



Eaton Rapids Farmers Market

Operating Guidelines

May 26 - September 30, 2021

General Information

- The Farmers Market will be held every Wednesday (May-September) from 3pm - 6pm and every Saturday (May-September) from 9am - Noon. The market is located at 114 Hall Street, at The DDA Hall Street Lot. Vendors must be set up and ready for sales by the opening of the market. The drive into the vendor area will be blocked 10 minutes prior to opening and cars will not be allowed to enter. Vendors are also expected to be open for business the entire advertised time, weather permitting.
- **ALL supplies must be unloaded half hour before start of market.**
- Drop off all supplies, park across Hall Street in the city lot, come back to spot to set up.
- Vendors must contact Market Manager at least one hour before market open if they are unable to attend the market.

Antiques/Vintage Dealers

- To qualify as an antiques/vintage dealer, products will be limited to antiques and vintage items. This is not a venue for "garage sale" or general "flea market" items. Dealers must agree to remove any articles The Farmers Market committee does not deem appropriate. Please submit photos with application.

Arts & Crafts Vendors

- All products shall be deemed homecrafted by you. Products handmade in another region or country and shipped in are not included in the definition of homecrafted. If a vendor sells both homecrafted and manufactured products, over 60% of the vendor's booth is to be dedicated to the homecrafted items. Vendors must agree to remove any articles The Farmers Market committee does not deem appropriate. For vendors under agreements with national branding, the national branding limits on vendors within a region/market apply. Example: Acme Brands limits 1 branded vendor within a 20 mile radius. Vendors under a national branding agreement will be first come, first served.

Produce, Baked Goods, Meat and Poultry

- All produce must be grown by the vendor. Produce may be sold by an employee of the vendor.
- Produce or products labeled "organic" must have been grown or raised on farms with organic certification. This certification must be provided at the time of application.

- Processed foods are any food product not sold in its natural raw state such as; cheese, breads and baked goods.
- Canned foods, except jam, are not covered by the Cottage Food Law and therefore must follow the rules and guidelines from the Health Department. Please go to the Cottage Food Law guidelines on the MDARD website for all the applicable foods under the Cottage Food Law.
- All meat and egg products must be properly refrigerated/frozen and properly labeled. Only products raised by the vendor may be sold.
- Meat must have been processed at a USDA inspected facility.
- Poultry must be processed at a USDA or MDA inspected facility.
- Vendors selling eggs must comply with USDA rules if applicable to the vendor.
- The market manager holds the right to visit any vendor on a predetermined date to inspect produce, crafts, products, etc. Required licenses and certifications must be provided to the market manager.

Stall Fees

- Vendors can purchase a full season pass for one stall for a fee of \$50, and each additional stall for \$10. When the area is full, no additional spaces will be sold. Electricity is in limited supply for the area and vendors must supply all electrical cables to connect to outlets. Full season passes must be paid in full by the end of the market day on July 15. There will be a \$25 late fee if not paid in full by June 12, 2020. \$10 deposit is due when application is turned in. Spots will not be held until application and deposit has been made.
- Daily vendors can purchase a stall in the pavilion at a rate of \$5. Daily vendors must contact the market manager by close of business on Monday to reserve their spot for the following Wednesday; and close of business on Wednesday for their spot for the following Saturday.
- There will be NO vendor drop-in or nonregistered vendors allowed to participate.
- No refunds or prorated passes available.

Stall Fees

- A space is generally defined as a 10' x 10' area. Seasonal vendors will be assigned a permanent spot in the area. Vendors must notify the Eaton Rapids DDA in the event they are unable to participate. Contact information is on page 4 of this document. **If a seasonal vendor has 2 no call/no show days, they will forfeit their permanent spot and may attend the market on a first come first served basis.**
- Vendor is responsible for any tables, tents, extension cords and other items needed for display.
- All tents and canopies must be weighted down. Staking is permitted.



Signage & Labeling

- Vendors must clearly display their name or business and post prices for all items being sold.
- Certifications and licenses must be posted during market hours.
- Vendors that accept assistance programs, must display program signs.

Applications

- All new and returning vendors must complete an application.
- Products which the vendor plans to sell must be listed on the application and approved by the market manager. **Additional products brought to the market which were not listed will not be able to be sold until approved by the Eaton Rapids DDA.**
- All vendors must provide copies of the appropriate business licensing and insurance information with their application, i.e., certificate of assumed name (DBA), sales tax license, nursery license, proof of insurance, liability waiver, etc.

Market Regulations

- Vendors are responsible for cleaning all trash and waste within and around their stall.
- Vendors are not allowed to smoke in the market stalls.
- Vendors must wear appropriate clothing at all times. Shoes & shirts must be worn during market hours.
- No political solicitation is permitted on market grounds.
- Solicitation and the distribution of unrelated market products are not permitted.
- Animals/pets (Except service animals) are not allowed in the market areas with vendors (owners) during market hours of operation.
- Any violation of these rules or guidelines can result in the termination of involvement of the vendor in the Farmers Market.
- Vendors are required to present either a copy of general liability insurance coverage, listing the City of Eaton Rapids, Eaton Rapids DDA, and the Eaton Rapids Farmers Market as additional insured **OR** sign a waiver of liability to keep on file in the DDA office. We strongly encourage vendors have their own liability insurance. The Farmers Market, DDA, and/or City of Eaton Rapids are not responsible for any injury, mishap, damage or loss on any vendor stall/area or because of a product or stall component of the vendor.

