Requirements

- The Market Manager or Manager Designee assigns stall spaces to vendors. Vendors with their stall assignments may occupy their spaces upon arrival.
- Vendors must be set-up by 9:45 a.m. Set-up may begin at 8:00 a.m. or earlier if cleared with Manager.
- Vendors arriving after the opening of market will have to load-in from the perimeter of the market.
- **Reserved spaces not occupied by 9:30 a.m. without contact, may be reassigned to another vendor.**
- Vendors who do not have their space assignments need to obtain a space assignment from the Market Manager or Manager Designee before setting-up.
- **Vendors are expected to remain open the entire length of the market day.** Approval must be obtained from the Market Manager/Designee by any vendor wanting to leave before EIFM closes at 2:00 p.m.
- Vendors are permitted to continue selling after the official EIFM closing time and until all customers have been satisfactorily served.
- To allow adequate customer parking, vendors and their assistants/employees should not park their commuter vehicles in McCormick Parking Lot or in the McCormick Parking lot next to the public restrooms.
- **Transfer of Space:** Vendors may not sublet stall space to others. Prepaid fees are non-transferable to other market dates or vendors. If a vendor sells his/her business, he/she may not transfer his/her market spaces to the new owner.

ATTENDANCE POLICIES and CANCELLATIONS

- Once a vendor's reservations for market dates have been approved, they are obligated to attend and pay for all reserved market days.
- Vendors needing to cancel are to contact the Market Manager 72 hrs in advance at (517-525-5293).
- See EIFM Cancellation Policy below.

BOOTH / STALL SIZES, and EQUIPMENT

- **Booth sizes:** Each booth/stall is 10' wide X **up to** 20' deep.
 - Vendors may rent as many spaces as needed to accommodate their business. See the **2020 VENDOR FEE SCHEDULE which is stated on your Vendor Application form.**
- **Canopies:** Vendors using tents, canopies, umbrellas, etc. **MUST** have them secured and weighted down sufficiently to hold them down during sudden high winds. Sand bags, weighted pipe, and commercially manufactured canopy weights are commonly used for this purpose.
- **Electrical:** All electrical equipment must be pre-approved by Market Management. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover all portions of the cord that lie in any area used for pedestrian traffic. Extension cords must be commercial grade and should be at least 100 feet in length.
- **Equipment:** Vendors are responsible for furnishing their booths with all necessary equipment and supplies, including but not limited to the following:
 - Canopies: Vendors selling prepared foods and baked goods are required to have a full canopy covering their booth. An umbrella is satisfactory if it is sufficiently weighted and covers the entire prepared food area.
 - Tables and Chairs
 - Display Racks
 - Packaging
 - Cash Boxes/Containers AND cash for making change
 - **Legal scale if selling product by weight**
 - Signage

VENDOR IDENTIFICATION

- **Each vendor must prominently display a sign clearly identifying the farm or business by name and the location (village, town, or city postal address) of the farm or business.**
- Vendor signs must be a minimum of 11" X 17" with lettering at least 3" high. **(WE REALLY WANT TO WORK ON THIS IN 2020 – PLEASE contact us if you need help with this).**
- **All applicable Food Assistance Signage must be prominently placed.**
- Signs must be in place by Market opening time which is 10 a.m.

3 - 2020 EIFM Vendor Rules & Requirements

PRODUCT LABELING, CERTIFICATION, COMPLIANCE WITH HEALTH, SAFETY, AND RELATED LAWS

- Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- It is generally assumed by the local consumer public that each vendor grows/produces/manufactures the items that she/he sells at EIFM. **Anything that is not grown/produced/manufactured by the vendor who is selling it, must be individually labeled or identified by prominent labeling or signage, indicating the origin of the product:**
 1. **Name of grower/producer/manufacture of the product;**
 2. **Location of the grower/producer/manufacture.**
- **NOTE:** There is **NO prohibition** against bringing products you have not raised but have been raised or made by others. In fact it **OFTEN** helps make market prices and product selection more diverse. We welcome it. **HOWEVER – We have NO TOLERANCE for ANYONE who is NOT TRANSPARENT about this. You MUST fill in a % in the vendor application. (EXCEPTION: You can NOT sell other's meat or eggs).**
- Any Grower Producing 100% of what they sell may apply for a “100% Home Grown” sign to post at the market.
- Cottage Food vendors (vendors who sell baked goods that they bake in their own home) are required to abide by the labeling requirements of the Michigan Cottage Food Law. Information about this law and compliance can be found at: http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html or you can consult the Market Manager.
- **Scales** –Vendors must comply with licensing and identification, weights, measures and handling standards imposed by Federal, State and Local governments. If you are selling product by the pound, a scale must be present to make sure the customer is getting a pound. Misrepresentation will result in a violation and is a mark against your character as a vendor and reflects poorly on the Market as a whole.

