

**VENDOR RULES AND REGULATIONS**

**Market Hours and Dates**

Our Farmers Market is held on Thursday afternoons from 3PM to 7PM, beginning May 9<sup>th</sup>, and ending October 3<sup>rd</sup>, rain or shine.

Market Hours will be from 3PM to 7PM

**\*EXCEPTION: Thursday, July 4 2019 – there will NO MARKET, Enjoy the Fourth**

**\*EXCEPTION: Thursday, August 8, 2019 – Due to Milford Memories there will NO MARKET**

**Site Logistics**

- Vendor spaces are 10ft X 10ft (Artisans/Value Added Products) or 20ft x 10ft (Farmers/Flower sales) and will be assigned on a week-to-week basis.
- Vendors are responsible for set-up and clean up. Set-up begins at 1:00pm; all vendors must be checked in and set-up no later than 2:45pm (All vehicles moved off site).
- Vendors must remain on site for the entire market (i.e. 7PM.)
- Vendors must supply their own equipment (examples: tent, chairs, tables, etc.)
- **ALL TENTS MUST BE WEIGHTED DOWN!!**
- 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 and remove trash from site – NO onsite garbage.
- Vendors must provide appropriate containers for water, and follow all health code regulations when handling produce and prepared foods.
- Access to public water or electricity is not guaranteed.
- We welcome you and your consumers to use our Market bags and try not to use plastic containers and bags.

**Insurance, Licensing and Permits Guidelines**

- Vendors that do not possess liability insurance must notify Market Manager.
- 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 food and products offered for sale at the Market must be grown locally, made by the vendor, or by the person(s) listed on the vendor application.
- M.F.M. has final approval of sale items. Vendors will be notified if it is determined that specific items will not be allowed for sale at the 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. If you falsify your vendor application your right to participate may be revoked.

**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**

Antonio Castro-Escobar  
Michigan Department of Agriculture  
P.O. Box 30017  
Lansing, MI 48909  
PH) 517-284-5659

**Michigan Weights and Measures**

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

**Food Safety**

Michigan Department of Agriculture  
Food and Dairy Division  
P.O. Box 30017  
Lansing, MI 48909  
Toll-free PH) 1800-292-3939

**Oakland County Health Department**

Health Division: North Oakland Center  
Temporary Food Establishment License  
1200 N. Telegraph Rd. Bldg. 34 East  
Pontiac, MI 48341-0432  
PH) 248-858-1280  
Website: [www.oakgov.com/health](http://www.oakgov.com/health)

**Labeling, Signage and Pricing**

- All price lists must be supplied to market manager on request. No price changes are allowed day of market.
- **All vendors shall post a sign no smaller than (8 ½ x 10) with their name & location of their business (all signs are subject to the approval of the Market Manager).**
- **Vendors whom fall under the Cottage Food Law are required to follow proper labeling guidelines [for more information please visit <http://michigan.gov/mda> (click on Cottage Food Law)] in addition Cottage Food Law vendors must provide all required documents and vendor guidelines before being accepted into the market.**
- As a courtesy to customers, please specify which fruit & vegetable products are:
  1. Organic, certified
  2. Local organic
  3. Not your own (must be labeled with a clearly visible sign that states the product's point of origin).

**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.)

### Vendor Fees

We are asking all returning seasonal vendors to return your applications by **March 29, 2019**. After **March 29, 2019**, spaces will be filled at the discretion of the Vendor Coordinator. Request for specific locations will be considered and will be assigned by the Vendor Coordinator, giving weight to full-season and pre-paid vendors.

**If you are accepted as a vendor at the market and you decide to pre-pay, your payment will be due within 30 days of your invoice date. Payments received later than 30 days from the invoice date are subject to a late penalty.**

- Any "walk on" vendors must provide all required documents before start of market and uphold all vendor guidelines.
- **Only prepaid vendors and reservation agreement vendors *IN GOOD STANDING* are guaranteed space**
- **Reservation Agreement:** Vendors that make a commitment of 11 weeks or more, but want to pay week to week, will be charged a flat fee. A market representative will come around and collect your fee weekly.
- **Booth fee:** is \$20.00 per week for *one* space.
- **Pre-payment option:** 6-10 weeks for a fee of \$16.00 per week for one space.
- **Pre-payment option:** 11-20 weeks for a fee of \$14.00 per week for one space.
- **Reservation Agreement:** for a flat fee of \$17.00 per week for one space.

### Attendance at the Market

**Cancellations and No Call-No Show (NCNS): Cancellations must be received by 11 PM the night before market. Because the market is rain-or-shine, late cancellations due to weather conditions are not acceptable.**

- **Prepaid Vendors –If we receive more than 3 late cancellations, or two no-call no shows, vendor coordinators reserve the right to terminate vendor participation. (Prepaid vendors fees will not be reimbursed for no-shows OR late cancellations, but upon termination, the remainder of pre-payments will be returned).**
- **Reservation Agreement Vendors– Same as above, and a penalty of *FEE \$5.00 to be paid on next market day (not contingent on the weather).***
- **"Walk on" Vendors- Any No Call No Shows are subject to cancellation of any/all future market dates.**

### Milford Farmers' Market (MFM) EBT Bridge Card (Food Stamp) Token Program and Reimbursement

*[PLEASE REFER to the Vendor Agreement: EBT Bridge Card (Food Stamp) Tokens]*

- **ALL Vendors with the exception of Artisans will need to complete the required vendor agreement for both SNAP and Double UP.**
- **Reimbursement Payments will be at the beginning of each month following a month of collected tokens (Example: If you collect and tokens in the Month of May you will get your reimbursement the 1<sup>st</sup> market day in June)**
- Vendors may be asked to report their sales figures anonymously, at the end of the season. This will help the market when applying for the program the following year and help us with tracking the economic impact the market is having on the citizens of Milford and the surrounding community.

**Milford Farmers' Market**  
**www.milfordfarmersmarket.org**

**PAYMENTS**

**Mail payments to:**

Milford Farmers' Market  
C/O Z White  
2203 Browning St  
Ferndale, MI 48220

**Checks payable to:**

**Milford Farmers' Market**

**Milford Farmers' Market Email Addresses, Website**

- [www.milfordfarmersmarket.org](http://www.milfordfarmersmarket.org)
- Vendor Information - [mfm.vendorinfo@gmail.com](mailto:mfm.vendorinfo@gmail.com)
- Inquiries - [mfm.inquiries@gmail.com](mailto:mfm.inquiries@gmail.com)
- Non-profits Organizations - [mfm.nonprofitorg@gmail.com](mailto:mfm.nonprofitorg@gmail.com)
- Volunteer Information/Kids Activities - [mfm.volunteer@gmail.com](mailto:mfm.volunteer@gmail.com)
- Events – [mfm.eventsinfo@gmail.com](mailto:mfm.eventsinfo@gmail.com)