Contact information:

Eaton Rapids DDA - 517-663-8118 x8157 or smithj@cityofeatonrapids.com

Please e-mail application to: smithj@cityofeatonrapids.com

OR

Mail to Eaton Rapids DDA, 200 S. Main St., Eaton Rapids, MI 48827

Eaton Rapids Farmers Market Membership Agreement

In an effort to create an environment conducive to a community gathering space where the public and vendors feel welcome and invited, the undersigned agree to the following:

Commitment from Management

Governance and long-range planning

Vendor support

Programming

Facilities upkeep

Marketing

Commitment from Vendors:

Consistent attendance

Participation in activities

Communication

Booth upkeep

Vendors must display a positive attitude toward the Farmers Market, other vendors, customers, and the Market Manager. Any concern with any of those entities may be addressed off premises. If the concern is with the Market Manager, the vendor may contact The DDA Board Chair, or a member of the Economic Vitality Committee. The contact information is listed on the DDA website at cityofeatonrapids.com

At no time will the customers of the market be subjected to any disparaging conversations about the market, another vendor or the market manager. If this occurs, a vendor may be asked to vacate the premises and readmission to the market will be reviewed by The Eaton Rapids DDA Board.

I grant to the Eaton Rapids DDA, its representatives, volunteers, and employees the right to take photographs of me and my property at the Eaton Rapids Farmers Market. I authorize the Eaton Rapids DDA its assigns and transferees to copyright, use and publish the same in print or electronically.

I agree that The Eaton Rapids DDA may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.

I have read and understand the above:

Vendor signature: _____ Date: _____

Print name: _____

Market Signature: _____ Date: _____

Print name: _____





Vendor Application

Application Fee - \$5.00 (applies toward vendor stall payment).

Season: May 26 through September 30

Date of Application: _____

Applying as ☐ Seasonal Vendor ☐ Daily Vendor
Wednesday 3:00 pm - 6:00 pm
Saturday 9:00 am - Noon

1: APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Address: _____

Phone: _____

Cell Phone: _____ (on market days)

Email: _____

2: PRODUCT DESCRIPTION

Please check all products you intend to sell at any point during the season:

	USDA Certified Organic?	Ecologically Grown? (Organic but not certified.)	Required Items (Attach copies to application.)
☐ Produce	☐ Yes ☐ No	☐ Yes ☐ No	Business License; Organic Certification (if applicable)
☐ Flowers/Plants/ Trees	☐ Yes ☐ No	☐ Yes ☐ No	Business License; Michigan Sales Tax License; Nursery Stock or Grower's License (for perennials, shrubs, etc)
☐ Processed/ Baked Goods	☐ Yes ☐ No	☐ Yes ☐ No	Business License; Food Establishment License (unless selling under cottage food law)
☐ Meat/Eggs/Poultry	☐ Yes ☐ No	☐ Yes ☐ No	Business License; Organic Certification (if applicable)
☐ Art			Business License; Michigan Sales Tax License
☐ Other (specify)	☐ Yes ☐ No	☐ Yes ☐ No	
☐ Participate in EBT?	☐ Yes ☐ No		Food items such as fruits and vegetables. Fruit/Vegetable bearing plants, jams, eggs, etc.

3: ATTACHMENTS

- ☐ A list of products available to consumers at the Eaton Rapids Farmers Market
- ☐ Copies of appropriate business licensing, i.e.: certificate of assumed name (also known as your "DBA" or "doing business as" name), articles of incorporation, sales tax license, and/or certifications.
- ☐ All vendors must carry liability insurance with coverage of at least \$500,000, or sign a hold harmless agreement, naming the City of Eaton Rapids, the Downtown Development Authority, and the Farmers Market as parties held harmless.
- ☐ Vendor fee (cash or check only) to the Eaton Rapids DDA.

Vendor Application

Season: May 26 through September 30

Wednesday 3:00 pm - 6:00pm

Saturday 9:00 am - Noon

4: STALL RENTAL COMMITMENT

The size of each stall is approximately 10 feet wide by 10 feet deep (as space provides). Tents will be permitted. Designated walkways must be kept clear. Multiple stalls can be purchased. By checking the options below, you are committing to 90% of market dates for seasonal vendors or all dates indicated for daily vendors.

Number of Stalls: _____

Wednesdays ☐ C. Seasonal - \$50 plus \$10 per additional stall

☐ D. Daily - \$5 per day per stall Total # Dates: _____

List dates for Wednesday June through September you want to vend:

Saturdays ☐ E. Seasonal - \$50 plus \$10 per additional stall

☐ F. Daily - \$5 per day per stall Total # Dates: _____

List dates for Saturdays June through September you want to vend:

Fees Calculation Worksheet

C. Stall(s) Fee = \$ _____

D. Stall(s) Fee = \$ _____

E. Stall(s) Fee = \$ _____

F. Stall(s) Fee = \$ _____

(Add lines A-F)

TOTAL DUE = \$ _____

5: APPLICANT CERTIFICATION AND UNDERSTANDING

The undersigned Applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant's knowledge and belief. Verification of any of the information contained in this application may be obtained from any source. Seasonal vendors are assigned a permanent stall for the season. Priority in the selection of stalls is given to the full-season vendors who have paid their seasonal vendor fee in a timely manner. The assignment of a seasonal stall is at the discretion of the Market Coordinator. There is not reserved parking for vendors. General rules of parking must be followed at all times.

By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in the **Farmers Market Operating Guidelines**. I further understand that should I fail to comply with these specific guidelines, my participation in the Farmers Market could be terminated.

Applicant Signature: _____

Date: _____