PERMITS and LICENSES

- Vendors are responsible for being informed of & in compliance with federal, state, & local permits & licensing applicable to the sale of their products and for the display of any such permits & licenses.
- Taxes are the sole responsibility of the vendor.

WORKER / EMPLOYEE PRACTICES

- It is the vendor's responsibility to assure that all persons working at their booth(s) are familiar with and adhere to all EIFM rules, regulations, and guidelines..

BOOTH MAINTENANCE and SAFETY

- Vendors are responsible for keeping their space clean and attractive during market hours.
- Containers, produce, or other items for sale may not extend into the common customer traffic areas without receiving prior approval from Market Manager.
- Vendors may place a sandwich board sign in the traffic area in front of their booth. The sandwich board must be weighted down sufficiently to hold it place during sudden high winds.
- Vendors whose products generate waste (e.g. hot food vendors, vendors providing samples, etc.) **must provide a trash receptacle at their booths for customer use.**
- Vendors are responsible for cleaning up their space before leaving the market, including sweeping up any debris and removing their trash.

SAMPLING and FOOD SAFETY

- Vendors who supply samples are responsible for adhering to the Michigan Department of Agriculture and Rural Development (MDARD) guidelines for hand washing and food safety. Rules about sampling at Farmers Markets can be found at: https://www.michigan.gov/documents/mda/MDA_FdSmplngFarmMkts5-09_279110_7.pdf or consult the Market Manager.
- Fresh fruits and vegetables may be displayed in open air but they must be stored off the ground, per MDARD Food Safety Guidelines. Pumpkins and large squash are the only exceptions to this rule.
- Any questions regarding safe food handling should be directed to MDARD food safety specialists (800-292-3939); MDA-Info@Michigan.gov, Michigan Department of Agriculture and Rural Development, Post Office Box 30017, Lansing, Michigan 48909.

4 - 2020 EIFM Vendor Rules & Requirements

EIFM CANCELLATION POLICY WEATHER RELATED OCCURANCES

- EIFM is open rain or shine. Market Management recognizes that there are some products that cannot be displayed on rainy or windy days. However, vendors selling products that are not sensitive to weather conditions are encouraged to attend the market on wet and/or windy days for the good of EIFM and as a courtesy to fellow vendors.
- Since EIFM is held in an open-air venue, the Market Manager or Manager Designee has the right to close the market if it is determined that severe weather, public emergencies, or other conditions or events could compromise the safety of vendors and shoppers. Decisions about closure are made in consultation with the local police department. Contact the Market Manager for more details about EMERGENCY PROCEDURES.
- Any time there is a National Weather Service Severe Weather Alert, Watch, or Warning in effect up to two (2) hours prior to EIFM opening time, the market will be cancelled. An email announcement will be sent to all vendors who have provided a valid email address. Closures will also be posted on the EIFM Facebook page. At least two (2) telephone attempts will be made to contact vendors who have not provided a valid email address.

MARKET METRICS

Vendors are required to participate in data collection including, but not limited to the following:

- Vendor Profile: Distance travelled to market, category of products sold, number of employees, etc.
- Daily Vendor Sales: 1) Anonymous reporting **OR 2) Named (not anonymous)** reporting of sales from each market day. This will require reporting the Total amount of sales on each day you attend the market. Collection of this information may be submitted anonymously **OR you may also fill in your business name.** You will record the total amount of sales at the end of each market day (or the following week) on a form which will be provided to you and you will deposit the form in a drop box maintained by the Market Manager. *The only information required is the amount of **Total sales** AND **the date**, Any other information is voluntary at this time.*
[FYI the Ypsilanti Market does require vendor sales data that is NOT anonymous and vendors have accepted this and found it very helpful to have the market help them in looking at sales over time.]

RESTRICTIONS

NO SMOKING

- Vendors are not allowed to smoke anywhere in EIFM or in the confines of McCormick Parking Lot at any time during Market Hours (between 10:00 a.m. and 2:00 p.m.). **ABSOLUTELY NO EXCEPTIONS.**

DOGS

- Owners are solely responsible for any and all damage or disruption to EIFM or other vendors caused by their dogs.
- Dogs must be kept under control, on a leash, and within the vendor's booth at all times.
- Dogs must be friendly with other dogs and human – especially children.
- Vendors are responsible for cleaning up and disposing of their dogs' excrement immediately upon occurrence.

EIFM Management reserves the right to direct vendors to remove pets from the market area for any reason.

ANIMALS OTHER THAN DOGS

EIFM is an animal friendly market. The management of EIFM believes that exposure to farm animals and some native animals are important to the EIFM experience. Permission must be sought and granted by the Market Manager before bringing any animals to EIFM.

I have read the above rules and received clarification on points I didn't understand, accept them as written and commit to following them.

Name: _____ Name of Business: _____ Date: ___/___/20__

Revised Feb. 2020 **Please keep this signed copy of the rules with you on-site when you are at the market.**