



Vendor Guidelines and Regulations

(Revised 2/22/2018)

Welcome to the Marshall Area Farmers' Market (MAFM). Our Market was established in 2002 in Marshall, Michigan. A Farmers' Market Advisory Board of the city is responsible for the organization and operation of the Market and utilizes an on-site Market Manager to oversee market activities. We are delighted to have you in our market family.

MISSION STATEMENT

The Marshall Area Farmers' Market cultivates a commitment to offer quality goods in a friendly, easily accessible location. This will enrich our community through diverse product choices, social gathering, and economic growth".

Two Markets

MAFM operates two Market locations:

1. 125 West Green Street Market is an outdoor operation in a city-owned parking lot near downtown. May to November, 8 am – 1 pm
2. 200 North Madison in the Oaklawn Hospital lobby. November to May. Wednesdays 9:00 am to 2:00 pm.

Financial Reporting

We believe it is important that you know how the fees you pay are used to support our Market. Each Market year the Advisory Board will provide the following reports to you:

- A copy of the market's budget for the upcoming year to be provided to every approved seasonal vendor upon approval of the vendor to participate.
- A financial report at the mid-way point of the annual market covering the first 50% of the annual market's weeks. Due on or before three weeks after cutoff date close.
- A final financial report on or before two months after the close of the last market day.

Indemnification

As a condition for you to join the market on city property you must sign a statement to indemnify, defend, and hold harmless the City of Marshall, its Marshall Area Farmers' Market Advisory Board and Market Manager from and against any and all claims, losses, liability, costs or expenses, including reasonable attorney's fees, arising out

of any claim relating to the use of Marshall City property for the purposes of selling items at the Marshall Farmers' Market during its annual market schedule.

Operational Procedures

Absence of Market Manager. The Market Manager will be on site during all market days and times; if necessary for him/her to be absent, a member of the Advisory Board or a trained volunteer will assume the responsibility for the day.

Absence of a Vendor. If at all possible, notify the Market Manager of your absence at least 3 days before the opening of the Market so that vendors on the wait list can be notified a space is available for them.

Arrival and Departures

Preregistered Vendors Green Street Market: Move in begins at 6:30 am at the market site. Enter the market area at the east entry and proceed to the gatekeeper posted there to check in and confirm your assigned stall location. If you are a daily vendor, also submit your stall fee; a receipt will be in the shed to pick up before you leave the market at the end of the market day. Make a right turn into the driveway between rows A and B in a U-shaped direction and proceed to your assigned stall. Pull up to your stall and park parallel to your stall site. Leave as much space as possible in the center of the drive for other vendors to proceed to their stalls. Vehicles must be moved from the lot no later than 7:45 am. Unload as quickly as possible and, continuing in the U-shape direction, exit the market area through the opening of rows C and D and park on the north side of Green Street. Return to the site to set up your space.

Approved Green Street Vendors and/or Unscheduled Vendors. If you have not notified the Market Manager of your desire to participate in a particular market day, park either on Green Street or in the east side area of the parking lot outside of the market sales area and proceed on foot to the market office shed. The Manager will assist you with your needs as soon as he/she has assisted those vendors who have been approved a slip to and have registered. Once completed with the Manager, you will be provided with the location of your stall. Note: Vehicles are not allowed in the market area after 7:45 am. In that case you must park and carry your equipment and products into the market from the vendor parking lot. Note: Vendors must secure approval of their application before a market day.

Preregistered Vendors Winter Market. Move-in begins at 7:30 AM at Oaklawn Hospital. Vendors may use the valet line to pull up to the Oaklawn Hospital going past the lobby doors after the last large column on 200 Madison Street. Valet staff will indicate when you may pull up to the door and unload. A market representative will be inside the door to check you in. Pull over only after you pass the large column in front of the valet office. Daily vendors must be prepared to give their daily fee to the Market representative before set up. Unload as quickly as possible, stacking your equipment and products and removing your vehicle as soon as possible so that the remaining vendors may pull up to the loading/unloading area. Set up AFTER you have returned from parking your vehicle. The hospital requests vendors park in the multi-level parking garage on Mansion Street. You may enter the hospital across the street from the garage and return to the market through the hallway. Traffic can become congested at close down. Please work with your fellow vendors and valet staff to ensure that the left drive is open for Oaklawn patients or hospital visitors. If necessary wait a few minutes until the line clears.

