



Meridian Township 2018 Farmers' Market Rules

OPERATION

1. The Market will be open to the public from 8 am to 2 pm on Saturdays (May-October), from 8 a.m. to 2 p.m. on Wednesdays, (July-October) and from 10 am to 2pm on Wednesday, November **21st** the "Day Before Thanksgiving" market. The market is located at 5151 Marsh Rd., Okemos, MI 48864.
2. The Farmers Market is operated and managed through the Meridian Township Parks & Recreation Department with a Market Manager (township employee). All vendors agree to abide by the rules of Meridian Township.

APPLICATIONS

3. All vendors must submit a completed application (including a detailed list of all possible products to be sold and a copy of any required licenses) and be approved prior to being permitted to sell at the Farmers Market. Additions/deletions to product list needs to be given to Market Management in writing.
4. Market applications are evaluated on the following criteria:
 - a. Meet the market criteria/rules
 - b. Does the product fulfill a need for the market
 - c. Space availability
 - d. Does the vendor have the appropriate license(s): local, state and/or federal
 - e. All applicants will be notified of their application status.

VENDORS

5. All new vendors since 2003 are required to grow or produce 100% of what they sell or bring to the Market. After new vendors complete their first year and have shown a commitment to the market, they may, *on a limited basis*, add Farmer Direct and Wholesale products to their application *subject to preapproval* by Market Management.
6. Effective 2007 Summer/Fall Market, all new applicants, if accepted, must participate as a "Daily Vendor" the first year and serve one-year probation before becoming eligible for "Annual Vendor" status. Acceptance as an annual vendor is based on performance as a daily vendor and availability, as only a limited number of annual vendor positions are available each year. Annual vendor applications will be reviewed following the application deadline.
7. Vendors must be present full Market hours (8 am - 2 pm) and display a convincing amount of product to sell.

PRODUCTS SOLD

8. Products eligible for sale in the Market include: fruits, vegetables, flowers (fresh or dried), plants and homemade goods from raw materials (i.e. Baked goods) and foods. Manufactured products are prohibited, unless written approval is received from the Market Master. Produce which can't be grown in Michigan is also prohibited. Examples are citrus, mangos, bananas and pineapple. Reselling of retail purchased goods is prohibited.

9. Definitions: "Home Grown" – grown or self-produced by vendor; "Farmer Direct" – purchased from the farmer who grew it; "Wholesale" – purchased through a produce wholesaler or produce auction; "Home Made" – produced by vendor from raw materials, "Licensed Kitchen" – produced by vendor from raw materials in a licensed kitchen, "Cottage Food"- produced by vendor from raw materials in a home kitchen. The Michigan Cottage Food Law can be found at www.michigan.gov/cottagefood.
10. Vendors may sell or distribute goods only during regular Market days.
11. Vendors are expected to have quality produce. Selling overripe, spoiled or unusable produce is not permitted.
12. Sale or distribution of non-pasteurized milk is not allowed.

FEES

13. Annual Fees: Spring Market (May 5 through June 30) - \$100 per stall or space; Summer/Fall Market (July 4 through October 31 both Wednesdays and Saturdays) - \$250 per stall or space; and Summer/Fall Wednesday only - \$100 per stall or space. Fees must be paid in full by the annual spring vendors' meeting or a non-refundable deposit of \$30 is due on that date to reserve a space. **All Checks need to be made out to: MERIDIAN TOWNSHIP.**
14. Daily Fees: Saturdays / \$30 – Wednesdays / \$15. The daily rate will be assessed on all vendors not paying an annual rental fee (regardless of whether they sell any product or not). Daily tables will be assigned on a first come, first served basis, starting at 7 am by the Market Manager.
15. No Call/No Show Fee: Vendors who are absent, without notification prior to 7:30am on market days, will receive one warning (written or verbal) and any subsequent absences without prior notification will be required to pay a \$30 fee prior to returning to market and will be charged \$30 for each additional absence during the current season. If the vendor has more than three absences at the end of the current season they will not be invited to participate in future markets.
16. First-year daily vendors, who have demonstrated their commitment to the Market, will qualify for a financial cap of \$125 for Spring Market; \$125 for Wednesday-only Market; and \$275 for Saturday/Wednesday Summer/Fall Market.

LICENSES

17. Vendors are also required to comply with all Michigan Department of Agriculture Rules and Regulations. Contact them with questions at 517-373-1060 (food) or 517-373-1087 (plants). A copy of licenses must accompany the vendor application form for items such as perennial plants, baked goods, maple syrup and any processed foods. A sales tax license is required for those selling non-food items. A sales tax license may be obtained by contacting <http://bit.ly/2CoF3dT> or 517-373-3200.

18. Follow the MDA Guidelines for Providing Safe Food Samples,
http://www.michigan.gov/documents/mda/MDA_FdSmpingFarmMkts5-09_279110_7.pdf

DISPLAY

19. Vendors are required to label the origin of their products (utilizing the definitions identified in rule #9), in a location that can be clearly seen at the point of purchase with signs provided by market management. Misrepresentation of product origin is prohibited.

