



# Clinton Farmers Market

From Our Farms For Your Family

## Procedures & Policies

### 1. Purpose

The Clinton Farmers Market is an open-air outdoor market that enhances and improves community life by bringing Clinton and surrounding area residents, local growers and producers together. The market will provide an opportunity to purchase fresh farm-grown product and other agricultural related and healthy living items and products made locally.

### 2. Operations

- a. **Location:** 114 Jackson Street, next to the Clinton Fire Department and across the street from the Clinton Library.
- b. **Days of Operation:** The 2016 Clinton Farmers Market will run May 20nd through October 7th on Fridays.
- c. **Hours of Operation:** The market will be open to the public from 3 p.m. to 6 p.m.

### 3. Produce and Products Sold

- a. **Value Added/ Non-Produce Products:** Must be created or produced by the vendor. The resale, of goods that are buyer direct, repurposed, manufactured, wholesale or promotional materials is prohibited.
- b. **Product Addition:** Vendors are not permitted to add additional products outside of the products listed on their application without approval prior to bringing them to the market.
- c. **Organic Produce:** Products grown organically and registered with the USDA Growers should label organic produce in accordance with the FDA regulations and display their updated "Certified Organic" certificate. You can say "no pesticides or chemicals used". You cannot say "organic or organically grown" unless you are Certified Organic by the FDA.
- d. **State Law:** Vendors are required to comply with all Michigan Department of Agricultural, Cottage Food Law and Lenawee County Health Department or other agencies rules and regulations.
- e. **Dairy:** The sale of non-pasteurized milk is prohibited.

### 4. Licensing and Insurance

- a. Vendors must provide a certificate of insurance  naming The Village of Clinton as additional insured for \$500,000.
- b. If selling products that require a license or certificate, the vendor must submit a copy of each license or certificate with their original market application.

### 5. Display

- a. Items must be displayed within the assigned stall space. The Market Manager may give approval to display outside of the assigned space for special seasonal items or occasions.
- b. **Labeling:** All products must be clearly labeled with name and price.
  - **Organic Growers** should label organic produce in accordance to FDA regulations and display their updated "Certified Organic" certificate.
  - **Cottage Food Law** products must follow guidelines outlined for labeling in the Cottage Food Law.
- c. **Booth Signage:** Vendors are required to post a sign on the front of their tent that states the vendor's name and the name and location of their farm.
- d. **Product Signage:** Signage should be clear with name of product and price. It should also be appealing and keep with the character of the market. (See examples)



- e. **Prices:** Vendor is responsible for pricing goods at fair market value. Prices need to be clearly visible.





## 6. Stalls

- a. **Stall assignment:** Vendors who participate for the entire season will be given a special stall assignment. Application to move out of assigned stall must be approved by Market Manager. Your stall space is not permanent and may be reassigned. If vendor is absent on a market day another vendor may use the assigned spot only if given permission by Market Manager.
- b. **Seasonal stalls:** Stalls will be available to encourage seasonal vendors such as: berries, pumpkins, apples & honey. All paperwork must be submitted prior to market day for approval and vendor will be notified the Wednesday before market if space is available. Preference will be given to vendors who sell seasonal products or items not already offered at the market.
- c. **Stall size:** The size of a vendors stall is 10x10 feet and does not include space for a vehicle.
- d. **Tents & supplies:** Vendors must provide their own 10x10 tent, tables, chairs, signs and display. Tents must be anchored by heavy weights and used at ALL times. Drilling into the pavement or attaching your tent to the pavement is NOT allowed for any reason. You MUST have a tent.
- e. **Neatness:** Each vendor is expected to clean their area at the end of the day and keep their area clean and attractive during the market.
- f. **Set-up:** Vendors will be allowed to set-up from 1:30 p.m. to 2:30 p.m.. Any vendor that arrives later than 2:30 p.m. their stall may be reassigned. Vendors must be ready to sell at 2:45 p.m.
- g. **Vendors must remain open until the close of the market.** Vendors will not be allowed to leave or pack-up early. In the event of dangerous weather the Market Manager will notify vendors of early closing.

## 7. Site Rules

- a. No parking in stall space
- b. No pets will be permitted in market area. Vendors are NOT allowed to bring dogs or other pets with them to the market.
- c. The market PROHIBITS smoking in the market area. Vendors are NOT allowed to smoke around or in their tents.
- d. There is NO electricity provided.
- e. Dumping of produce in market garbage cans is prohibited. Vendors are required to take any remaining products with them.
- f. Vendors are responsible for bringing their own cash box and providing change to their costumers.
- g. Vendors are responsible for paying their own sales tax.
- h. Any produce or food products at the end of market that vendors would like to donate will go to the local food pantry.
- i. Marketing for the market is a joint effort. Vendors are encouraged to help promote the market by word-of-mouth, distribution of fliers at other markets they may participate in, creating links to market from vendors website or social media sites, etc.
- j. Engaging and being respectful to customers, having an attractive stall display, selling quality items, educating customers on products being sold and representing the Clinton Farmers Market in a professional manor are all encouraged strongly.

## 8. Grievances:

- a. Grievances with another vendor or the market should be put in writing and given to the Market Manager in a timely manor. The Market Manager will consider the complaint and make a decision.

