

2010 MILFORD FARMERS' MARKET

VENDOR RULES AND REGULATIONS

Market Hours and Dates

Our Farmers Market is held on Thursday afternoons from 3PM to 8PM, beginning May 6th, and ending October 21st.

Vendor Logistics

- Vendor spaces are 12ft X 12ft (Artisans/Value Added Products) or 24ft x 12ft (Farmers/Flower sales) and will be assigned at the beginning of the season.
- Vendors are responsible for set-up and clean-up, set-up will begin at 1:00pm, All vendors must be checked in and set-up no later than 2:45pm.
- Vendors must supply their own equipment (examples: tent, chairs, tables, etc.)
- Vendors are responsible for keeping their space attractive during market hours and **for cleaning up their space after the market closes, including removal of garbage and sweeping up all debris**. Vendors whose products generate waste must provide covered trash containers for customer use.
- Vendors must provide appropriate containers for water, and follow all health code regulations when handling produce and prepared foods.
- You may specify which weeks you would like to participate, as full season commitments are not required. Further, empty spaces will be available on a first-come, first-serve basis on the day of market. Remember, copies of all required licenses and permits must be presented!
- There will be no access to public water or electricity.
- We are committing to being a green market and ensuring that all environmental aspects are considered in the planning execution of our Market. We are approaching our events with a pollution prevention perspective, in order to reduce their overall environmental impact. Please keep this in mind as you plan for the market season. We welcome you and your consumers to use our Market bags and try not to use plastic containers and bags.

Vendor Guidelines

- All vendors must carry liability insurance that covers them off-premises.
- All food and food products offered for sale shall be from sources approved or considered satisfactory by the Oakland County Health Department and the Michigan Department of Agriculture.
- All vendors shall post a sign no smaller than (8 ½ x 10) with their name, location of their business at their stall (all signs are subject to the approval of the Market Manager).
- All food and products offered for sale at the Market must be grown in Michigan or made by the vendor who offers the person(s) listed on the vendor application.
- M.F.M. has final approval of sale items. Vendors will be contacted at the time of approval and it will be determined which items will be permitted at market.
- M.F.M. has the right to terminate vendor participation at its sole discretion. No refunds will be given in the event of termination.
- The receipt of an application is not a contract between the vendor and the M.F.M. It does not guarantee your participation.
- Upon acceptance to the market, a finalized product list must be supplied to M.F.M., after which point all changes must be approved by the M.F.M.
- It is against M.F.M. policy to supplement your products with any that are produced by others not listed on your vendor application.

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- All vendors will be required to provide a product list with prices at the start of the season, and update those prices as often as necessary. No price changes are allowed on day of market.
- All Organic products for sale at your space must display a sign, at least 4"x6", identifying it as certified or local organic. This is to assure that proper product labeling protects the producer & consumers from false advertising.

Vendor Fees

- Booth fee is \$20.00 per week for *one* space.
- Day of Market fee \$25.00 per day for *one* space* (*First-come, First-serve basis and Must have all required documents at the start of market day*) [**Subject to availability*]
- Pre-payment option, 6-12 weeks for a fee of \$17.00 per week for one space.
- Pre-payment option, 13-22 weeks for a fee of \$14.00 per week for one space.

Artisans

- Please follow the above mentioned Vendor Rules and Regulations.
- Additionally, you must submit 2 photos of your work. (If you wish your photos to be returned, please submit a self-addressed stamped envelope with your application.)

Non-Profit Organizations

- Please indicate on your Vendor application if you are a non-profit organization so that we can forward it to our Non-profit department, email us at mfm.nonprofitorg@gmail.com
- Non-profits will receive a total of 1-2 stalls a week that will be sponsored by one of our local Milford businesses.

Compliance with Government Regulations, Food Samples/Vendors, and Organic Certification

- Vendors are responsible for complying with the state and local health department and licensing regulations governing the production and sale of their products. If applicable, vendors are responsible for reporting and collecting all sales tax. Vendors must have all required permits and/or licenses and provide copies of said documents to the Market prior to the start of market day. Examples include plant/nursery licenses and licensed kitchens for processed foods. Vendors of certified organically grown produce must have a copy of current organic certification. Vendors who fail to comply with applicable state, federal and local regulations may be subject to removal from the market and forfeiture of stalls fees.

For additional information regarding certifications, permits and/or licenses, contact:

Organic Certifications

Colleen M. Collier
Michigan Department of Agriculture
P.O. Box 30017
Lansing, MI 48909
Ph) 517-373-0280

Michigan Weights and Measures

Michigan Weights and Measures Association
940 Venture Lane
Williamson, MI 48895
Ph) 517-655-8202
website: www.michigan.gov/wminfo

Food Safety

Michigan Department of Agriculture
Food and Dairy Division
Cadillac Place
3066 W. Grand Blvd. 3rd Floor, Suite 300
Detroit, MI 48202

Oakland County Health Department

Environmental Health Department
Temporary Food Establishment License
1200 N. Telegraph Rd.
Pontiac, MI 48341-0432
Ph) 248-424-7028

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Ph) 313-456-1300

Pesticide and Plant Pest Management Division

Ph) 313-456-1360

Website: www.oakgov.com/health

PAYMENTS

Mail payments to:

Milford Business Association
Attn: Milford Farmers' Market
P.O. Box 142
Milford, MI 48381

Checks payable to:

Milford Business Association

Memo section: Milford Farmers' Market

Milford Farmers' Market Email Addresses and Contacts

- Vendors Information - mfm.vendorinfo@gmail.com
Lena, Ph) 248-496-7056 or Z, PH) 313-999-1165
- Inquiries - mfm.inquiries@gmail.com – Linda Lowe
- Non-profits Organizations - mfm.nonprofitorg@gmail.com – Janine Rudzki, Ph) 248-684-9340