Approved Winter Market Vendors and/or Unscheduled Vendors. Park in one of the hospital lots and enter the lobby area. The Market Manager will assist you with your needs as soon as he/she has assisted those vendors who have been approved and registered. Once completed with the Manager, you will be provided with a the space you have been assigned. Note: Vendors must secure approval of their application before a market day.

Artisan products are juried once a month on the second Tuesday of the month by the Advisory Board. It is strongly recommended that the artisan plan well ahead to secure the approval to participate.

Calendar and Times. The Market calendar dates and times are provided in the annual application package and on the City of Marshall website <http://www.cityofmarshall.com/>.

Early departure. We encourage you to plan sufficient inventory for an entire market day to meet the supply needs of your customers. We recognize that some crops may not be sufficient to meet demand and should you sell out before the close of the market and plan to leave the marketplace, notify the Market Manager of the closing of your stall. For safety reasons vehicles cannot be brought into the market area until after closing, so it will be necessary for you to carry your supplies and equipment to your parked vehicle outside the market if you are departing before the close of the market's day. Equipment (wagon, cart) are available at the Green Street Market for your use to aid in removing your equipment and products. If you absolutely need to depart early from the Oaklawn Hospital Indoor Market, we suggest you move your items to the valet station then retrieve your car to load at the valet drive to limit the time you are in the driveway.

Fees. A current fee schedule and payment procedures are provided in the application packet.

Grievance. If you should have a complaint regarding any market matter, including but not limited to, pricing, displays, acceptance into the market, or conduct of another vendor that cannot be resolved between the affected parties, we want to be sure your concerns are heard and that appropriate action is taken. The following is our grievance procedure:

- Present the matter in writing to the Market Manager.
- The Market Manager is to issue a decision in writing on the complaint within seven work days from receipt.
- Unresolved issues with the Manager's decision may be appealed in writing to the Marshall Area Farmers' Market Advisory Board within ten work days of the receipt of the Manager's decision.
- Providing the grievance steps have been followed, the Board is to issue a decision on the complaint in writing no later than two months from receipt following their next scheduled meeting.

Safety

Please help us to remain diligent about the safety of our customers and Market associates to ensure that the market is safe from hazards and that health department regulations and MDARD are met at all times. The following are specific safety requirements of our market:

- Vehicles are prohibited in the outdoor market area during market hours unless used as your stall in your assigned space in which case it cannot be removed until closing. If you need to leave for an emergency before the Market closes, contact the Market Manager who will assist you by directing you out of the market in a safe manner.
- It is important to protect food from any potential contamination from animals in the market. In Michigan, animals are legally not permitted in licensed food establishments. This means that animals, including dogs, are not allowed in the space of anyone who has an MDARD food establishment license. Drawing on this law, both MDARD and MIFMA recommend that market managers prohibit dogs from vendor spaces in order to keep dogs away from food handling, display and storage. We remind customers that

as they, or others, pet animals and then touch food may be contaminating the food and/or sampling of a vendor's products. For this reason, we ask customers to leash their animals with a 4' or less leash and that they keep pets behind them as best they can when they interact with you at your stall. Please assist us in keeping your food safe by reminding your customers of the pet policy. (A copy of the full pet policy is available in the Market shed. Service animals that are controlled by the disabled employee or person are allowed at markets as long as a health or safety hazard does not result from the presence of the service animal. Animals are not permitted in the Winter Market Building, except service animals.

- All food items, except for watermelons and pumpkins, must be displayed a minimum of 18" from the ground.
- To ensure no food contamination, smoking is prohibited at the Marshall Area Farmers Market on Green Street and we comply with the non-smoking policies established by Oaklawn Hospital. Alcoholic beverages are prohibited at both locations.
- In the event an extension cord is used, you must secure it so as to prevent tripping. The cords may not span pathways within the Market area.
- Vendors are to have a system to weigh down their canopies.
- Please advise the Market Manager if you observe any safety issues.

