



## ***DOCUMENTATION REQUIREMENTS FOR VENDORS***

The Meridian Market seeks to ensure a standard: that all products that are sold at the market are of the highest quality, are raised or made by the vendor or are otherwise identified.

The documentation requirements you will need to follow can be found under the following headings. Many vendors will fit in one category and some may need to provide documentation under multiple categories, depending on the products they carry:

- I. Vendors Selling -PRODUCE (FRUITS, VEGETABLES, MUSHROOMS ETC)**
- II. Vendors Selling - MEAT, FISH/SHELLFISH, EGGS & SOME DAIRY**
- III. Vendors Selling - VALUE ADDED/PROCESSED PRODUCTS**
- IV. Vendors Re-Selling PRODUCTS PURCHASED FROM A MICHIGAN PRODUCER**
- V. Vendors Selling - UNIQUE OR EXOTIC ITEMS (Originating outside of Michigan)**
- VI. Vendors Selling/Providing - CRAFTS, ARTISAN ITEMS & SERVICES**
- VII. Vendors Operating Under a PARTNERSHIP**
- VIII. Requesting an EXEMPTION (to some rules & requirements)**

Finally, there is a short section addressing how these new rules will be applied to vendors who attended the market prior to the 2003 requirement for vendors to *"to grow or produce 100% of what they sell or bring to The Market."*

### **IX. SENIOR VENDORS AND NEW REQUIREMENTS**



## Meridian Township Farmers' Market 2022 Documentation Requirements

Page 2 of 6

### I. Vendors Selling -PRODUCE (FRUITS, VEGETABLES, MUSHROOMS ETC)

As of May 2021 Produce vendors are required to maintain documentation for ALL the sources of products they bring to market.

STEP 1: Refer back to the "Vendor Products List" (p. 3 of the application) and for all items you marked as "**Raised/Grown by Us**", please:

- a. For annual vegetables provide with your application or electronically copies of all receipts/on-line purchases in your business's name for all 2022 seed, bulb, plant stock & and transplant purchases for crops you plan to bring to market.
- b. For seed held over from prior years - Please use the *Product Sourcing Form* (p. 6 of the Application) to provide with your application additional information about crops you plan to bring to market Raised/Grown by you from seed purchased in a prior year.
- c. For perennial crops & fruit provide with your application or electronically demonstration of plant ownership & management through documentation of expenses related to plant trimming, sprayer contracting, purchases of pest management chemicals, harvesting expenses or other management/ ownership costs OR [ ] REQUEST A SITE VISIT

STEP 2: Refer back to the "Vendor Products List" (p. 3 of the application) and for all items you marked as "**From Other Source**", please use the *Product Sourcing Form* (p. 6 of the Application) to provide with your application additional information about crops you plan to bring to market through:

- d. Contracts or arrangements for plants or crops grown by another farmer noting quantity & who grew them for you.
- e. Products you expect to wild harvest/forage (See NOTES below)
- f. Purchases you expect to make directly from another farmer (not wholesale auction etc) during the season noting the farm you plan to purchase from. (See NOTES below and Rules p.3 for NEW requirements for Michigan Sourced product purchases)

#### NOTES:

- **Wild Harvested/Foraged items** – Require licensure/certification–SEND WITH APPLICATION
- **Michigan sourced produce** - NOW requires use of the Michigan Sourced Produce Form (See p.17 of Vendor Rules) which MUST be submitted by email or text image to the Market Manager prior to arriving at Market with the product OR you may not sell that product AND Farmer Direct items will be limited to 20% of your stall space AND will need to be labeled MICHIGAN SOURCED FROM (NAME OF FARM) on a sign provided you by The Market. (See Signage information in Rules p.)

