

CHELSEA WINTER FARMERS MARKET APPLICATION 2017/18

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ website: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Contact phone: \_\_\_\_\_

Please list ALL months that you plan to attend this market or specific dates if you don't plan on coming weekly.

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Check off which categories you plan to bring to the market:

Vegetables \_\_\_\_\_ Fruit \_\_\_\_\_ Meat \_\_\_\_\_ Dairy \_\_\_\_\_ Flowers/Plants \_\_\_\_\_

Baked Goods \_\_\_\_\_ Crafts/art \_\_\_\_\_ Other \_\_\_\_\_

Please list major products that you plan to sell at the market, be as specific as possible:

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Please list all persons who will be representing you and your products at the market:

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Please write a short description of your products/business to be posted on our website, our marketing app., and our weekly email distributions:

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Selling Licenses:

**Continuing vendors:** For vendors continuing from the summer season there is no need to resubmit copies of your licensing, because the market already has these on file. Please check which licenses you have already provided to the market in the appropriate non shaded boxes.

**New vendors:** Depending on the product(s) you sell, you must attach a copy(s) of licenses and certifications required by the Operating Guidelines. Check the attached appropriate non-shaded boxes for each product category you sell and provide the date of the last Health Inspection.

**Business License – required. Provide copy of one of the following as proof you are a business:**

Federal ID number: \_\_\_\_\_ County Assumed Name \_\_\_\_\_ (please attach)  
 Articles of Incorporation/partnership \_\_\_\_\_ (please attach)

*Note: A Health Inspection may be required on all products such as baked goods (Cottage Food exempt), candy, cider, poultry, honey, etc...The Health agencies that govern this market operation are: Washtenaw County Environmental Health: <http://www.michigan.gov/mdard>. Copies of any inspections by these agencies and licenses must be attached with a sample of your label.*

	Produce	Flowers/Plants /Trees	Processed/ Baked Goods	Meat/Eggs/ Poultry	Artisans
Organic Certification (if applicable)					
Sales Tax License (plants/artisans only)					
Nursery Stock or Growers License					
Food Establishment License					
Warehouse License					

\_\_\_\_\_ No Food Establishment License required, as the business qualifies under 2010 Michigan Cottage Food Law.

By signing below, I certify that I have read and understand the Operating Guidelines/Grievance policy and that all licenses and certification listed above are current and valid. I understand that should I, or any vendor personnel representing me, fail to comply with the Operating Guidelines, my participation in the Chelsea Winter Farmers Market can be terminated.

As a vendor wishing to participate in the Chelsea Winter Farmers Market, I along with vendor personnel agree to save, hold harmless and indemnify the markets and property owners from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by the market, when such damages or liability arise out of acts of my own or my vendor personnel.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to: [Coordinator@chelseafarmersmkt.org](mailto:Coordinator@chelseafarmersmkt.org)  
 Or mail to: Chelsea Farmers Market, P.O Box 332, Chelsea, MI, 48118

\*It is the policy of this organization to provide equal opportunities without regard to color, race, religion, national origin, gender, sexual preference, age or disability.

The farmers markets will cultivate a commitment to quality local products and produce in a pleasant, easily accessible location by offering goods that will enrich our community through healthy food choices, social exchange and economic growth.

## Operating Guidelines

### Vendor Products

1. Vendors must live in Michigan and produce their product in Michigan. When reviewing vendor applications, the market manager will give preference to those potential vendors living and/or producing within a 100 mile radius of Chelsea.
2. All produce/products offered for sale must be grown or produced by the vendor, except as noted in the section "Products Definitions and License Requirements:. Reselling is **prohibited**. Only those product categories listed on the application and approved by the market manager will be eligible for sale. Vendors wishing to sell products not listed on original application should discuss with the market manager.

### Attendance

3. Winter market fees will be paid to the market manager the day of market; there is no seasonal fee associated with the winter market
4. All vendors must notify the market manager at least **48 hours** in advance of the day they wish to attend for approval. Additionally, all vendors who have committed to attending must notify the market manager if they WILL NOT be attending at least **48 hours** in advance. Calling/texting preferred 734.474.6719; email [coordinator@chelseafarmersmkt.org](mailto:coordinator@chelseafarmersmkt.org).  
  
\*the dates indicated with this application may count as notice, so vendors need only contact the manager if those dates have/will change.
5. Vendors are expected to remain open the entire length of the market day unless they have sold out of produce/product prior to market closing and are okayed by the market manager to leave early.

### Stalls and Signage

6. Vendors must provide their own tables, chairs, bags or containers for produce/product and change for use.
7. Market stall will be a minimum of 10'x10' space. Designated walkways must be kept clear
8. The following information must be displayed on a product label, on a small sign by the product, or on a larger display board.
  - a. Name of vendor business. In lieu of a sign, the name can be displayed on apparel worn by all vendor personnel (ei: hats, shirts)
  - b. Product names and prices are posted for all items being sold.