Product Category and Requirements

General Rules: All products must be grown, produced and sold by individuals in Calhoun County Michigan and its adjacent counties. If a Michigan vendor outside of this area has a product that cannot be provided by a vendor in the established area, the Market Manager may approve their participation in the market provided they comply with the rules of the market and have satisfactorily provided the application and applicable documentation.

Reselling. Vendors may supplement their inventory by selling a few items grown by others. These are crops that cannot grow reliably, or are not offered for sale in sufficient quantity by a market farmer. Approved, resold crops must be specifically limited, so as not to compete with the crops of farmers within the geographic vendor boundaries of Market, as defined by the Market's policies. The items to be resold must meet all of the product regulations, licenses, and certifications of MAFM. The items must all be clearly labeled and information displayed in the stall about where they were grown or produced. These items may not exceed 20% of the vendor's total inventory of products. All products not grown, produced or crafted by a vendor's business must be accurately labeled with the location of the product's originating business and available for customers to see at all times. The market reserves the right to inspect the original seller's place of business. These items are expected to be the only stop between our vendor and the consumer. The product they buy must not come from shippers, warehouses, jobbers or wholesale distributors.

Retailers. Our market's primary emphasis is to provide a venue for local farmers and producers to sell their products and as such we give priority to those individuals who fit such definitions. For this reason, the market does not include franchise operations. The market wishes to support local area retail establishments by offering them an opportunity to promote their business at the market by promoting events, distributing coupons to be used at the retailer's site, or presenting demonstrations designed to draw shoppers to their establishments.

Retailers may also sell food products sold by their business providing the goods meet the same requirements of all food products approved for the market by MDARD or Cottage Law or other applicable regulations or licenses. Those retailers wishing to sell food products must complete a market application and provide the documentation required for the product (s) they wish to sell and pay fees. They must provide their own equipment, signage, and set up needs at the Green Street market.

Products

The following are categories for the products sold at our market. Note: all are subject to on-site inspections of their operation.

1. **Raw Agricultural Products.** This category includes fruits, vegetables, grains, herbs, flowers, bedding plants and potted plants. The seller must grow from seed, plugs, cuttings, bulbs, bare roots, and bedding or potted plants. No resale of pre-finished plants is allowed. All fruits and vegetables sold at the Market must have been grown in the State of Michigan. For example, mangos, bananas, pineapples, pomegranates, bunch grapes, or other produce that are not grown in the state, may not be sold at the market.
2. **Value-added Agricultural Products.** This category includes products made of raw agricultural products grown by the seller that have been processed or whose sale a governmental agency regulates. Examples are jams, jellies, and baked goods. The value-added product must contain significant material grown or produced by the seller. Exception are goods that cannot be grown locally such as coffee or tea. Sellers must abide by all applicable federal, state, and local health regulations. In addition, they must adhere to guidelines on all labels. The board may request products and/or their preparation site be provided for inspection.
3. **Meat and Other Animal Products.** This category includes meats, poultry, milk, cheese, eggs, farm raised fish, honey, wool, leather and other products derived from animals. Vendors must abide by all applicable federal, state and local regulations and inspection regimes. In addition, they must adhere to guidelines on all labels. No live animals may be sold.
4. **Seafood Vendors.** who wish to sell products they did not raise, grow or catch may be given special oversight and approval. Fish caught in Michigan water are subject to additional license and storage controls and are required to be produced by commercial fishermen or licensed distributors.
5. **Organic Products.** If any item for sale is labeled organic, the farmer must show proof of certification from a USDA recognized certifying group. The word "organic" is prohibited in any signage, labeling or postings unless the vendor is organic certified.
6. **Pet Foods & Treats.** Note that there are special requirements for this category and a FEED license is required.
7. **Non-Agricultural Products.** This category includes farm, garden, or food related crafts and value added agricultural products made without raw agricultural products grown by the vendor.
8. **Juried Arts.** A Juried art is provided by one who creates with their own hands the products offered for sale. To qualify as an Artisan, a majority of the tools and equipment used to produce their products must require

