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Menominee Historic Downtown Farmers Market

APPLICATION PACKET

Dear Prospective Market Vendor:

Thank you for your interest in the Menominee Historic Downtown Farmers Market! If you are a returning vendor, we'd like to welcome you back and also express our appreciation for all that you do to help make our market a profitable and fun place to be. If you're joining us for the first time, we'd like to welcome you to our family of hard-working, friendly vendors. You can count on us to do everything we can to help you get established so that you can successfully market your products to our ever-growing base of loyal customers.

In addition to addressing the needs of our vendors and customers, the board of directors will advertise and promote the market, keep you abreast of changes and announcements, and will coordinate our vendors' participation in the Market FRESH, Project FRESH, WISE Women, Supplemental Nutrition Assistance (SNAP/EBT), Fair Food Network's Double UP Food Buck, for this market season. This market accepts Visa, MasterCard, and Discover credit/debit cards. We appreciate all of our vendors who are committed to participate in these programs.

Please note the following:

- ⑩ The summer market season will run 2nd week of June to 1st week of October and run every Saturday and Wednesday. The market hours are 3:00 to 6:00 p.m. on Wednesdays and 9:00 a.m. until 1:00 p.m. on Saturdays.
The winter market season will run 2nd week of October to 1st week of June and run every Saturday. The winter market hours are 10:00 a.m. until 2:00 pm. Schedule will be released in September.
- ⑩ The fee for the market is daily, or seasonal. We give a discount to a full season commitment. Electricity is available at no extra charge. Please requested at time of application.
- ⑩ We are proud to accept several forms of "alternative currencies." Rules and regulations vary from program to program. There will be an orientation meetings for all vendors for these programs. The market offers a short refresher course for returning vendors and a slightly longer course for new vendors. List of dates and times will accompany this application. All vendors must attend one of these meetings and agree to programs rules.
- ⑩ please read the market regulations, fill out the application and sign the vendor regulations agreement. Return them to the contacts below with any required licenses or drop it off at one of our markets

Lucy Pier
Certified Market Manger
906-863-8718 or 906-792-5278

Chuck Jackson
Chairman of the Board
715-938-4387

Mail to:
MHDFMA
N724 South P-3 Lane,
Menominee MI 49858
dpier@new.rr.com or menomineefrmmkt@hotmail.com

Menominee Historic Downtown Farmers Market

VENDOR REGULATIONS

I. Mission - Vision - Core Purpose

To provide a venue for a mutually beneficial partnership between producers and consumers in our community.

For the regular exchange of high quality, locally grown/produced foods and fine artisan products for the purpose of improving both the financial and physical health of the community as a whole. Allowing for utilization of programs already in place in order to make them available to everyone.

To demonstrate our good stewardship of the local resources and garner the respect of our community through exchange of information about where and how our goods are produced and the benefits of their proper use. To provide the opportunity to preserve the connection between farmers, producers, and consumers, and to educate consumers about the benefits of preserving local agriculture and the benefits of using locally produced foods. In addition, to further benefit the community at large by drawing and encouraging the return of visitors from other communities.

II. Market Season

The summer market season will run from the 2nd week of June through the 1st week of October and be held on every Saturday and Wednesday. The market hours are 3:00 to 6:00 p.m. on Wednesdays and 9:00 a.m. until 1:00 p.m. on Saturdays.

Market location for Saturdays and Wednesday is at the corner of 1st Street and 8th Ave in Menominee, MI.

The winter market season will run from the 2nd week of October to the 1st week of June and be held on every Saturday. The winter market hours are 10:00 a.m. until 2:00 p.m. and will be held at the Community Action Senior Citizens Center, 905 10th Street, Menominee, MI 49858. **Schedule will be released in September.**

III. Participants

- **Vendor:** Anyone registered to sell at the market.
- **Farmer:** A person who has grown, raised, or gathered a product that is sold directly to the consumer by him/herself, employee, or family member.
- **Producer:** A person who creates local handmade items that can be consumed, such as breads, jams/jellies, syrup, honey, or soap.
- **Artisan:** A person who creates local handmade items that cannot be consumed, such as paintings, glass, jewelry, metals, wearable art, fibers, etc.
- **Market Manager:** The person designated by the Menominee Historic Downtown Farmers Market Board of Directors who has authority to ensure compliance of the rules of the market. The person responsible for cash-handling, processing of credit card/EBT transactions, and redemption of alternative payment programs at the market. Market Manager is in charge of assigning all booth stalls. A Board of Directors member will assume that responsibility in the case of the Market Manager absence.
- **Farmers Market Board of Directors:** An oversight committee comprised of five members. Three of the positions must be held by Michigan farmers who sell their own products at farmers markets.
- **Supporters:** The Menominee Downtown Business Association and Menominee Downtown Development Authority supports the farmers market. The Menominee Historic Downtown Farmers Market also holds membership with the Michigan Farmers Market Association.

