

CLARKSTON AREA FARMERS' MARKET

The Clarkston Area Farmers Market is a registered non-profit organization with the State of Michigan and subject to all the conditions thereof. This Market is managed by a Board that determines all aspects of its operation and is known as the Clarkston Area Farmers Market Board, (abbreviated as CAFMB or Market Board). The Market Manager supervises the running of the market and is accountable to the Board.

Mission Statement: The Clarkston Area Farmers' Market (CAFMB) was formed to serve the Clarkston area by providing high-quality produce that is fresh and locally grown as well as locally made products, while providing an opportunity for local farmers and producers to have an economic and social outlet within the Clarkston

POLICIES/RULES/REGULATIONS

1. HOURS OF OPERATION/ LOCATION:

- Saturdays from 9:00 a.m. to 1:00 p.m.
- Located at 6558 Waldon Rd. in the Renaissance High School parking lot, Clarkston, Michigan
- Open from the 2nd Saturday in June to the 2nd Saturday in October.
- Vendors must be set up and ready to sell by 8:45 a.m.
- Vendors are required to stay during the entire time the Market is open. If vendors need to leave early, notify the Market Manager.
- In the case of unsafe or inclement weather, the Market Manager will make the determination regarding closing the entire Market early.
- Should it be necessary to cancel the market in advance the Market Manager will attempt to notify all vendors by email and/or phone. A refund will be credited accordingly.
- All sales must be completed by 1:00 p.m and the Market area vacated by 2:00 p.m.
- Bathroom facilities will be open from 8:30 a.m. until 1:30 p.m.

2. ITEMS TO BE SOLD:

- Items for sale will be defined as Michigan grown* goods and produce which include the following: fruit, vegetables, edible grains, plants, trees, shrubs, cut flowers, dried flowers, herbs, apiary products, maple syrups, dried fruits and nuts, baked goods, dressings and sauces, jams and jellies, eggs and cheese; meat and poultry.
 - The following items may **NOT** be sold at the Market: Manufactured or factory made items and produce not grown in Michigan.
 - Craft or art items may be sold if approved by the Market Manager. Applicants must submit photos for review along with application. Vendors selling under a produce application may sell crafts thematically aligned with the market providing they do not exceed 10% of their sale goods.
 - All items sold at the Farmers' Market are subject to approval by the Market Manager.
- (* "Michigan grown" is defined as items grown in Michigan or purchased from growers in Michigan and not grown elsewhere.

3. VENDOR SPACES:

- **Vendor space will be the size of one plus parking spaces, approximately 10 feet x 12 feet in size. If assigned space is not being utilized to its fullest capacity, the space may be reassigned to a new vendor at discretion of the Market Manager.**
- **All contracted vendors must arrive before 8.30am OR CONTACT the Market Manager by 8:30 a.m. at the latest.**
- **Each vendor is allowed one vehicle per space. The vehicle must fit within the designated vendor space without obstructing consumer traffic.**
- **Vendors are limited to their own space and may not use any portion of the walkway for display purposes, as this must be kept clear for the free passage of pedestrians.**
- **Each vendor is allowed to apply for a maximum of three vendor spaces. (Note the rates for vendor spaces on the application).**
- **Vendors will not setup in vacant spaces without the permission of the Market Manager.**
- **NO SHOW POLICY –Prepaid vendors (Full & Partial Season) who decide not to occupy their space(s) for a particular market day must notify the Market Manager by 3 p.m. Friday the week of the market either by telephone or email. Failure to do so may result in a written warning and/or no refund. A second offense may result in contract cancellation and no refund. The Market Manager reserves the right to reassign any space reserved for vendors that is not being utilized. PREPAID contracted vendors do enjoy a discounted rate and shall not exceed four (4) approved absences or else contracts may be voided with no refund.**
- **WEEK-WEEK- Nonprepaid vendors are required to call or email the Market Manager at 248-505-6848 by Wednesday Noon preceding the Saturday of the market which they want to participate in if not indicated on the application. This is necessary to plan market space allocations and layout.**
- **NO SHOW POLICY- In the case of an emergency or unforeseen event which prohibits a vendor from attending the market, the vendor is required to notify the Market Manager either by email or phone. Failure to notify the Market Manager will result in space reassignment and a verbal warning. Subsequent unreported or frequent absences (3), may result in termination of contract and no refundable deposit returned.**
- **LATE POLICY- in the event of a vendor breakdown or similar delay causing situation, the Market Manager must be notified by phone, (248-505-6848), prior to 8.00 am on Market Day to hold their space. An acceptable late arrival may mean alternate booth space and hand carrying goods into the market. The Market Managers' decision is final in this regard in order to protect normal operation and safety of the market.**

4. **VENDOR REQUIREMENTS:**

- **A Clarkston Area Farmers' Market Application, signed dated and approved by either the Market manager or the Market Board.**
- **Individual vendors are responsible for their own specific liability coverage.**
- All vendors are responsible for their own sales tax license, licenses and permits as required by local, state and federal governments and will abide by all applicable laws. They shall also comply with all Michigan State requirements for labeling, health and safety as it applies to their products being sold. These requirements must be met before an application for permission to sell can be approved.
- Vendors may only sell goods for which they are approved on their application.
- **All produce vendors will complete the GROWER DOCUMENTATION FORM, signed. Should practices or product change, vendors are required to resubmit a revised form. The Clarkston Area Farmers Market Board may exercise the right to a farm inspection to verify that stated practices are bona fide.**