skill, personal handling and/or manipulations. Arts must be home grown/produced or handcrafted by the Michigan vendor, be original, and exhibit a high level of quality and design. Special interest is those that are nature oriented and/or incorporating materials grown or produced in Michigan. Products not allowed include those made from kit assembly and direct resale of commercially available products such as those which are manufactured or factory produced. We reserve the right to limit the percentage of artisans on any given market day to the percentage of those individuals selling food products they have grown, to ensure that the market is primarily a "farmers & growers market". The Marshall Area Farmers Market juries all new and returning artists each year. All vendors must be accepted by the Art Jury prior to becoming a vendor as follows: Submit the vendor application and you will be contacted about our upcoming Juried Art day(s). If your application is submitted after the annual Juried Art Day, the art jury will review your application at its monthly meeting on the second Tuesday of each month but preference will be given to those who submit work prior to the Juried Art Day. Artisans will drop off actual samples of their work at the scheduled Juried Art Day, and will pick them up after the Art Jury has been held. All selection decisions are made by the Marshall Area Farmers Market Art Jury. The Market Manager will notify applicants in writing of the art jury's decision.

9. **Prepared Foods.** Prepared foods may be sold from approved commercial kitchens certified by the Health Department. Sellers should attempt to utilize natural or organic ingredients from local sources. The category includes food trucks or carts.
10. **Displays and Samples.** Food products can be cut, opened and displayed if properly wrapped. Displays and samples cannot be sold. Samples must comply with all applicable regulations.
11. **Food Demonstrations.** Foods prepared by a cook/chef for demonstration may be prepared on site but may not be served to the Market consumers. When the food is prepared before the demonstration in a commercially approved kitchen it may be served to the public at the Market.
12. **Service Provider.** Service providers and other miscellaneous vendors offering special services and other non-food items at the Market (Massage, Face Painting, etc.) for service on site are subject to the approval of the Market Manager.
13. **Non-Profit Vendors.** Non-profit organizations, community service clubs, religious, political or municipal entities, that wish to promote their mission and to raise awareness about the services and programs they offer, may participate in the market. Workers must remain in the assigned stall area for the duration of the market day. Our priorities include supporting the environment, sustainability, local agriculture, and community health and educational development. Groups such as Girl Scouts, Rotary, or Relay for Life, or a city department, may sell event tickets or products, provided the earnings are marked for a community service benefit and the items are made by the vendor. Items for sale must meet the health and safety requirements of the Market and are subject to the review and approval of the Market Manager. No fee is assessed for one booth which will be provided at each market day provided space is available. In the event the market is full, the organization will be added to the wait list in the order the request is received and notified when a space is available. The organization must provide their own equipment. (canopies, tables, displays, etc.) Space permitting, the Market Manager may approve one organization each market day for the Winter Market and two organizations a day for the Green Street market. The organization may be restricted to one appearance a Market season unless the space is available and has not been reserved by another non-

profit, in which case they may appear more than once.

14. Retail Vendors. Marshall Retailers who wish to promote their stores may do so under the following considerations. A daily fee is assessed so that the retailer may provide information about their business and events to be held at their business location. Tickets may be sold for these events and promotional marketing materials are encouraged. Sales of products sold in their stores may not be sold, but representative items may be displayed in the booth. A daily fee is assessed for one booth which will be provided at each market day provided space is available. In the event the market is full, the organization will be added to the wait list in the order the request is received and notified when a space is available. The organization must provide their own equipment. (canopies, tables, displays, etc.) Space permitting, the Market Manager may approve one organization each market day for the Winter Market and two organizations a day for the Green Street market. The organization may be restricted to one appearance a Market season unless the space is available and has not been reserved by another non-profit, in which case they may appear more than once.

No commercial, imported and/or second-hand items shall be sold by any vendor. No franchises or any non-owner operated businesses are allowed at the Marshall Area Farmers Market; all items are to be handmade by the owner. Oaklawn Hospital reserves the right to approve all vendors selling in their building. Under no circumstance shall you sell something that was not included in your application. Should you wish to add a product, submit to the Market Manager a written request for approval at least two weeks before the desired market day to begin selling the additional product.