IV. Policies

1. We have both Michigan and Wisconsin vendors. It is the responsibility of all vendors to comply with both local and state regulations governing market sales. This includes obtaining appropriate licenses. MDARD (Michigan Department of Agriculture and Rural Development) requires sellers of perennial plants, and meats, to have specific licenses for these products. Producers of Honey, Maple Syrup and eggs are exempt but may need to obtain a license based on their anticipated sales for the year. Copies of all current licenses must be handed in prior to the first day of sale or with application.
2. All food products and nursery plants sold at the market must be germinated, grown, raised, or gathered in Michigan or Wisconsin by the vendor, their employee(s), or family member(s) or business partners.
3. Each vendor is required to sign and return the vendor application and vendor regulation agreement prior to the first day of sale.
4. All vendor applications will be reviewed by the Board of Directors and applicant will be notified within two weeks if they are accepted to sell at the Menominee Historic Downtown Farmers Market. We have the right to accept or deny any application.
5. The Menominee Historic Downtown Farmers Market participates in a number of alternative payment programs, including a shared credit card machine, SNAP/EBT benefits, Double Up Food Bucks, Project FRESH, WISE Women, and Market FRESH. Vendors eligible to accept the above payment programs are required to submit a signed agreement prior to participation in them. Vendors will be reimbursed by the Market Manager for these sales on a monthly basis.
6. All residents of Michigan and Wisconsin are eligible to be vendors. Eligibility of programs is based on residency.
 - 1) All may sign up to accept Debit/Credit Card Market Money.
 - 2) All vegetable/fruit growers may sign up to accept EBT/SNAP benefit card tokens for food items.
 - 3) Vegetable/fruit growers from Michigan and Marinette County, Wisconsin may sign up to participate in the Project Fresh, Market Fresh and WISE Women programs.
 - 4) Only Michigan vegetable/fruit growers can participate in the Double Up Food Bucks program.
1. All vegetable/fruit vendors are required by MDARD to prominently display a sign stating, “All produce and fruit should be washed before consumption”.
2. No jobbers, resellers, or wholesalers are permitted to sell at the market.
3. Non-profit organizations not related to local food production or local food accessibility may not sell at the market. This excludes organizations invited by the Menominee Downtown Association for special events.
4. Food products produced under the Michigan Cottage Food Law must conform to the regulations set forth in that legislation. All processing and packaging must be done by the vendor and have proper labeling. See the Cottage Law food list: “What Qualifies and What Doesn’t” at www.michigan.gov/mdard/cottagefoodlaw. Wisconsin Pickle law isn’t allowed to be sold in Michigan.
5. Food samples must meet the following requirements: Prepackaged in a licensed Kitchen, proof of licensed kitchen must accompany application. Individual cups or bags must be closed, i.e., cups with lids, zip-locked bags, Press and Seal covered cups. Samples must match products being sold. The labeled product or an ingredient list must be displayed at all times. The market manager or member of the board will ask that samples not meeting these criteria be removed from display.
6. No homemade fruit ciders or beverages of any kind are allowed to be sold. The Board of Directors has adopted the MDARD recommendation on these items.
7. Meat can be sold but MDARD requires animals be processed in a USDA inspected facility. Poultry can be sold but processed in a USDA or MDARD inspected facility. A copy of the current MDARD license is required. All other required current licenses must also be prominently displayed. For Vendors that purchase and resell other farmers livestock and process it at a USDA inspected facility, or processed USDA/MDARD Meat, that vendor must hold a food establishment license and a copy of the USDA/MDARD license and have it on display and a copy with application.

