



## 2020 Vendor Guidelines

### Market Season and Hours of Operation:

- Thursday afternoons from 2 p.m. - 6 p.m.
- Vendors may arrive 1 hr. 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 The selling of spoiled, overripe, unusable or outdated products is prohibited.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