Signage & Labeling

Farmers' Markets are subject to several rules for signs and labeling. You are responsible for knowledge of these requirements for your products which include the information below which lists some, but not necessarily all requirements:

- All vendors must clearly display their name or farm/business name, address and telephone number at the stall on signage at least 8-1/2" X 11".
- Product names and prices are posted for all items to be sold.
- You display a copy of your current license (s) or certification in your stall.
- "Organic products" labels on signs are those grown on farms with organic certification only. Signs indicating you follow "organic procedures" but are not certified are not permitted.

Stalls

The Market Manager assigns stalls to seasonal vendors upon the approval of their application and documentation. A priority criterion is utilized by the Manager according to the chart below to use when assigning stalls. Early Bird Registration periods will be offered in priority order to previous Seasonal Vendors. During the Early Bird Registration applicants may request a location preference for a stall which the Market Manager will assign, if feasible, taking into consideration the balance and diversity of types of vendors, electricity needs, vendor standing, and other considerations. Open enrollment to all vendors, old and new, thereafter will be based on priority status and a first-come-first-served basis thereafter to determine stall locations. A wait list will be developed once the number of vendors are sufficient to fill all vendor stalls. The same priority system will be utilized when a vendor requests a move to another location in the Market. Vendors in good standing are considered those who pay fees in a timely manner, including those daily vendors who pay before the market opens, those who notify the Market Manager of attendance plans or absence in advance of market days, those

who leave stalls in good order at the close of market, and work cooperatively with other vendors and provide customers with excellent customer service.

Priority	Vendor Eligibility	Conditions & Benefits
First	Existing Seasonal Vendor in good standing	In order of the number of days reserved; In tie conditions, first come first serve.
Second	New Seasonal Vendor	Choice of remaining locations in order of number of days reserved; In tie-conditions, first-come, first serve
Third	Daily Vendor Returning In good standing	First-come, first-served before New Daily
Fourth	New Daily Vendor	Applying for the first time: available locations

Stall Sizes

Green Street Market: 10’ wide and 18’ deep (See painted curb numbering). Vendors must provide equipment such tables, display items, canopy, signage, weights, and covers for their stall. Weights for canopies are required for safety.

Oaklawn Hospital Location: 6’ folding table with floor length table cover; tables are numbered. To ensure an attractive display area, the floor length tablecloth is required so that you may store your containers and extra goods under the table, out of sight. You may, of course use your own decorative items on top of the cloth and/or provide your own floor length cover on the table as long as items under the table are hidden.

Stall, Sharing. Two vendors with modest amount of inventory and display requirements may share a stall. Both parties must complete an application and provide required documentation and meet all conditions for participation. An additional shared stall will be offered only when other shared stalls are full. No more than two stalls (4 vendors) may have this arrangement at the Green Street location and one stall (2 vendors) at Oaklawn Hospital.

Stalls for Seasonal Vendors. Seasonal stall renters reserve their space for the entire season. Seasonal stall renters must be set up in their stall(s) 15 or more minutes before market opening. If they are not in their stall(s) by that time, their stall(s) will be considered open for the day and may be rented to a daily vendor. Seasonal stall vendors who are going to be late must make prior arrangements to preserve their stall for that day. Arrangements must be made with the Market Manager, preferably within 24 hours of market day. A seasonal renter who misses three (3) **consecutive unexplained** market days may lose their reserved space without refund.

All seasonal stall renters are limited to no more than two (2) adjacent stalls, depending on availability. Seasonal vendors wishing to rent an adjacent vacant stall for the day must get permission from the Market Manager and pay the daily fee for rental of the extra stall during peak market days.

Existing seasonal vendors with less than the maximum number of stalls who wish to add an additional stall will be assigned one additional stall in order of seniority up to the maximum number of stalls allowable until all available stalls are assigned.