- c. Cottage Food vendors must have appropriate labeling of all products. See the following website for guidelines: [http://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851\\_45856---,00.html](http://www.michigan.gov/mdard/0,4610,7-125-50772_45851_45856---,00.html)
9. Participating vendors must post the Electronic Benefits Transfer sign provided by the market, identifying them as an authorized EBT/DUFB vendor. **See Food Assistance Agreements.**
10. Vendors requiring electrical service should see the market manager to determine availability

### **Stall Fees**

11. All vendors will pay a daily fee of \$10 on the day of attendance. There is no seasonal fee associated with this market (although you may pay all at once and up front if that is easier for your bookkeeping).
12. There are a limited number of spaces for double stalls. If you would like two stalls, notify the manager at least 1 week ahead of time. Double spaces will be assigned on a first ask basis until all spaces are assigned. The fee for two stalls will be \$16.
13. Applications must be approved at least one week in advance of attendance on market day.
14. Two vendors may share a stall. Each vendor needs to complete an application and pay the half stall fee.

### **Food Assistance Programs**

15. The market will be participating in the EBT/SNAP, Double Up Food Bucks, Prescription for Health, and Senior Market Bucks programs through the winter. Vendor participation is highly encouraged, of all eligible vendors, but not mandatory. Food assistance agreements will be provided to vendors on day of attendance if we do not already have one on file. Vendors will be reimbursed at the end of each month.

### **Market Day, Time, and Site**

16. The market is open to customers from 9am-1pm on Saturday mornings November 4<sup>th</sup>-March 31<sup>st</sup>. We will not take a break over any of the holiday Saturdays. We will take the first 3 weeks of April off and move outdoors again the 28<sup>th</sup>.
17. Setup starts at 8am and must be complete by 9am. Tear down begins at 1pm and ends around 2pm.
18. The location of the market will be in the cafeteria at the Washington Street Education Center (WSEC), located at 500 E. Washington St., Chelsea MI 48118. Weather permitting the market will be outside in the parking lot directly off of Washington St. for the **November 4<sup>th</sup> Market**, then moving in the following and subsequent week(s).
19. All vendors may park their vehicles in the parking lot off of Flanders St. (which is where all vendors will park to unload and enter the cafeteria).

## Product Definitions and License Requirements

The Chelsea Farmers Market and Bushel Basket Market are not liable for any non-compliance with USDA, Michigan Department of Agriculture (MDA), or Washtenaw County Department of Environmental Health regulations.

### 20. Michigan-Grown Produce

- a. Fresh Michigan Fruits, Vegetables and Herbs. Produce must be fresh and of high quality. Produce must be sold in its harvested raw form, without slicing.
- b. Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- c. The vendor must grow at least **90%** of the product on his/her own farm. If the vendor is selling produce from another business, they must clearly display the name, city and state of that source. All supplemental products that make up the other 10% must be Michigan grown.
- d. Produce labeled “organic” must have been grown on farms with organic certification. Otherwise, produce may be labeled “naturally grown” if using organic methods.
- e. Licenses required: Business License, Organic Certification (if applicable)

### 21. Michigan-Grown Flowers, Plants and Trees

- a. The vendor must grow at least 90% of the product on his/her own farm. If the vendor is selling product from another business, they must clearly display the name, city and state of that source. All products must be Michigan grown.
- b. Licenses required: Business License; Michigan Sales Tax License; Nursery Stock or Growers License (for perennials, shrubs, etc.)

### 22. Michigan-Processed Foods and Michigan-Baked Goods

- a. Processed food is any food product not sold in its natural raw state. Examples: jelly and jams, sauces, salsa, processed honey, cheese, vinegars, cider, maple syrup.
- b. The vendor must process / bake at least 90% of the product. If a component of the product is made/processed by another source then the vendor must clearly display the name, city and state of that source.
- c. All processed foods and baked goods must be of high quality and made by the vendor in a Michigan licensed food establishment or in accordance with the Michigan Cottage Food Law. Please inquire with the market manager if you have any questions or need clarification.
- d. The raw ingredients used to create the Michigan-made product are not required to be Michigan sourced.

- e. Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- f. License required: Business License; Food Establishment License or representation of qualification under the Michigan Cottage Food Law

### 23. Michigan-Raised Meat, Poultry and Eggs

- a. Products must be of high quality, properly refrigerated/frozen and properly labeled.
- b. The vendor must raise at least **90%** of the product on his/her own farm. If the vendor is selling product from another business, they must clearly display the name, city and state of that source. All products must be Michigan grown.
- c. Meat must have been processed at a USDA inspected facility.
- d. Poultry must have been processed at a USDA inspected facility or MDA inspected facility.
- e. Vendors selling eggs must comply with USDA rules if applicable to the vendor. Or they must follow the correct labeling guidelines.
- f. Product labeled “organic” must have been raised on farms with organic certification. Otherwise, product may be labeled “naturally raised” if using organic methods.
- g. License required: Business License, Organic Certification (if applicable), warehouse license (if applicable).

