

2017 Port Sanilac Farmers' Market Guidelines & Vendor Application

Location and Hours of Operation

The Port Sanilac Market is located off of M-25 (south of traffic light) on the grounds of the Sanilac Historic Village & Museum, located at 228 S. Ridge Street, Port Sanilac, Michigan 48469. The market is open Fridays from 2:00pm-6:00pm May 12 through October 28, 2017.

Statement of Purpose

The goals of the Port Sanilac Farmers' Market are:

To bring people together in a community activity,

To strengthen and support local farmers,

To support local entrepreneurs and small businesses,

To stimulate Port Sanilac's downtown and support Sanilac and adjoining counties,

To run a self-sufficient market.

Who Can Sell?

In accordance with the statement of purpose, the Port Sanilac Farmers' Market invites LOCAL PRODUCERS ONLY. Local is defined as within Sanilac and adjoining Counties. Both food and non-food sellers must be directly involved with the production of their product. Vendors wishing to sell products produced by someone other than themselves that directly addresses a valid market need may seek approval by the Market Board. Buying and selling of wholesale items is not permitted.

Farm Visit

Farm checks will be performed on all farms early and/or late season by a Port Sanilac Farmers Market board member, to ensure and protect the integrity of the market. Failure to provide accurate information pertaining to the location of goods grown or produced will result in denial of, or termination of market membership.

What Can Be Sold?

- Raw agricultural products: fruits, vegetables, grains, flowers, bedding plants, potted plants, herbs, spices.
- Value-added agricultural products: including raw agricultural products grown by the seller that have been processed: eggs, baked goods, soaps, beeswax, juice, honey, syrup, vinegar, jams. Cottage food as allowed by state rules. Items produced in licensed kitchen as allowed by state rules. (Such as dairy items, sauces, salad dressings, cider, etc.)
http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html
- Non-Food items: e.g. pottery, garden-related items, sculptures, bird-feeders, art, and craft produced by the vendor.

** Pictures and/or portfolios are required for admission of non-food items. The market board will notify you of your acceptance. Farm pictures may also be requested.*

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Carrying

- Carrying is defined as: bringing to market and selling goods that were produced by someone other than the registered vendor.
- Carrying is permitted for this reason: to provide all types of produce that are available from Sanilac and adjoining counties, during their appropriate season.
- Carrying is only permissible when the goods are grown or produced within Sanilac and adjoining counties.
- Vendors will only be allowed to carry items that are not available from vendors who have self-produced them. For example: if peaches are available in Sanilac, Huron, or Tuscola counties, but no vendor currently has their own peaches available, peaches may be carried to the market. Once a vendor begins bringing their own peaches to market all carrying of peaches must stop.
- No wholesale or resale of goods obtained from areas outside of Sanilac and adjoining counties is permitted.
- Vendors who are carrying must submit contact information (addresses, phone numbers, etc.) for the growers of goods they are carrying to the market manager for verification and approval. They MUST label items they are carrying with the name and location of the actual producer.

Growing Certifications

Vendors who have growing certifications are encouraged to post their certifications for customers to see. For example, if you are certified organic we recommended you advertise accordingly. The market board must see proof of certification from any vendor who claims to hold growing certifications and reserves the right to pull any signage that is not in accordance with your growing methods.

Sampling

All samples must be done in compliance with Michigan Cottage Food Laws or commercial Michigan Food Law.

Membership Process

- All potential vendors must complete and submit an application for the Port Sanilac Farmers' Market at the market, by mail, or email.
- Before permission to sell at the Port Sanilac Farmers' Market is granted, potential vendors must present current Michigan licenses and permits (as required). It is the vendor's responsibility to retain/display/provide this paperwork when applicable.
- Application does not guarantee entry to the market. Vendors wishing to keep their 2016 location are required to submit applications Monday, May 1, 2017. Otherwise applications can be taken throughout the year.