To be clear – "direct from another farmer" **does NOT include produce raised by farmers and sold at auction or purchased at or through a wholesale operation.**

### II. Vendors Selling - MEAT, FISH/SHELLFISH, EGGS & SOME DAIRY

As of May 2021 Meat, Fish, Shellfish & Egg Vendors are required to have documentation of ALL the sources of products they bring to market. All vendors offering meat/fish/eggs, and farmstead dairy products must:

- 1) Provide with your Application, a copy of one (1) product label for each of the processor(s) you work with. Please provide the name and contact information for each processor on p.7 of the Application if it is NOT on the label.
- 2) Briefly describe in the Product Sourcing Form (p.6 of the Application) how and where animals are raised/harvested, animals on hand and number expected to bring to market this season, if known.
- 3) Provide copies of all licenses or permits and descriptions of any necessary inspections related to raising, storing, processing or retailing products

***USDA requires that the vendor/business who direct markets meat or eggs be the owner/producer of the product, IF NOT additional licensing is required. MDARD processed meats can only be directly sold by producer.***

---

### III. Vendors Selling - VALUE ADDED/PROCESSED PRODUCTS

(Includes: baked goods, hot food vendors, drink vendors, jams, jellies, dairy products, jerky, pickled, dried, canned, blends/mixes & other processed foods of any kind).

To better understand what is being served to the public through the market, we would like to take the step of ensuring the safety, quality & nature of the products served. Requirements are:

- 1) Submit, with your Application, labels and ingredients lists for three (3) products you make.
- 1) A brief description of your production process, including – how, where and when you make the product, typical quantity and where else you sell it (this will help us direct customers). **Provide this on p. 7 of the Application or on a separate sheet.**
- 2) Licensed Vendors will need to provide proof of current license(s)
- 3) All vendors will be held accountable for labeling if their products contain any of the following allergens. This means that items like “crust” or “chocolate chips” or “oil” or “spices” or “natural flavors” need to be backed up with a determination that such items DO or DO NOT contain any of the following to the best of your knowledge:

The 14 allergens are: **celery, cereals containing gluten** (such as wheat, barley, oats), **crustaceans** (such as shrimp, crabs and lobsters), **eggs, fish, lupin, milk, molluscs** (such as mussels and oysters), **mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites** (if they are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

*NOTE: This also applies to additives, processing aids and any other substances which are present in the final product.*



- 4) Vendors under Cottage Food Law must label products as follows (at a minimum):
- Full name and home address of the person who made it (because that is where the food item must have been made)
  - Ingredients
  - Net weight or volume
  - Allergens [usually listed as “Contains: example, example”]
  - The following statement: “Made in a home kitchen that has not been inspected by the Michigan Department of Agriculture and Rural Development.”
- 5) **NEW** – ALL “Value Added Product” Vendors MUST have ingredients lists for ALL PRODUCTS brought to Market on a given day, on hand at all times.
- 

#### IV. Vendors Re-Selling PRODUCTS PURCHASED FROM A MICHIGAN PRODUCER

Selling/Re-selling of products NOT made or raised by the vendor/business is allowed with limitations. Documentation needed by these vendors is as follows:

1. For **Produce sourced from a Michigan farmer** - see Part I of this document – “Vendors Selling PRODUCE” for documentation requirements.
2. For **All Other Food Purchases from a Michigan Producer** *follow these steps:*

STEP 1: Refer back to the “Vendor Products List – Parts 2 & 3” (p. 4-5 of the Application) and for all items you marked as **“From Other Source”**, please use the *Product Sourcing Form* (p. 6 of the Application) to provide the source and contact information for items or groups of items from each Michigan producer you are/will be sourcing from.

STEP 2: Provide copies of a Food Retail and any other required licenses needed to re-sell at the Market.

STEP 3: Fill out the Exemption Request Form (p.16 of the Rules) for the items you desire to bring to The Market on a limited basis (maximum 20% of booth space for a limited duration of time)

**NOTE: Michigan made** does not include repackaging or simply cutting/resizing a product within the State of Michigan. Making must result in changes to the quality, taste or other aspects of the product through cooking, combining, ageing etc.