8. All non-food artisan products sold at the market must be created in Michigan's Upper Peninsula or Wisconsin, by the vendor, or their family member(s) or a partnership of people all selling as one vendor. (Two separate vendors, making similar product but working independently are considered as two separate vendors). All artwork must be original. Artisan applications are required to include a description of their work accompanied by a photo. Acceptable works include: all media painting, photography, fibers, glass, jewelry, metals, wearable art, etc. No kits, imports, or resale items are permitted. A copy of the artisan's Michigan Sales Tax License is to be displayed prominently and a copy provided to the market manager with application. See Michigan Department of Treasury Website www.michigan.gov/taxes under Sales and Use Tax. NO fee to obtain a Sales Tax License.
9. Each vendor must post all signs provided by the market.
10. All vendors must set up their booth prior to the commencement of the daily market. No vehicles are allowed on the commons area (customer walkway) after 8:30 a.m. during the summer market.
11. All vendors must conduct themselves, at all times, in a professional and respectful manner with customers and fellow vendors. All vendors agree to keep sales areas and displays clean and attractive. Appropriate dress is required; clothes must be clean and in good condition.
12. Vendors are responsible for their own set-up and clean-up. All stands, tables, and products shall be transported to the area each market day and everything shall be removed after each market day. Materials or produce may not be left overnight. Each vendor is responsible for cleaning their own space and must remove all garbage and left-over produce.
13. Due To Health Department Rules, dogs are not allowed inside any vendor space. Customers are to have dogs leashed and under control. Use your discretion when dealing with them. Service animals are permitted, as long as they do not pose a health or safety risk. Again use your discretion.
14. No smoking or alcohol consumption allowed on the farmer's market grounds or building.
15. The Market Manager or an active board member may deny or restrict any vendor or vendor representatives access to the market for failure to follow the state and local laws or the guidelines of the Menominee Historic Downtown Farmers Market rules. Problems, complaints or concerns may be directed immediately to the Market Manager or a board member or our vendor representative. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the Farmers Market Board for settlement before the next market day.
16. Policy Violation:
 - A. 1st offense: Initial verbal warning from Market Manager and Board of Directors.
 - B. 2nd Offense: Written warning with penalty to miss next market day.
 - C. 3rd Offense: Final warning with dismissal from market.
17. Customer Complaints: Any customer complaints received by the Market Manager or Board of Directors concerning a vendor at the market will be documented on a complaint form provided to the customer by the Market Manager. The vendor against whom the complaint was filed will receive a written copy of the complaint before the next market day.

Menominee Historic Downtown Farmers Market

VENDOR APPLICATION
CONTACT INFORMATION

FULL NAME OF APPLICANT: (please print)

FIRST NAME MIDDLE INITIAL LAST NAME

BUSINESS/FARM NAME: _____

ADDRESS: _____

STREET ADDRESS CITY STATE ZIP

PHONE NUMBER: _____ ALTERNATE PHONE: _____

EMAIL: _____ BIRTHDATE: _____ DRIVER'S LICENSE #: _____

IN CASE OF EMERGENCY CONTACT: _____

Attending meeting date: _____

VENDOR TYPE

FARMERS: Please indicate the type of produce you will sell at the market so we can promote it.

Certified Organic **Naturally Grown/Raised** (no synthetic fertilizers, pesticides, herbicides, hormones)

Conventionally Grown (uses any of the previously listed aids) **Other** (please specify: _____)

List each product and farm location: Use back of sheet if more room is needed.

Product Farm Name (If available) Farm Location

Product	Farm Name (If available)	Farm Location

PRODUCERS: Please describe the type of consumable good(s) you will sell at the market.

ARTISTS: Please describe the type of art that you will sell at the market and **attach a photo** with application.

VENDOR APPLICATION

Please include a brief summary of your business for inclusion with marketing materials and publication on the Menominee Historic Downtown Farmers Market website, should you be accepted as a market vendor:

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The winter market season will run from the 2nd week of October to the 1st week of June and run every Saturday.

The winter market hours are 10:00 a.m. until 2:00 pm. Schedule will be released in September.

Please check the dates you will attend the market. Please notify Market Manager or Chairman of the Board 3 days prior to market date if you are unable to attend.