**Please note that vendor placement is subject to temporary changes deemed necessary by the Port Sanilac Farmers' Market Board or Sanilac County Historic Museum Liaison.*

Cancellations

The success of a farmers' market depends on the commitment of its vendors. In the event that you need to cancel, you must notify the Market board officers that you will be unable to attend 24 hours ahead of time. Vendors who have not arrived on a market Friday by 1:30 should be prepared to forfeit their space, or be reassigned to a space for that day.

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Payment Process

Full season membership: Cost is \$115.00 for the 24-week season. This requires a commitment of a minimum of 15 Fridays at the market and guarantees a consistent space, making it easy for customers to find you each week. The full amount should accompany the Vendor Application/Agreement.

Day to Day Booth Fee: Daily rate for occasional vendors is \$8.00 per day, paid each market day.

Showing up unannounced on market days will not guarantee you a space to sell that day, however, an attempt will be made to accommodate those who have filed an application and agreement. Payment is expected before the market opens each given day.

**Port Sanilac Farmers Market Chairperson reserves the right to fill your space if it remains unoccupied by 1:30 p.m. on any given market day.*

**In the event that there is an extended growing season and the market responds by allowing additional market weekends, vendor fees will be charged accordingly.*

Set-up and Takedown

- Vendors are responsible for their own booths. Set-up begins between 1:00-1:30 p.m. All vendors need to be ready for business before 2:00 p.m. • Displays must be neat and orderly at all times.
- Food items shall be displayed on a table or bench.
- Display tables must be freshly painted or covered with a clean cloth and in good repair.
- All products must meet Michigan Department of Agriculture packaging and labeling standards.
- No food or drink samples can be given away at the market without meeting current food laws & regulation.
- Displays cannot block nearby spaces or create a hazardous condition. Items shall remain within the lines of the space rented.
- All vendors must supply their own equipment (tables, chairs, awnings, umbrellas)
- Takedown begins at the close of the market and must not interfere with customer traffic.
- Vendors must clean their display area after each use.

Market Meetings

- A 5-10 minute meeting will be conducted at 6:00pm at the Information Booth each Friday market day. Vendors are required to attend.
- Each meeting will include the following agenda:
 - 1.) *Carrying for the following week,*
 - 2.) *Discussion of upcoming events, and ideas for market promotion,*
 - 3.) *Vendor/Management concerns.*

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General Rules

- Producers may park near their display area during setup. By 1:45pm, all cars and trucks must be moved to the designated vendor parking area.
- No smoking in the market. All smokers are asked to use designated smoking areas.
- No pets, except leader or assistance dogs. ALL dogs must be leashed.
- No alcoholic beverages.
- The use of televisions or stereo systems is prohibited.
- Use of abusive language will not be tolerated on the market grounds.
- All vendors are asked to dress appropriately.
- No one may beg, loiter, solicit, or place any poster, advertisement or billboard on the market premises without the approval of the market board.
- No one may sell or attempt to sell any merchandise on the market grounds without the express permission of the market board.
- The Village of Port Sanilac, the Sanilac County Historical Museum & Village, Property Owners, and Port Sanilac Farmers' Market are not liable for theft or damage of any merchandise before, during, or after-market hours.
- The Village of Port Sanilac, the Sanilac County Historical Museum & Village, Property Owners, and Port Sanilac Farmer's Market assume no responsibility and are not liable for any injuries, which may occur within an individual stall.
- Vendors are expected to keep their merchandise in reasonable order and allow unimpeded access to customers.
- Vendors are expected to stay for the duration of the market day even when attendance is low and the weather is bad. The market will be closed in the case of severe weather ie: lightning, tornado, hail, etc.
- Violation of the signed Vendor Agreement/Application or Market Rules and Regulations or refusal or failure to submit or display valid copies of appropriate product licensure will result in termination of market membership.

Any and all questions/issues should be brought directly to the market board officers:

*****Please return applications and seasonal payments no later than May 1, 2017 to:**

Port Sanilac Farmers' Market PO Box 224, Port Sanilac, MI 48469

Or email applications to: sanilacfarmarket@gmail.com

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Vendor(s) Name: _____

Farm/Business Name: _____

Farm/Business Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____

Evening Phone: _____

Email: _____

Website: _____

Tax ID# _____ required for all taxable items sold.