Stalls for Daily Vendors Because demand for seasonal stalls is high, there may be a waiting list for stalls. The Market Manager maintains a waiting list. Should one or more stalls become available on the market, the Market Manager uses this list to fill these stalls, normally from the top of the list. However, in the interest of the market as a whole and/or for the best “balance” of the market, the Market Manager may pick a vendor who is not necessarily on top of the list, taking into consideration:

- A. The vendor grows all or a greater percentage of what or is being sold.
- B. Active participation (previous regular attendance at market as a daily vendor).
- C. Vendors who participate in the indoor market as well as the outdoor sessions

Daily stall renters must register with the Market Manager, who will determine eligibility. No reservations may be made for daily stalls although renters may indicate desired days. Should there be a sufficient number of open spaces the Market Manager at his/her discretion may notify the daily vendor of the opportunity to participate. Daily renters should report to the Market Manager in person at least 15 minutes prior to the market’s opening time. Daily renters must submit the appropriate paperwork at least two weeks prior to the vendor’s first day at market. No daily vendor may participate if the required paperwork is not in place. **Daily vendor stall assignments may be in different locations from week to week depending on availability of spaces.** Daily assignments are on a first come first served basis. The Market Manager reserves the rights for assignments so as to take into account a balanced placement of various vendors for the good of the market as a whole. Priority goes to those who are:

- A. Growing their own food
- B. Greenhouse products
- C. Producing their own edible product (e.g. baked goods, honey, etc.)
- D. Craftsperson/artisans

Earlier assignments may be made at the Market Manager’s discretion if several openings are confirmed before market day.

Stall Set-up and Take Down Stall set up on market days must be completed at least 15 minutes before the market opens including moving your vehicle to the vendor parking area identified by the Market Manager. Vendors arriving after the market opens must park in the parking lot and carry in their supplies and equipment. (Carts and a wagon are available in the Green Street Market shed for your use.) You are responsible for your own equipment, supplies, and materials. Take down procedures include cleaning your own stall area. You are asked to remove your trash from the site as containers in the market area are of insufficient capacity to contain the refuse of all of the stalls. When possible the market provides a volunteer to assist.

Stalls Wait List The market is now maintaining a wait list of vendors as all stalls may be assigned on some market days.

VENDORS

A vendor is a person or a single business entity that has a complete and approved application on file with the Market Manager. All vendors are to be Michigan residents approved and registered to sell at the Market. They are categorized into two groups: Daily and Seasonal.

Daily Vendor: a vendor who has been approved by the Market Manager to participate in the Market on a space available basis is a daily/wait list vendor. These vendors must be pre-approved and, if new to the market, must also submit a one-time registration fee with their application. The registration fee is non-refundable. Vendors may indicate days they would like to attend the market but dates are not confirmed until the Market Manager confirms the spaces are available. There is no guarantee the same stall location from one market day to the next is made or implied.

The vendor must notify the Market Manager at least three business days before the scheduled market day that they will attend as scheduled. This is also the time to notify the Manager if they will be unable to attend.

To notify of absence or a new request, the Market Manager e-mail is the best option. On market days the manager is on site at 1-1/2 hours before opening and will check for messages periodically. Whenever possible contacting as soon as possible before the market day is preferred and more likely to ensure it reaches the manager and allows him/her to make adjustments.

email your message to maf490682@gmail.com
telephone: 269.558.0343 (not available on market days)
cell phone 269.275.3661 can be used for text messages or calls

The Market Manager position is part-time and he/she may not be available at all times. Leave your message with your intentions and needs for the market day. Leave your name and phone number EVERY TIME as the messages are sometimes forwarded and has no caller ID. The messages will be documented in the order received per the voice mail or e-mail stamp. When applicable, the Market Manager will return your message by the end of the following day or sooner. If you prefer an e-mail or text back, please indicate so in your message.

Seasonal Vendor: is a vendor who reserves all of the season's market days who has identified and paid for the reserved dates before the start of a season's market calendar. These frequent vendors are assigned the same permanent space (s) for the reserved market days.

An early bird registration is offered to vendors from previous markets who complete the process within the early bird period. Priority for spaces is based on number of days reserved, history of years of good standing with the market and payment date. Locations cannot be guaranteed due to popularity of some locations, a vendor's need for electricity, and balancing of the different types of products sold however, we will do our best to assign desired spaces.