Summer Market Schedule 2014

June 7 Sat	June 28 Sat	July 26 Sat	August 16 sat	September 6 sat	September 27 sat
June 11 Wed	July 9 Wed	July 30 Wed	August 20 wed	September 10 wed	October 1 wed
June 14 Sat	July 12 Sat	08/02/14	August 23 sat	September 13 sat	October 4 sat
June 18 Wed	July 16 Wed		August 27 wed	September 17 wed	
June 21 Sat	July 19 Wed		August 30 sat	September 20 sat	
June 25 Wed	July 23 Sat	August 13 wed	September 3 wed	September 24 wed	

PAYMENT & FEES

All vendor applications will be reviewed by the Board of Directors and each vendor will be notified within two weeks, if they are accepted to sell at the Menominee Historic Downtown Farmers Market. Applications returned by March 31, for summer market will be notified of acceptance by April 5, 2014, so we can list you in the Marina's Boaters Welcome Package. Please indicate below if you are applying to be a full season or daily vendor. Full season (both Wednesday & Saturday) vendor will receive a \$25 discount with full payment by May 31, 2014. Fees are non-refundable for any reason. Applicants should also specify electrical access. Applications will be accepted throughout seasons and payments will be pro-rated accordingly.

Market Fee Schedule

MARKET FEE - Full season Wednesday & Saturday \$155 less \$25 Discount	\$130.00	
MARKET FEE - DAILY VENDOR May, June, September, (\$5 Payment due on each day of market attendance)		
Prime Time Daily Market Fee - July, August, (\$8 Payment due on each day of market attendance)		
Additional Space (\$5 for Each Market Day)		
Electricity Access (No Fee-Check box if needed)		
TOTAL:		

Applications must be received no later than

Monday, March 31, 2014 so we can list you in the Marina's Boaters Welcome Package.

Send completed application packet to:

Lucy Pier, Certified Market Manager, MHDFMA, N724 South P-3 Lane, Menominee MI 49858

2013 - 2014 Dates Vendor Winter Market Schedule/ Winter Market Fee due with application

October 12	November 16	January 11	February 15	March 29	May 3
October 19	December 7	January 18	February 22 no market	April 5	May 10
October 26	December 14	January 25	March 1	April 12	May 17
11/02/14	December 21	February 1	March 8	April 19 no market	May 24
November 9	January 4	February 8	March 15	April 26	May 31

**MENOMINEE HISTORIC DOWNTOWN FARMERS MARKET
2014 - 2015 VENDOR AGREEMENT
VENDOR REGULATION AGREEMENT**

I have read and agree to follow all of the policies outlined in the Menominee Historic Downtown Farmers Market 2013 - 2014 Vendor Regulations.

I understand that if the Market Manager and Board of Directors of the Menominee Historic Downtown Farmers Market observes or receives evidence of my failure to abide by this agreement, the offense may affect my ability to participate in the market.

I understand that it is my responsibility to inform my family and employees and partners of these rules before they sell at the market on behalf of my farm or business.

I understand by signing this agreement I am giving my permission for my vendor information and pictures taken at market to be displayed on the Menominee Historic Downtown Farmers Market Association websites, Facebook and to be linked into other sites unless explicitly requested otherwise.

Do you have liability insurance coverage? YES _____ NO _____

YES: provide copy with application.

NOTE: If no insurance, I agree that Menominee Historic Downtown Farmers Market and Sponsors are held harmless of any incidents or accidents that may occur while I occupy given space and will sign and abide by statement below. Please read carefully before signing.

INDEMNIFICATION AGREEMENT

In consideration for participating as a vendor in the Menominee Historic Downtown Farmers Market, I assume all risks of injury suffered while on and/or upon the premises of the market and release and agree not to sue the Menominee Historic Downtown Farmers Market, its employees, sponsors or anyone connected with the market of any claim, damages, costs, or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the park or parking lot or building occupied by the Menominee Historic Downtown Farmers Market as a farmers market vendor.

This document releases liability, results in assumption of risk, and provides for indemnification and holds harmless the Menominee Historic Downtown Farmers Market by vendor participant.

Vendor Name (Please Print)

Business Name (Please Print)

Vendor Signature

Date

Please sign and return along with your 2014 – 2015 Vendor Application Form

List of Meetings for Alternative Currencies

Because everyone cannot make all dates we have chosen several dates before the summer market starts and during winter market. All applicants and their associates that will be in market stalls must attend meeting for all programs. Please mark dates on application that you will be attending. Do not accept alternative currencies before attending these meetings, as you will not be reimbursed. We reserve the right to immediately fine, suspend, and or terminate vendors if we observe or receive evidence of, failure to abide by any of the program rules or intentions.

Suggested dates:

Saturday, May 3, 2014

Saturday, May 10, 2014

Saturday, May 17, 2014

Returning vendors and Produce-only Vendors - 2:00 – 2:10 pm

Returning vendors mingle with new vendors 2:10 – 2:20 pm

New Vendors - 2:20 – 2:40 pm