

# Three Rivers Farmers' Market 2019 Vendor Application



## OFFICE USE ONLY

Date Paid: \_\_\_\_\_  
Seasonal Fee: \$ \_\_\_\_\_  
Weekly Fee: \$ \_\_\_\_\_ (see below)  
Cash: \_\_\_\_\_ Check#: \_\_\_\_\_

**\*A fee will be charged with all credit card payments.**    Master Card     Visa

NOTES:

Booth/Business Name: \_\_\_\_\_

Primary Person's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**STALL RENTAL INFORMATION** \* *All applicable vendors will be required to participate in the food assistance programs being offered at the Three Rivers Farmers' Market.*

Number of space(s) requested \_\_\_\_\_

\_\_\_\_\_ Seasonal space(s) for 14 weeks: \$100.00/space

\_\_\_\_\_ Weekly space(s): \$10.00/space- indicate below which weeks you plan to attend

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\_\_\_\_\_ Returning Vendor                      \_\_\_\_\_ Preference of market booth # \_\_\_\_\_

\_\_\_\_\_ **NEW** Vendor

**Check Your Category CHECK ALL THAT APPLY (See Attached for product listing REQUIRED):**

\_\_\_\_\_ Farmer/Grower

\_\_\_\_\_ Artisan, Specialty, Crafter (handmade items only)

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Cottage Food- See Rules and Requirements

**\*\*Vendor fees are non-refundable\*\***

**2019 Season Dates-** All vendors- please circle those dates you would *like* to participate.

Jun	Jul	Aug	Sept
	4th	1st	5th
	11th	8th	12th
20 <sup>th</sup> Opening Day	18th	15th	19th
27th	25th	22nd	
		29th	

**PLEASE FILL OUT ALL SECTIONS WHICH APPLY TO ALL PRODUCTS THAT WILL BE ON YOUR TABLE**

**I) ALL VENDORS (RE-SELLING)**

In order to uphold the integrity of the Three Rivers Farmers' Market mission, we require you to list all products you do not grow or produce as well as the name and contact information of the Michigan producer. As indicated in our policy, you are also required to clearly label where the products come from at your booth, at each market. Please add more detail as needed.

1. Producer/Farmer Name: \_\_\_\_\_

Address and/or phone#: \_\_\_\_\_

Products: \_\_\_\_\_

2. Producer/Farmer Name: \_\_\_\_\_

Address and/or phone#: \_\_\_\_\_

Products: \_\_\_\_\_

**II) COTTAGE FOOD VENDORS**

Please describe all of the Cottage Food items you wish to sell IN DETAIL. Please be aware of and adhere to ALL packaging and labeling requirements per the Michigan Cottage Food Law

Product(s) Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### IV) CRAFTERS

All arts and crafts sold at the market must be an individual's creative effort and sold by the Michigan artist or a representative thereof. The sale of items not created by you must be approved by the market manager. Please briefly describe the art or craft item(s) you wish to sell. If you did not make the items yourself, please name the artist or craftsman:

Product(s) Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### ACKNOWLEDGEMENT AND RECEIPT OF MARKET RULES

##### PHOTO RELEASE AUTHORIZATION

The Three Rivers Farmers' Market will, from time to time, have an on-site photographer, as well as local and regional professional media outlets at the market to help promote the market. Photos may be taken with or without knowledge of the subject, depending on the situation. While we will make every attempt to get permission for participation in a photograph from those subjects depicted, this written authorization gives the market permission to utilize any and all photos taken at the market for publicity and advertising purposes. By signing below, you acknowledge that photos taken at or around your booth are acceptable and will be allowed.

Booth/Business Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

##### AGREEMENT OF COMPLIANCE/WAIVER OF RESPONSIBILITY

I, as a vendor at the Three Rivers Farmers' Market, have read and fully understand the Three Rivers Farmers' Market Rules & Regulations. I hereby agree to comply with these rules & regulations and all other Federal, State and local regulations that apply, knowing full well that I will forfeit my right to sell at the market if I am found to be in noncompliance. The City of Three Rivers/Three Rivers Farmers' Market will not be held responsible for any damage to personal property, or for accidents or injuries sustained by myself (vendor) and/or my associates while using the Farmers' Market facilities.