Include a copy of your license. Pursuant Michigan Sales and Use Tax rules: Rule 28. R 205.78 Farmers, Market Masters, and Other Marketers. Rule 28. A free MI sale tax license is available at:

http://www.michigan.gov/taxes/0,1607,7-238-43519_43521_44039-5922--,00.html

Sales & Use Tax FAQ's: http://www.michigan.gov/taxes/0,4676,7-238-43519_43529-155505--,00.html

I plan to sell (Please check all that apply):

Home Grown Produce _____ Home Made Baked Goods _____

Home Grown Nursery _____ Home Made Non-Baked Goods _____

Home Made Food Products (jam, jellies, dressings, honeys, syrups, ect.) _____

Home Made Non-Food Products (home/health/beauty products, jewelry, craft, ect.) _____

Other (please specify) _____

Please provide photos with application of products, farm, etc.

_____ **OPTION 1: Harvest Season Membership: \$115 for a 24-week season.**

This requires a commitment of a minimum of 15 Fridays that you will be at the market (a discount over day-to-day membership). This membership guarantees the same space each week, making it easier for customers to find you.

_____ **OPTION 2: Day-by-Day Membership: \$8.00 a day.** You should pre-arrange your dates with the market manager. Arriving unannounced on market days will not guarantee you a space to sell that day, however, an attempt will be made to accommodate those who have filed an application and signed an agreement. Payment for the day is expected before market start-up. Pre-payment by mail is also accepted.

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Membership accounts for one 10 x 10 foot square. How many spaces are you paying for? ____

Applications may be emailed to:
sanilacfarmmarket@gmail.com

Please make checks payable to:
Port Sanilac Farmers Market

→ I understand that all items sold at the Port Sanilac Farmers' Market must be produced and/or grown within Sanilac and adjoining counties.

→ I understand that NO RESALE items are to be sold.

→ I understand that all items for sale at the Port Sanilac Farmers' Market must be approved by the Market Board Officers to ensure a diverse market that encourages only healthy competition.

→ I understand that all vendors must abide by the Port Sanilac Farmers' Market Rules and Regulations attached to this application.

This AGREEMENT made and entered into this ____ day of _____, 2017 by and between the Port Sanilac Farmers' Market and _____, a Port Sanilac Farmers' Market Vendor. I understand that as a vendor I am a member of the market association with voting rights in the association.

WITNESSETH:

→ The Port Sanilac Farmers Market Association exists to promote the development of the Port Sanilac Farmers' Market and to provide the management and supervision of the Market.

→ The Port Sanilac Farmers Market Association and I, as a vendor/member each desire to participate in a coordinated effort to provide an exceptional market for farmers to sell the finest and freshest Michigan State produce available and for artists to sell their works of art.

→ I agree to the Policies, Rules, and Procedures for the operation of the Port Sanilac Farmers' Market identified as the Port Sanilac Farmers' Market Rules and Regulations.

→ I _____ hereby agree to hold the Port Sanilac Farmers Market, Village of Port Sanilac and the Sanilac County Historical Museum and Village harmless against any and all claims, demands, suit, losses, including all costs connected therewith, for any damage, which may be asserted, claimed, or recovered against or from the PSFM, the VPS and the SCHM&V, and their elected and appointed officials, employees, volunteers or all others working on behalf of the PSFM, the VPS and the SCHM&V, by reason of person, injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the PSFM, the VPS and the SCHM&V and/or in any way connected or associated with this contract. It is further agreed that I, _____ hold the Port Sanilac Farmers Market, the Village of Port Sanilac and the Sanilac County Historical Museum & Village harmless for any damages that may be sustained to any personally owned equipment used during the event on the dates as specified above and damages will be my sole responsibility.

DATE: _____

Signature of Vendor