

Meridian Township Farmers' Market

2024 RULES & REQUIREMENTS



Application to participate in the Meridian Township Farmers' Market (or "The Market"), the Vendor hereby agrees and binds itself to comply with the following Rules and Conditions of participation:

- 1) ALL VENDORS MUST:
 - a) Submit a completed application, including all forms, documentation and copies of necessary permits, and valid licenses.
 - b) Either:
 - i) sign the Hold Harmless Agreement on the Application OR
 - ii) provide the Township a copy of currently effective general liability insurance policy (a certificate of insurance is insufficient) WITH Meridian Township as an additional named insured, with liability limits of at least \$500,000.
 - c) Be approved by the Market Manager.
- 2) NEW VENDORS - [**Those who have attended less than 20 markets or 12 months**]
 - a) Are required to grow or produce 100% of what they sell or bring to the Market.
 - b) Must participate as a "Daily Vendor" for the 25 market/12 month probationary period before becoming eligible for "Annual Vendor" status.
 - c) May be eligible for a "Daily Vendor" fee cap of 1.25 x seasonal fee.
- 3) PRODUCTS SOLD
 - a) All vendors are expected to sell products that are made or raised by their business.
 - b) Selling/Re-selling products NOT made or raised by the vendor [NEW vendors are NOT eligible]:
 - i) Is NOT allowed for manufactured goods unless paired with products or to promote your brand.
 - ii) Is NOT allowed for goods purchased at a retail establishment unless it is served as part of a meal (ex. bottled drinks).
 - iii) MAY be allowed for Michigan raised or foraged produce, purchased directly from the producer, if approved by the Market Manager AND limited to 20% of booth space.
 - iv) MAY be allowed for Michigan made food products, if approved by the Market Manager AND limited to 20% of booth space.
 - v) MAY be allowed for unique or exotic items (ex. coffee beans), if approved by the Market Manager.
 - vi) REQUIRES a retail license for non-produce items (ex. Michigan sourced cheese).
 - vii) REQUIRES proper labeling noting product origin (non-produce) AND/OR signage indicating the farm it originated from (produce).
 - c) Vendors are expected to have quality products. Selling overripe, spoiled, broken or unusable products are not permitted.
 - d) Sale or distribution of non-pasteurized milk is not allowed.
 - e) 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.

4) TIMELINESS & THE MARKET DAY

- a) Vendors are to be at their stall ½ hour before the start of the Market and stay **set up** until the very end of the Market.
- b) Vendors running late **MUST** call or text the Market Manager ½ hour before the Market start.
- c) Vendors who **DO NOT SHOW** and **NO CALL/TEXT** will receive a \$30 fine barring extenuating circumstances a \$100 fine on a 2nd offense and banned from the Market on a 3rd offense.
- d) **DON'T BE LATE** - Vendors who arrive after the start of the market will receive a \$30 fine and may lose their normal spot for the day, on their 2nd offense a \$100 fine and may lose normal spot and on the 3rd offense they will not be allowed to vend at the Market that day.
- e) **Selling Out** – Vendors should bring sufficient product for entire Market time, but in the event that sell out before the end of the Market, they must remain set up at the Market and display a "Sold Out" sign on their table for the remainder of the Market.
- f) Vendors may sell or distribute goods at the Market **ONLY** during regular Market days.

5) PARKING & UNLOADING

- a) **Vendor Parking Restrictions** - Parking in the three rows of the parking lot closest to the Marketplace is for **CUSTOMERS ONLY** during Market hours. Repeated violation of this rule will result in a \$30 fine per vehicle, per day, charged to the related vendor.
- b) Vendor vehicles **MAY NOT** leave or enter the market parking and walking areas during Market hours - use a vehicle located outside the Market area and the Customer Only parking area if you must leave.
- c) **Vendors MUST NOT encourage** customers drive within the market parking and walking areas during Market hours, but direct them to a nearby "Pick-up/Drop-off Zone" at the edge of the Market boundary. (See Market Handbook)

6) DISPLAY REQUIREMENTS

- a) **Product Signage:**
 - i) Vendors serving meals, drinks or unpackaged products, are required to have signage communicating the price of their products, that is accurate, and in a location, font type & font size that can be clearly seen at the point of purchase.
 - ii) Vendors selling products **NOT** raised or made by them **MUST** also post signage provided by the Market defining the origin of their products.
 - iii) Vendors participating in food assistance programs **MUST** display signage for those programs - e.g. "SNAP Accepted Here"
 - iv) All signage is expected to be up and visible from Market open until close each day.
 - v) Misrepresentation of product price and origin or other product information is prohibited.
- b) **Business signage:**
 - i) All vendors must have a very visible, readable sign or banner with 4" minimum lettering, identifying the name, contact information and location of the business.
- c) **Signage location:**
 - i) Any and **ALL** signs, banners, displays, etc. (attached or free standing) are to be located within the footprint of the stall – **NOT** in the customer walking area **NOR** interfere with the commerce of another vendor.

7) MANAGEMENT OF YOUR SPACE:

- a) **Stay Within Your Space** - Like signage, your products must be displayed within the assigned stall space.
- b) **Clean Up Your Space:** Each vendor must make a sweep/clean their stall at the end of each day and keep it neat during the period that the Market is open. Not doing so, will result in an escalating fine starting at \$30 per stall.