Booth/ Business Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH APPLICATION**

Three Rivers' Farmers' Market  
333 W. Michigan Ave. Three Rivers, MI 49093



## 2019 Vendor Guidelines

### Market Season and Hours of Operation:

- Thursday afternoons from 2 p.m. - 7 p.m.
- Vendors may arrive 1 ½ hrs. early to begin setup and must be ready by the start of the market time  
**\*\*Vendors must stay until close unless they have sold out and notified a market manager. \*\***

### Location:

Scidmore Park Farmers' Market Pavilions, 138 W. Michigan Ave., Three Rivers, MI 49093

### Vendor Requirements:

- General and product liability insurance
- Current State of Michigan licenses (if applicable).
- A product list and brief description of production practices

### Products:

- Fresh vegetables, fruit, flowers, baked goods, canned goods and other farm products such as dairy products, eggs, meats, syrups and honey.
- Artisan products such as art and craftwork with approval from the Market Manager
- All products must be clearly labeled with description and price.
- All products are subject to approval by the Market Manager

### Product Quality:

Only fresh quality products are acceptable. The selling of spoiled, overripe, unusable or outdated products is prohibited.

### Product Labeling and Definitions:

All items available for sale must be clearly identified as to their origin and price. All signage must be clearly legible.

### Pricing:

It is expected that vendors offer their products for sale at a fair market price. Collusion and/or deceptive pricing will not be tolerated.

### Equipment Requirements:

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. 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 items. Vendors are responsible for set-up and tear down of all of their equipment.

**Stall Fees and Sizes:**

- Stall Size: 10 feet by 10 feet and includes a picnic table and electrical outlet.
- Rates are \$10 day and \$100 for the season.
- Maximum of 1 vendor per stall
- Vendors shall keep their space neat, clean, and under supervision at all times. There is also a spigot, restrooms are located about 200' away near the petting zoo.

**Stall Reservations and Assignments:**

- Stalls will be assigned to approved vendors based on the following criteria:
- Direct vendors then representative vendors who have paid the season rate for the market.
- Stalls will be allocated to food producers first.
- One-time and drop-in vendors will be assigned stall space designated by the Market Manager.
- Stall assignments will be made only after payment has been received. The Market Manager will determine stall assignments and the market lay-out.

**Stall Cancellations:**

Vendors who cancel their reservation for a season must do so in writing to the Market Manager at least one week prior to the start of the season. A refund of 75% of the season rate will be given. No refund will be given after one week prior to the start of the season. Subletting of stalls will not be allowed.

**Market Day:**

The Market will be open rain or shine. Vendors are expected to have equipment, products and signage in place at the opening time of the market.

A vendor must notify the Market Manager one hour before the start of set-up if they know they will be late to hold their reserved stall(s). Afterwards, the reserved space may be assigned to another registered vendor. A vendor that is scheduled to be at the market, but is unable to attend, is asked to notify the Market Manager as soon as possible. "No-shows" cause a disruption to the market lay-out and the opening of the market. Vendors may not start removing items from their stall(s) until the closing of the market. Removing products before market closing may result in being banned from future markets.

**Market Cancellation:**

The market will be open rain or shine. The only exception will be in the case of a man-made or natural disaster, or extremely severe weather (i.e. tornado warning). The Market Manager will be responsible for making the decision to cancel the market and will notify the vendors as soon as possible. If the market is cancelled, vendors will not be allowed to set. If the market has already been set up and a severe condition develops, vendors will be directed to an appropriate shelter.

**Vendor Parking:**

Vendors may park one vehicle within the designated space behind their display tables/stalls if they choose. There will be no parking of any vehicles in any driveway outside the allotted area behind each stall, unless permission is granted by the Market Manager. Additional vehicles **must** be parked in the main parking lot. OR Vendors are allowed to keep one vehicle in the park during market hours. This vehicle should be parked behind the vendor's booth. Additional vehicles must be parked in the adjacent lot.

**Vendor Code of Conduct:**

- All vendors are required to have, follow and display a copy of all Federal, State and local licenses necessary for products to be sold. All vendors are to use safe food handling practices.
- Applicable vendors must comply with the Michigan Cottage Food Law.
- Keep stall space clean, neat and orderly during market hours.
- Remove all items from the market within one hour after market closing.
- Be courteous and respectful to everyone.
- Contact Market Manager with complaints and suggestions.
- Contact Market Manager whenever there is an unresolved conflict with a customer.
- Follow all market rules.

**Smoking:**

Smoking/Vaping is not allowed anywhere on the Market sites AT ANY TIME.

**Pets:**

Pets shall NOT be allowed to be kept at the vendor's booth or in close proximity to food.

