



## **The Evert Farmers' Market**

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evartfarmmarket@gmail.com

## **2016 Policy Handbook**

### **Evert Farmers' Market**

The Evert Farmers' Market is a producers-only, seasonal, outdoor market. It is organized to provide opportunities for vendors to sell their products directly to the consumer and provide the community an opportunity to buy fresh locally grown or Michigan raised food products directly from the farmer, cottage industry producer, or arts and craft items directly from local artisan. The Market is organized to promote community organizations and events to bring families and visitors together. Providing a place to continue a sense of community where neighbors can meet, talk, shop, & socialize; enriching quality of life and strengthening our economy. Our producers are committed to their products and community in promoting practices steeped in tradition and looking to the future through entrepreneurship.

### **I. Terms and Conditions of Sales**

1. All persons desiring to sell items at the Market (vendor) will submit a completed Vendor Information and Application provided by the Evert Farmers' Market (henceforth identified as Market). Each vendor must sign a statement indicating that they have read, understand, and agree to abide by the guidelines of this handbook. All vendors must be registered with the Market before participating.
2. Fruits and vegetables must be fresh, locally grown of first quality. A vendor must grow no less than 80% of the produce offered. If produce is purchased for resale, it must be purchased directly from the grower (no auction items allowed). Vendor must have knowledge of all products and **labeled according to place of origin**.
3. Items may be sold by the pound, bunch, piece, or measured container. Scales utilized at the market must be inspected and certification seal visible. Vendors provide any scales needed.
4. Plants, perennials, herbs and fresh cut bouquets should be grown by the vendor.
5. Value-Added agricultural products, non-food animal products such as fiber, fleece, or yarn offered must be made or produced predominately of material grown or gathered by the vendor.
6. Art and quality craft items must be home produced with professional quality appearance.
7. All items for sale must be displayed at least 18" from the ground with the exception of non-edible items such as pumpkins, plants, and artisan ware.
8. Market Manager/Clerk has the authority to inspect all products and may prohibit a vendor from selling products that do not meet these requirements. Market representatives can make a visit to the vendor's home location to inspect the production of the product(s).
9. Vendors are required to comply with all federal, state and/or local laws, and cottage industry guidelines. Meeting these requirements is the responsibility of the vendor.
10. Vendors are responsible for ensuring they possess proper certification/licenses with the Michigan Department of Agriculture and/or the Health Department where applicable. Meeting these requirements is the responsibility of the vendor. Vendors must provide copies of this documentation to the Market Manager/Clerk.
11. Vendors are responsible for ensuring they possess a sales tax license with the Michigan Department of Treasury and remit a copy of the sales tax license with the application. Meeting this requirement rests solely with the vendor.
12. No food will be cut or processed on-site, without proper state certification.

### **II. Prices and Signs**

1. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.
2. It is expected that vendors offer their products for sale at a fair market price. Collusion and/or deceptive pricing will not be tolerated.
3. Each Vendor is encouraged to have a sandwich board sign advertising items being sold and post the name and location of the business at their vendor booth area in the Market.
4. Although consumers are responsible for washing produce prior to use, MDARD recommends that a sign be placed at the point of sale to remind customers to wash produce before eating.

### **III. Operation**

- 1. The market will operate each Saturday of the month, June 11, 2016- October 8, 2016; from 9:00AM-1:00PM. Located at the Depot, 200 Main St., Ewart, MI. If weather permits and by agreement of the season vendors, the market may operate until October 22 at no additional cost to the season vendors.**
- 2. If a Vendor cannot attend the market, the Market Manager/Clerk must be notified at least 24 hours in advance at telephone number: 231-734-0185 or via email: EwartFarmMarket@gmail.com. However, vendors should be aware that the market and their personal success depends on consistent weekly attendance.**
- 3. The market begins at 9:00AM, and no selling may take place before this time.**
- 4. Vendors shall arrive for set up between 8:00AM and 8:45AM.**
- 5. Vendors must agree to sell for the entire market day unless completely sold out. A vendor may only leave after notifying the Market Manager/Clerk and agreement is granted to leave. Customer safety will be priority when leaving early.**
- 6. Vendors must keep the vicinity in and around their selling area clean at all times and remove all refuse and unsold items at the end of each Market day. Vendors are responsible for the set-up and tear down of all of their equipment.**
- 7. Vendors must vacate the selling area no later than 2:00PM and all clean-up of booth area must be completed. There will be a \$5.00 fee if market personal need to clean up vendor's booth.**
- 8. Vendor space assignments will be determined by the Market Manager/Clerk. Vendors from prior market seasons will be granted first choice of location.**
- 9. Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance.**
- 10. No Vendor shall smoke tobacco, drink alcohol and/or possess or use any controlled substance while at the Market.**
- 11. Electricity is not available for vendor use.**
- 12. The market will open rain or shine, but will close due to severe weather conditions.**

### **IV. Equipment**

**Vendors are responsible for equipment needed for selling products at the market. Equipment must be clean, in good condition, and hazard free. Tents, umbrellas, canopies and other items that are vulnerable to wind must be properly secured.**

### **V. Fees**

**Seasonal Fee: \$150/vendor. \$75 deposit due June 1 and \$75 balance due July 1, 2016; or \$10.00 Per Week – payable week-to-week to the Market Manager/Clerk/Staff. Make Checks payable to: Ewart Farmers' Market.**

### **VI. One-Time or Limited-Time Community Education and Information Guests**

- 1. Guests may attend and set-up a table or booth at the market for community education or information purposes at the discretion of the Market Manager/Clerk.**
- 2. A Guest Application Form shall be completed and submitted to the Market Manager/Clerk prior to attendance at the market. Guests will not be allowed to sell or promote the direct sale of any products at the market. Those who sell items are considered vendors and must apply as such and pay market fees.**
- 3. Guests are responsible for their own tent/canopy and chairs for the summer market.**

### **VI. Grievances**

- 1. In the event of a dispute regarding any aspect of the Market, the Market Manager/Clerk shall make a decision. Any failure to abide by the Market Manager/Clerk's decision may be sufficient grounds for excluding the Vendor from the Market.**
- 2. A Vendor may file an appeal from the Market Manager/Clerk's decision, in writing. Any appeal must be filed within ten (10) days of a decision.**
- 3. Upon receipt of an appeal, the matter will be reviewed by the Market Manager, Advisory Board and City representatives. During this time, the Vendor must adhere to the original decision of the Market Manager/Clerk with no right to restitution for any losses.**