Useful websites and contact numbers

MI Department of Agriculture:	517/241-6666 (Food & Dairy Division or Pesticide Division)
Oakland County Department of Health:	248/ 858-1280
Department of Treasury:	517/ 636-4660 or www.michigan.gov/treasury
Sales Tax License	http://www.michigan.gov/taxes/0,1607,7-238-43529-154427--,

5. **DISPLAY OF GOODS AND PRODUCE:**

- **Displays must be neat and orderly at all times.**
- **Food items shall be displayed on a table or bench. Any food item placed on the sidewalk or ground must be enclosed in a container, i.e. box, basket, etc.**
- **Display tables must be freshly painted or covered with a clean cloth and in good repair.**
- **All products must meet Michigan Department of Agriculture packaging and labeling standards. No food and drink samples can be given away at the Market without proper food sampling precautions outlined from the Michigan Department of Agriculture. All vendors offering food samples are responsible for the safety of the food samples being offered.**
- **Displays shall not block the view of nearby spaces or create hazardous conditions to neighboring vendors. Items shall be contained within the lines of the space rented.**

- All Vendors are **REQUIRED** by the Market Board to have either a canopy, tent or awning over their vendor space at the market as well as own equipment such as tables, chairs, brooms and trash receptacle.
- Stakes may not be driven into the pavement, lawn, or dirt areas of the Market premises. All canopies and tents must be firmly weighted. Each vendor is responsible for damages incurred due to fly-aways of their display, canopy, inventory or covering.
- There is a very limited access to an electrical outlet at the Market. Only those usages of electricity approved by the Market Manager will be permitted.
- Cooking of food items on Market premises without prior Market Manager approval is prohibited.
- All items shall be labeled and prices displayed.
- Any produce or goods coming from another farm other than the vendors must be identified as coming from the sourced farm.

6. **PARKING:**

- Each vendor is allowed one vehicle per space dependent on booth location. The Market Manager will direct which spaces have parking and which do not. Other vehicles should be parked in the designated public parking lot. *No vehicles are to be parked in front of the school front entrance as that is a fire lane zone only.*
- Unloading of goods and produce must be completed and vehicles removed by 8:30 a.m. in order to avoid congestion caused by last minute arrivals.
- Public parking is available nearby for customers.
- Customers are **NOT** allowed to drive into the Market to pick up items.

7. **VENDOR NAME SIGN:**

- The vendor must provide a business sign that is clean and legible. It should include either the individual or business name as well as vendor city location. Other information on the sign may include address, phone number and product description.
- The display sign must be mounted in a prominent location at the vendors stand (truck mounted is satisfactory).
- Preferred vendor sign size is 24" x 18" with 1" tall lettering.

8. **REFUSE:**

- Each vendor must remove all waste and refuse from the Market space before leaving the Market. All boxes, bags, containers and other refuse shall not be left on site at the close of the day.
- The refuse containers provided at the Market are for Market customer use only. *Vendors must supply their own trash receptacle.*

9. **MISCELLANEOUS**

- **Solicitations are not permitted on Market walkways.**
- **No alcoholic beverages shall be consumed at the Farmers' Market or parking lot.**
- **Riding bicycles is not permitted on Market walkways.**
- **Dogs at the Market need to be leashed, licensed and have up-to-date shots. The Market Manager has the authority to ask the pet owner to remove their dog from the Market if problems arise.**
- **The Clarkston Area Farmers Market and its Board, Market Manager or Volunteers shall not be held responsible for any liability or responsibility relating to any damages or liability caused by the action of a vendor or associate at the located site.**

10. **EMERGENCY**

In the event of an emergency situation such as a fire, tornado, abnormal weather conditions or other factors while the market is setting up or in sessions, the Market Manager may determine a course of action involving cessation and/or evacuation in the interest of consumer and vendor safety. This shall be enforced immediately and all market activity will be terminated.

11. **ENFORCEMENT OF RULES:**

- **Market vendors must conform to the Market rules at all times.**
- **The Market Manager has the authority to enforce all rules. Any vendors failing to comply with the rules may be denied the opportunity to sell at the Market at the discretion of the Market Manager.**
- **The Clarkston Area Farmers Market Board reserves the right to reject a vendor application, if, in their judgment, the goods and produce are not compatible with the overall concept of the Market.**
- **Vendors are expected to act in a professional and courteous manner at all times. Disagreements with other vendors, managers, and customers must be handled in a respectful manner. Failure to adhere to these principles may result in suspension or termination of the vendor's privilege to sell at the Market.**
- **Failure to follow policies, regulations, rules and decisions of the Market Board and Market Manager may result in immediate and permanent removal from the Market with no refund.**
- **The Clarkston Area Farmers Market Board reserves the right to void contracts at any time for any reason. All decisions by the Board are final.**

12. APPEALS AND GRIEVANCES:

If a vendor has a grievance or feels the need to appeal a decision made by the Market Manager in person or by email, then a written account and reasoning should be mailed to the Clarkston Area Farmers Market Board for review within 30 days of the market closing. Send grievance to: Clarkston Area Farmers Market P.O. Box 1053, Clarkston, Mi. 48347).

Dated 11-07-2018, Clarkston Area Farmers Market Policy.docx