---

#### V. Vendors Selling - UNIQUE OR EXOTIC ITEMS

Meridian Township Farmers Market has long allowed the sale of unique or exotic items, not necessarily produced in Michigan or by the vendor, at the market manager's discretion. **Examples**

**may include:** the sale of imported and/or exotic cheeses, butter, olive oil and coffee beans.

For food safety and transparency reasons, as of May 2021, vendors applying who carry unique (one of a kind) products or those that come from outside Michigan must provide additional information about product sourcing, meet requirements for uniqueness and will be required to provide enhanced origin labeling to customers – (see p. 10-11 of Rules for “Product Signage: Unique or Exotic Items”)

For **All Unique or Exotic (out of State) Food Product** follow these steps:

STEP 1: Refer back to the “Vendor Products List – Parts 2 & 3” (p. 4-5 of the Application) and for all items you marked as “**From Other Source**”, please use the *Product Sourcing Form* (p. 6 of the Application) to provide with your application source and contact information for items or groups of items from each producer you are/will be sourcing from.

STEP 2: Provide copies of a Food Retail and any other required licenses needed to re-sell these products at The Market.

STEP 3: Fill out the Exemption Request Form (p.16 of the Rules) for the items you desire to bring to The Market.

---

## VI. Vendors Selling/Providing - CRAFTS, ARTISAN ITEMS & SERVICES

Non-Food Items (crafts, art, non-food farm products etc) **made by the vendor** and some types of services (e.g. knife sharpening, massage, cooking classes, etc) are allowed (at the Manager’s discretion) on Saturdays from November – April and at the Wednesday 3-7pm market from June - October.

Currently the May-October Saturday market allows **a very limited number** of vendors providing services and types of non-food items. These are/will be limited to the following:

- 1) Vendors **providing services** related to the preparation, cooking, serving or storing of food and a clean and healthy food environment (Ex. knife sharpening),
- 2) Vendors **making** items related to the preparation, cooking, serving or storing of food and a clean and healthy food environment (ex. Hand-made soaps, bowls, cutting boards etc),
- 3) Vendors **producing non-food farm products** such as fibers or fiber products, dyes, or other plant or animal-based products.

**Documentation Requirement:** Please provide a copy of your Sales Tax License with your Application.



### VII. Vendors Operating Under a PARTNERSHIP

As of the 2021 season the Market will require all vendors identifying as “partnerships” to begin phase out any partnership that exists as a permanent collaboration between two otherwise separate business entities, where the goal is not to transition ownership.

Current partnerships, to be a vendor at the market must provide with your application documentation outlining the nature of the partnership, defining the roles and responsibilities of the partners, the 2 year end date clause, outlining the process and timeline for dissolving the partnership, a naming of all liable parties and other details as outlined in the **MTFM Partnership Form** (p.18-19 of the Rules)

Future partnerships (after 2021) will only be allowed as a transition phase of a business start-up or transfer only. Partnerships will have a 2 year end date – if the business has not transferred ownership to the current market vendor in that time, the vendor will lose all seniority and be required to meet all the current “New Vendor” requirements.

**NOTE:** Names & Signatures of All partners are REQUIRED on the application.

### VIII. Requesting an EXEMPTION

We recognize that there will be times when it is appropriate for a vendor to request an exemption to the rules for a particular day or period of time to accommodate a change, challenge or problem. That is the purpose of the Exemption Request Form. While an exemption is not guaranteed, it limits vendors to an exemption from some rules for 1 product, per market season, per year – submitted on the provided “Exemption Request Form” in the 2022 Vendor Rules. The form describes the process.

### IX. SENIOR VENDORS AND NEW REQUIREMENTS

Rule #6 states that all vendors “since 2003 are required to grow or produce 100% of what they sell or bring to The Market.” Starting in 2021, produce vendors who started attending the market prior to 2003, who have had significantly more than 20% of their stall space dedicated to farmer direct or retail products will be required to follow a transition period to come in compliance with percentage requirements - lasting no longer than 2 years, in accordance with the schedule below:

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Farmer Direct %	70% max	40% max	20% max

\*Senior vendors will be **required to meet all other rules and requirements** in the present year.

**ALL OTHER VENDORS WHO STARTED AT THE MARKET IN 2004 OR LATER WILL BE REQUIRED TO MEET THE 20% LIMIT ON RE-SELLING OTHER PRODUCER'S ITEMS in 2022**