Vendor Geographical Area Participation is limited to vendors living and/or producing within Calhoun County Michigan and its adjacent counties of Barry, Branch, Eaton, Hillsdale, Jackson, Kalamazoo, and St Joseph. The Market Manager may approve vendors or products outside these counties providing their product (s) fill a void, are not available from local vendors and are consistent with the quality and requirements of other vendors in the market.

Vendor Regulatory Compliance. Farmers' Markets fall under a number of regulatory and operational requirements and vary depending upon the items you wish to sell. **We rely on you to know and to sell in accordance with all applicable local, state, and federal regulations for the products you wish to sell.** Information about the majority of these rules is available at <http://www.mdard.gov/mdard>. We ask that you provide documentation to show you have met their requirements by attaching them to the annual

application form. Further, as an assurance to our customers, we ask that you display original documents in your market stall (see Signage & Labeling). To ensure that all regulatory requirements are met in our market, the Market Manager has the option to observe the vendor's operation for compliance to applicable requirements and after two warnings for non-compliance will ask the vendor to leave the market.

The following list shows the typical regulatory requirements for each type of vendor in our market; however, the list may not include all that apply to your product (s). **It is your responsibility to ensure your products comply with all applicable agencies:**

- Agricultural Products: An individual who has grown, raised, or gathered a food that is sold directly to the consumer by the farmer or grower, his employee, or a family member. (*Regulatory required: Business license, Organic Certification if applicable*)
- Michigan Raised Meats, Fish, Poultry, Eggs and other animal products. Processed at a USDA inspected facility for Meat and Eggs and either USDA or MDA inspected facility for Poultry. (*Regulatory required: Business license, Organic Certification if applicable, Commercial Fisherman/Licensed Distributor for fish*)
- Non-agricultural Growers of Michigan Grown Flowers, Plants & Trees. Plants and cut flowers sold directly to the consumer. (*Regulatory required: Business License, Nursery Stock or Growers License for perennials shrubs, etc.*)
- Value Added Products: Individuals who produce food items such as breads, jams/jellies, syrup, honey, or soap (*Regulatory required: Business License, Food Establishment License or representation of qualification under the Michigan Cottage Food Law*)
- Juried Artisans: Individuals living in Michigan who create and sell high quality hand-crafted or hand assembled products such as candles, apparel, toys, jewelry, furniture, photography, or other fine arts who have submitted their products for review and have been approved by the Advisory Board Art Jury. (*Regulatory required: Business License, Sales Tax License, Advisory Board approval*)
- Prepared Foods: Food carts and Food Trucks. If you wish to have a food cart or food truck at our market the local health department regulates the on-site preparation and sale of food for immediate consumption. A food service establishment license must be obtained from the local health department wherever food is prepared for direct consumption.
- Pet treats and foods. MDARD www.michigan.gov/mda-feed provides information and links that will assist you in understanding and following the procedures for obtaining a commercial feed license and developing an acceptable pet treat label. This site includes licensing, labeling, reporting, and testing information.
- Individuals or businesses in Michigan that sell tangible personal property to the final consumer may need a sales tax license; contact your accountant to determine your status.

Wait List. As the markets approach capacity, a wait list is formed to manage the approval and assignments of stalls in the market. The list is organized by Market Dates. Vendors must request placement on the wait list for each desired date. When known the Market Manager will notify the vendor of space availability.

Weather. The market is to be opened rain or shine. On-line weather reporting is monitored for the duration of the market day. In the event of severe weather, the Market Manager may close the market and will be

responsible for a system to notify the vendors. Severe weather includes storms exhibiting lightening or high winds. Customers may be notified via social media. Vendors are required to have weights on their canopies. If emergency cover is needed, we will evacuate the Outdoor Market individuals to the Marshall District Library across the street and, at the Oaklawn Hospital, to where hospital emergency personnel direct us.

The Advisory Board reserves the right to add, modify or delete rules to this handbook. You are to receive an updated copy annually and you will be notified of any individual rule change within 10 days of its pending implementation.

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