### 24. Michigan-Created Artisan Products

- a. All art and crafts must be hand-crafted and/or hand-assembled by the vendor based in Michigan.
- b. License Required: Business License; Michigan Sales Tax License

25. It is strongly recommended that vendors carry Liability Insurance and name the market as additional insured. If insured, provide certificate of insurance with application.

### **Other Vendors**

26. Non-profits and community groups may participate at the Market at no cost to help build community awareness for the Market. Non-profits must ask to attend at least a week in advance and will be given a spot if there are any openings at the time of request.

### **Market Regulations**

27. No political solicitation is permitted.

28. Solicitation and the distribution of literature unrelated to market products or the Farmers Market Mission are not permitted within the market space; an exception to this rule is allowed for the non-profit vendor.

29. The following pricing and product mix guidelines are followed:

- a. Collusion among vendors to raise or lower prices or to exert pressure or persuasion to cause any vendor to increase or decrease selling prices is prohibited.
- b. No vendor can demand a monopoly on any given product; the mix of products at each market is determined by the Market Manager, with guidance provided by the Market Advisory Committee.
- c. A vendor mix of 70% farmer and homemade food vendors and 30% artisans and nursery vendors is desired to maintain the mission of promoting healthy, local food at the market.

30. Market spaces are to be kept hazard-free and reasonably attractive. Farmers/vendors must remove trash and litter from around their stall (from any source) before their departure.

31. Vendors at the market shall at all times conduct themselves in a pleasant and courteous manner. Any disagreement between a vendor and the Market Manager must be handled in a respectful and professional manner, and all conflicts needing further review are submitted to the Market Manager through the Market Grievance Guidelines.

32. There is no smoking, consumption of alcoholic beverages or controlled substances allowed in the market area.

### **Non-Compliance**

33. Any grievances regarding displays, product or conduct of vendor or vendor personnel shall be resolved following the **Market Grievance Form and Dismissal Guidelines**.

34. Any vendor may be dismissed by the Market Manager for failure to comply with the Operating Guidelines. **See Market Grievance Form and Dismissal Guidelines.**

### **Weather Policy**

35. Market Manager will cancel Market only if the roads are too icy or snow covered to drive safely. If the Market is cancelled, the Market Manager will attempt to contact vendors by cell if they are not yet in attendance at the market.

### **Market Management**

36. The Market Manager oversees the Market on Market days, having the authority to interpret and enforce these Operating Guidelines. In the absence of the Market Manager, a member of the Vendor Advisory Committee or the assistant will assume oversight on a market day.

37. The Market Advisory Committee includes citizens and vendors interested in the long-term existence and viability of the markets. The Committee supports strategic and grant planning, acts as advisor to the market manager and a committee member acts as liaison to the Chelsea Wellness Coalition. Contact the market manager if you are interested in being involved on this committee.

**Chelsea Farmers Market and Bushel Basket Market  
Vendor Grievance Form and Dismissal Guidelines**

The Market Manager has the right to deny or restrict any vendor or vendor personnel's access to the market for failure to follow the Operating Guidelines. Problems, complaints or concerns must be directed immediately to the Market Manager. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the Market Advisory Committee for settlement. Vendors who have disputes with each other are encouraged to work it out between themselves. If an arbitrator is needed the Market Manager will act as, or supply, a neutral party.

If the grievance involves the growth, raising, creation or other production of a product, the grieving vendor will write the suspected violation and give it to the Market Manager. It is highly encouraged to be thoughtful and intentional about a grievance, really holding the market mission in sight when filing.

The Market Manager shall take no more than two weeks to resolve grievances. All grievances will be handled accordingly:

- 1) For a first offense of the market rules a vendor will be asked to correct the situation. If it is not immediately corrected, they will be suspended for one week from market.
- 2) A second violation of the market rules will result in a written notice from the Market Manager to the vendor that states that they will be suspended from the market for the rest of the market season.
- 3) If a vendor has been suspended from the market for the season, they will be put at the bottom of the waitlist for the following season.
- 4) If a third violation occurs at any time, the vendor will be expelled from the market permanently.

The Markets strive 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 market manager have received a copy of the 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 markets, please supply the following information:

· Your Name: \_\_\_\_\_

· Phone Number: \_\_\_\_\_

· Email Address: \_\_\_\_\_

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

· Infraction(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

· Date of occurrence: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