SPACE(S)

20. In order to claim their space, an annual vendor needs to be present by 7:00 am. The space will be re-assigned on a first come basis after that time. Only the Market Manager can assign space. No vendor can designate who gets their space if they are not present, nor can they sublet their space. Annual vendors are asked to contact the Market Manager on days they will not be attending the Market.
21. Each vendor must sweep/clean their stall at the end of each day and keep it neat during the period that the Market is open.
22. The maximum spaces that a vendor may have are two. Each space is marked and vendors must stay within their area and not infringe on adjacent vendors or interfere with customer traffic. All tents must be anchored by heavy weights to ensure safety during windy conditions.
23. Space will be determined by a point system with those having the most points having first priority and annual vendors having priority over daily vendors. Once a person has a spot on an annual basis, they have first priority for that spot for the coming year*. If two vendors have the same number of points, then the vendor who has attended the greatest number of times shall have priority. Points are determined as follows:
 - a. 1 point for attending Spring Market 5 or more times.
 - b. 2 points for attending Saturday Market twelve or more times
 - c. 2 points for attending Wednesday Market 9 or more times.

All points and attendance records accrued under the previous system will be maintained. Points will be kept for one year then dropped if a person doesn't come to the Market after the one year period.

Annual vendors must show a commitment to the Market in order to hold their space from year to year. That commitment is demonstrated through the following criteria:

- a. Attend 5 Spring Markets to maintain a Spring Market stall assignment.
- b. Attend 12 Saturday Markets to maintain a Summer Saturday Market stall assignment.
- c. Attend 9 Wednesday Markets to maintain a Wednesday Market stall assignment.

If a vendor loses priority for a spot, he/she will still have an option for another spot assigned by the Market Manager. If a vendor comes to just the summer/fall Market and does not come to the spring Market, the spot that they have will be assigned to someone else (for the spring Market only) on a permanent basis. Their spot will be retained by them for the summer/fall

Market if they attend a minimum number of times and pay by the deadline. The same criteria will apply to secure a permanent Wednesday space.

GENERAL RULES

24. Vendors found in non-compliance of market rules will receive the following discipline: 1st offense: Verbal Warning; 2nd offense: Written Warning; 3rd offense: one market day suspension. Market Management reserves the right to impose any and all disciplinary steps based on the severity of the violation up to and including expulsion from the market.
25. Vendors are required to take home all trash, including produce that does not sell, (boxes, bags, etc.).
26. Vendors participating in the WIC Project Fresh Program, Senior Market Fresh Program, SNAP (MI Bridge Card), DUFEB (Double Up Food Bucks), Market Bucks are expected to be familiar with the rules and procedures of the program. Loss of fees due to vendor error is the responsibility of the vendor.
27. **PARKING:**
 - a. Parking is not permitted in the customer parking areas by vendors, their family or their help between the hours of 8:30 am and 1 pm.
 - b. Each vendor who has a pavilion stall assignment will be assigned one (1) parking space around the pavilion
 - c. All other vehicles must park at the Meridian Mall, grassy field, or the Nokomis parking lot
 - d. Parking is **not** permitted under trees at any time.
28. Dogs are not permitted at the Market by vendors or customers (exception: lead dogs).
29. Suggestions or concerns shall be presented to the Market Manager for consideration and/or action if presented in writing to the Market Manager, a written response will be returned.
30. The Meridian Township Farmers Market utilizes an advisory board consisting of four annual vendors elected by other annual vendors at the annual meeting each year, serving staggered terms of two years each. The role of the advisory board is to represent “vendors” in rule modifications and, if necessary, in grievance procedures with vendors. Interactions with advisory board members must be made outside of market hours only.
31. The Meridian Township Farmers Market prides itself on providing quality products for customers. This Code of Conduct has been modified for use with vendors and/or their representatives participating in the farmers’ market. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As a Meridian Township Farmers Market vendor and/or their representative, I will:

- a. Demonstrate the highest standards of personal behavior and integrity at all times
- b. Conduct myself in a courteous and respectful manner and serve as a positive role model for others
- c. Treat everyone with respect
- d. Abstain from physical or verbal abuse and not tolerate it from others

- e. Comply with equal opportunity and antidiscrimination laws
- f. Under no circumstance, attend or participate in the Meridian Township Farmers Market while under the influence of alcohol and/or controlled substance
- g. Under no circumstance, possess, sell or consume alcohol or controlled substances at the Meridian Township Farmers Market
- h. Operate vehicles and other equipment in a responsible manner
- i. Abstain from any criminal activity
- j. Respect and adhere to all rules established by the Meridian Township Farmers Market

Please contact Christine Miller, Market Manager at 517-712-2395 or farmers.market.manager@gmail.com for additional information.