**Trash:**

Vendors must maintain their space(s) in a clean, safe, and sanitary manner, including protecting the pavement from oil or fuel drips from any part of the Vendor's vehicle. Vendors must haul away all trash or garbage that is generated in or around their booths and must sweep up and remove all debris on the ground. Vendors may not dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans.

A large dumpster is available near the market driveway that can be utilized for disposal. Vendors should bring their own brooms and dust pans.

**Children:**

- Vendors must monitor and supervise their children at all times during the Market day. Set-up and take-down can be especially dangerous for unattended children. Children should not be allowed to wander the grounds or adjacent properties without a parent or guardian. The Market can take no responsibility for their safety or whereabouts, or for any damages they may cause.
- Vendors who choose to bring children to the Market are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors.

**Grievance Policy:**

The Market Manager has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the Three Rivers Farmers Market rules. Problems, complaints or concerns must be directed immediately to the Market Manager or his/her designee. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the Three Rivers City Manager.

**One –Time or Limited Community Education and Information Guests:**

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. A Guest Application Form shall be completed and

submitted to the Market Manager 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. Guests are responsible for their own tent/canopy and chairs for the summer market.

**Soliciting and Political Activity:**

All forms of organized or intended soliciting, proselytizing, or political activity are prohibited at the market.

# Cottage Food List

## ***What Food Products Meet The Requirements For Cottage Foods?***

Non-potentially hazardous foods (time and/or temperature controls not required to assure food safety - meaning foods can safely be kept at room temperature and do not require refrigeration) meet the requirements for cottage foods and can be prepared in a home kitchen and sold directly to consumers without a license. Examples include:

- Breads
- Similar baked goods
- Vinegar and flavored vinegars
- Cakes, including celebration cakes (birthday, anniversary, wedding)
- Sweet breads and muffins that contain fruits or vegetables (e.g., pumpkin or zucchini bread)
- Cooked fruit pies, including pie crusts made with butter, lard or shortening
- Jams and jellies in glass jars that can be stored at room temperature
- Cookies
- Dry herbs and dry herb mixtures
- Dry baking mixes
- Dry dip mixes
- Dry soup mixes
- Dehydrated vegetables or fruits
- Popcorn
- Cotton Candy
- Non-potentially hazardous dry bulk mixes sold wholesale can be repackaged into a Cottage Food product. Similar items already packaged and labeled for retail sale cannot be repackaged and/or relabeled
- Chocolate covered pretzels, marshmallows, graham crackers, Rice Krispies treats, strawberries, pineapple or bananas
- Coated or uncoated nuts
- Dried pasta made with eggs
- Roasted coffee beans or ground roasted coffee
- Vanilla extract (Note: these products require licensing by the Michigan Liquor Control Commission)
- Baked goods that contain alcohol, like rum cake or bourbon balls (Note: these products require licensing by the Michigan Liquor Control Commission)



### ***What Food Products Are NOT ALLOWED To Be Produced In My Home?***

Potentially hazardous foods that require time and/or temperature control for safety are NOT ALLOWED to be produced in a home kitchen and must be produced in a licensed kitchen.

Examples include:

- Meat and meat products like fresh and dried meats (jerky)
- Fish and fish products like smoked fish
- Raw seed sprouts
- Canned fruits or vegetables like salsa or canned peaches
- Canned fruit or vegetable butters like pumpkin or apple butter
- Canned pickled products like corn relish, pickles or sauerkraut
- Pies or cakes that require refrigeration to assure safety like banana cream, pumpkin, lemon meringue or custard pies; cheesecake; and cakes with glaze or frosting that requires refrigeration (e.g., cream cheese frosting)
- Milk and dairy products like cheese or yogurt
- Cut melons
- Hummus
- Garlic in oil mixtures
- All beverages, including fruit/vegetable juices, and apple cider
- Ice and ice products
- Cut tomatoes or chopped/shredded leafy greens
- Confections that contain alcohol, like truffles or liqueur-filled chocolates
- Focaccia style breads with fresh vegetables and/or cheeses
- Food products made from fresh cut tomatoes, cut melons or cut leafy greens
- Food products made with cooked vegetable products that are not canned
- Barbeque sauce, ketchup, or mustard
- Salad dressings
- Pet food or treats



## Accepting Bridge Cards (EBT) Bridge Card Process and Rules

### **The Bridge Card (SNAP/EBT) Process:**

1. Customers can visit the Market Information table (located between the Market Pavilion) to obtain Three Rivers Farmers' Market Tokens (\$1 each). There is no fee or cost to the customer for this service, nor to the vendors.