- c) **Take home your Trash** – The Marketplace is a public park space not a dumping ground for your waste. Repeated violations of this rule will result in an escalating fine starting at \$30.
 - d) **Pop-Up Tents:** The Market requires all vendors using pop-up tents/canopies to be secured to a structure, vehicle or with the use of heavy tent weights (recommend 20lbs. of weight in each corner minimum) – repeated failure to adequately secure your tent will result in a \$100 fine.
 - e) **Dogs** are NOT permitted in your vendor space or The Market by vendors or customers (exception: lead or service dogs).
- 8) **SPACE ASSIGNMENT & RETENTION:**
- a) **Assignment of spaces** - Only the Market Manager can assign space.
 - b) **Number of spaces** - The maximum permanent spaces that a vendor may have is two.
 - c) For an annual vendor to secure their stall from the previous season, they must pay for the season (summer, winter) prior to the start of that season.
 - d) **Current Spaces** – Seasonal/historic vendors will retain their space from the prior season unless they choose to change location, or have significantly violated the Market Rules.
 - e) **No Vendor can be bumped from their space** by a more senior (more points) vendor.
 - f) **Newly open spaces** - The assignment of newly open space(s) will be largely based on seniority points (highest to lowest) however at the discretion of the Market Manager, other factors including the unique needs of a particular vendor may be considered.
 - g) **Temporary spaces** - Vendors having special seasonal items may be given limited, temporary, additional space – See Exemption Request Form in the Market Handbook.
- 9) **MARKET VENDOR POINT SYSTEM** - Points are determined as follows:
- a) 2 pts for every year you have attended the Market.
 - b) 1 point for every day you have attended the Market.
 - c) All points and attendance records accrued under the previous system will be maintained. Points will be kept for one year then dropped if a person doesn't come to the Market after the one year period.
- 10) **MARKET ADVISORY BOARD**
- a) The Advisory Board consists of four (4) eligible vendors elected by those present at the annual meeting each year.
 - b) Advisory Board members serve staggered terms of two (2) years each.
 - c) Advisory Board members appoint up to two (2) non-vendor Meridian residents to the board with staggered 2 year terms.
 - d) The role of the advisory board is to represent vendors and the community in rule modifications, assist with vendor applications and, if necessary, in grievance procedures with vendors and the community.
 - e) **Eligible vendors** are currently active vendors who will have participated in at least 16 markets in each of last 3 years, or a minimum 60 days over the last 2 years from the first Market in May.
- 11) **INPUT, GRIEVANCE AND SUGGESTIONS**
- a) Suggestions or concerns shall be presented to the Market Manager in writing (digital or hard copy), for consideration and/or action, and a written response will be returned.
 - b) Engaging Market Advisory Board Members at the Market – Bringing issues, ideas or concerns to Market Advisory Board members at the Market should be **ONLY** in writing and **ONLY** outside of Market hours.
 - c) Vendors may attend request time at a regular Advisory Board Meeting to share issues or ideas.
- 12) **MARKET CODE OF CONDUCT** - The Market prides itself on providing quality products AND experience for customers. The Code of Conduct has been modified for use with vendors and/or their representatives participating in The Market. The primary purpose of the Code of Conduct is to ensure

the safety and well-being of all participants. Failure to follow the Code of Conduct will result in a written warning followed by suspension for the remainder of the year.

As a Meridian Township Farmers' Market Vendor and/or their Representative, I will:

- a) Demonstrate the highest standards of personal behavior and integrity at all times.
- b) Conduct myself in a courteous and respectful manner and serve as a positive role model for others.
- c) Treat everyone with respect.
- d) Abstain from physical or verbal abuse and not tolerate it from others.
- e) Refrain from wearing or in any other way presenting language, insignias, labels or other images that may be considered offensive, racist, partisan or inflammatory.
- f) Comply with equal opportunity and antidiscrimination laws.
- g) Under no circumstance, attend or participate in the Meridian Township Farmers Market while consuming OR under the influence of alcohol OR illicit drugs.
- h) Under no circumstance, possess or sell alcohol without a license.
- i) Operate vehicles and other equipment in a responsible manner.
- j) Abstain from any criminal activity.
- k) Respect and adhere to all rules established by the Market management.

13) GENERAL VIOLATION OF RULES - For all other offenses (except for those violations already stated), violations of the rules OR Code of Conduct as determined by the Market Manager, the following enforcement policy will apply:

- 1st offense – Verbal Warning
- 2nd offense- Written Warning
- 3rd offense - \$100 fine
- 4th offense – One Market day suspension
- 5th offense – Loss of vending access for the remainder of the year as well as loss of accrued seniority at The Market. The Vendor will have to re-apply as a new vendor for the following season.

*** The Market Management reserves the right to impose any and all disciplinary steps based on the severity of the violation up to and including expulsion from The Market.

14) LIVING DOCUMENT – The above rules are a living document, subject to change at the direction of Meridian Township and/or the Market Manager as needed for the safe, fair and effective operation of The Market.