2. Customers will then come to your booth and purchase eligible goods.

*NOTE: The law prohibits giving cash in exchange for EBT. Please round purchases to the nearest whole dollar or adjust product quantities accordingly.*

3. Vendors return Tokens to the Market Information table and receive a receipt from the Three Rivers Farmers' Market Manager, Melissa Bliss, or one of the authorized market employees.

4. Vendors will be reimbursed weekly by the City of Three Rivers at the market, or a check will be mailed if needed.

### **Vendor Instructions on accepting EBT:**

- **NO CHANGE** will be made for use of the token. Vendors must work with the customers to create an even dollar amount for purchases. Partial dollar amounts at the end of the transaction are the customers' responsibility.
- **Under this program, you can sell:** vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles, and pastries. Also, seeds or plants that produce food can be sold (i.e. tomato or parsley plants). Flowers, shrubs, and other non-edible plants cannot be purchased with paper scrip.
- **Under this Program, you cannot sell:** Hot foods, cut flowers, decorative plants, pet food, or non-food items.
- **It is ILLEGAL to exchange cash for SNAP benefits.**
- Vendors will not exchange tokens for US currency or any non-eligible product.
- Vendors must post, in a visible location, the furnished Bridge Card sign that identifies the vendor's table as an authorized Bridge Card vendor.
- \$1 tokens will be worth the same as \$1 in US currency. All products will be priced the same for Bridge Card customers as they are for non-Bridge Card customers.
- Bridge Card customers must pay for their purchase at the time of sale.
- Tokens shall be turned in to the Market Manager prior to the beginning of the next market day.
- Token reimbursement will be issued when tokens are turned in to the Market Manager and will be distributed by the Market Manager or another authorized City employee.



## Vendor Agreement for Accepting Bridge Cards (EBT)

The Three Rivers Farmers' Market is now accepting food assistance benefits (EBT/food stamps) in the form of the Michigan Bridge Card, which is processed and paid through the City of Three Rivers. Participation by eligible vendors is required.

- I agree to follow all of the rules as explained on the attached process/rule sheet.
- I agree to follow all policies of the Three Rivers Farmers' Market, as well as those of the US Department of Agriculture Food and Nutrition Service (USDA FNS), who administers the Bridge Card program.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my approval to accept food assistance benefits, and the offense may result in a fine and/or forfeiture of my table at the market.
- I understand that I will not be reimbursed for scrip collected incorrectly.
- I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

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Signature

Date

---

Printed Name

Farm/Business

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Market Manager

Date

*Melissa Bliss*

The Supplemental Nutrition Assistance Program (SNAP) is a USDA nutrition assistance program administered by Food and Nutrition Service (FNS). The program provides monthly food benefits for eligible participants to purchase approved food items (any food or food product for human use or seeds and plants for use in a home garden to produce food for personal use) at approved outlets. This program was formerly known as "food stamps".

Customers participating in the program use a plastic card similar to a bank debit card to buy goods. The card used in Michigan shows the Mackinac Bridge and is called a "Bridge Card." When shoppers use their card to make a purchase, the funds are transferred from the shopper's food account to the retailer's (Texas Township Farmers' Market) account. The customer does this at the Market Information table, located at the end of the east wing of the pavilion.



## VENDOR CONCERN FORM

The Market Manager has the right to deny or restrict any vendor or vendor representative's access to the market for failure of not following the Three Rivers Market Rules. Problems, complaints, or concerns must be directed immediately to the Market Manager.

The Three Rivers Farmers' Market strives to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a fair and reasonable price. All vendors and the Three Rivers Market Manager have received a copy of the market rules and understand the importance of their cooperation. The grievance procedure is in place to help insure this policy is followed.

If you feel a vendor or any other participant has acted in a way that harms the Three Rivers Farmers' Market please supply the following information:

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of the vendor or person in question: \_\_\_\_\_

**Your Concern.** Please use your vendor handbook to reference the rule or policy with which you have a concern. If this is a complaint regarding a Vendor, specify Vendor's name.

\_\_\_\_\_  
\_\_\_\_\_

Market date and approximate time at which the violation occurred (if any): \_\_\_\_\_

Please state the specifics of the violation of the rule. Provide any evidence that supports your concern.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date*