



Dundee Farmers Market  
“In the HEART of Dundee”  
2018 Market Season

**Policies and Guidelines**

**Dundee Farmers Market  
350 W Monroe Street  
Dundee MI 48131**

**Market Manager: Jessica Hubbell  
734-320-0413  
Jessica80hubbell@gmail.com**

## **About the Dundee Farmers Market**

The Dundee Farmers Market is managed and operated by the Dundee Downtown Development Authority, (DDA). The DDA works through a Market Committee and Market Manager.

### *Mission Statement*

*The Dundee Farmers Market provides opportunities to celebrate and market the talent, knowledge and skills of farmers and artisans in our community.*

*By this we encourage entrepreneurship, promote healthy living, and support our local economy.*

## **Dates, Location and Hours of Operation**

**Dates:** The Market will operate every Sunday beginning May 13, 2018 through October 14, 2018.

**Location:** The Dundee Farmers Market is located downtown on Riley Street next to the Triangle. Right in the "Heart of Dundee".

**Hours:** The Market will be open for business from 10:00 am to 3:00 pm.

## **Approved Vendors**

**Growers:** Professional farmers, part-time farmers and urban/suburban/rural growers. Grower's products shall include but are not limited to: vegetables, fruits, seasonal plants/flowers, meats, poultry, seafood and dairy products, including value-added products.

**Food Artisans:** Those making ready to eat foods. Such items include baked goods, jams and jellies, honey and canned goods. In order to sell at the market all vendors must comply with county, state and federal guidelines, including the Cottage Food Law.

**Craft Artisans:** Those making handcrafted, decorative and/or functional items such as metal works, wooden, glass, pottery, cards, jewelry, leather, textiles and wooden goods. Also included are fine art items such as painting, prints and photography.

## Eligibility

**Self-Grown/Made:** Produce vendors must grow the majority of their product. The Dundee Farmers Market will allow produce vendors to work under an 80/20 ratio. All product not grown on your own farm must be clearly marked with the producing farm name and location. Food Artisans and Craft Artisans must make 100% of the items offered for sale.

**Application, Rules and Regulations:** All vendors must complete a Vendor Application and agree to all terms of the Dundee Farmers Market Policies and Guidelines.

**Product Mix Balance:** The Market Manager has the final decision as to who sells at the market. The Dundee Farmers Market is designed to have a product mix. To maintain this balance, the order of priority for product types is:

1. Fresh produce
2. Vegetable plants, herbs, flowers
3. Meat, cheese and dairy products
4. Baked goods
5. Other prepared foods
6. Craft and non-food items

The Market Manager will keep a wait list of vendors for whom space is not available or their product type as initially requested.

## Second Sunday Events

**Direct Sales/Retail:** The second Sunday of each month the Dundee Farmers Market will host a Direct Sales/Retail market. Along with our usual vendors, the market will be open to persons and entrepreneurs who are doing business in the Direct Sales/Retail industry. Such items may include but not limited to Avon, Pampered Chef, Origami Owl, Ronan and Fields, etc. Only one vendor of each type of product will be allowed per "Second Sunday". Requested dates will be honored in order of payment received. Market Manager will contact each vendor with dates as soon as payment is received.

All items offered for sale must be approved by the Market Manager.

## Special Events

From time to time throughout the season the Dundee Farmers Market will host "Special Events". These will be designed to bring additional consumers to the market, share the knowledge and skills of our vendors and celebrate our community.

## **Check-In, Set-Up and Break-Down**

**Contract:** Only vendors with signed and approved contracts will be allowed to sell products at the market.

**Check-In:** All vendors must check in at the start of each market day. Check-In begins at 8:00 am. Vendors must be on site and set up by 10:00 am. Anyone arriving after the market's opening time will be permitted to participate only at the Market Managers discretion and will have to cart/carry all equipment and product to their spot.

**Fees:** All vendor fees must be paid upon arrival and PRIOR to setting up. There will be no space assignment given until the VENDOR FEE IS PAID, NO EXCEPTIONS.

**Permits, Insurance and Licenses:** Vendors must provide all required insurance, permits and licenses to the Market Manager.

**Space Assignment:** After registering the Market Manager will direct each vendor to an assigned space.

**Vehicles:** After unloading vendors must move vehicles to a designated parking area. Vendors may not move their vehicles in or out of the market area during the hours of operation. Vendors are asked to park in the lot by Molly's. Vendors **are not** allowed to park behind businesses in the lot by the river.

**Equipment:** Vendors are responsible for their own displays, tables, umbrellas and tents.

**Break-Down:** All vendors are expected to sell from 10:00 am thru 3:00 pm each market day. Vendors may not start breaking down their booths before 3:00 pm.

**Emergency:** Vendors must contact the Market Manager if they are going to be late or if an emergency arises.

**Market Managers Rights:** The Market Manager has the right to require a vendor to change his/her display if it is deemed to present a safety risk or otherwise does not comply with market rules. The Market Manager has the right to change space assignment at any time as deemed necessary for the general benefit of the market.

## **Fees, Placement and Reservations**

**Seasonal Reservations:** Spaces are available for the 23 week season at (\$150.00) per space and weekly at (\$15.00) per space. Payment for seasonal vendors is required by May 13, 2018 or fees will revert to the weekly rate for the season. Weekly vendor fees must be paid before you can set up at the market. Pre-payment is greatly encouraged.

**Space Sizes and Placement:** Seasonal Vendors with paid seasonal contracts may reserve the same stall all season, if desired. Weekly vendors participating in the market on a weekly basis will be assigned space as available. The Market Manager has full discretion over stall placement.

**Reserved Spots:** Season vendors will have reserved spaces. If a vendor does not show up for three consecutive weeks, the space is forfeited.

**Late Arrival:** If a vendor has not arrived by 9:00 am and has not contacted the Market Manager, it will be assumed he/she is not coming and the spot will be reassigned in order to maximize market space.

**Refunds:** No refunds will be given under any circumstances.

**Sublease:** Vendors are not allowed to sublease or share market spaces to or with other vendors or individuals.

**Returned Checks:** There is a \$30.00 service charge for all returned checks. If a check is returned, all future payments must be made by money order or cash.

## Vendor Product Guidelines

**Package/Storage/Display:** All food items must be packaged, stored and displayed per MDARD and Monroe County Health Department guidelines.

**Labels:** Vendors selling prepared foods must be labeled according to the State of Michigan guidelines, rules and regulations. All Cottage Food vendors must follow labeling guidelines of the Michigan Cottage Food Law.

([www.michigan.gov/cottagefood/](http://www.michigan.gov/cottagefood/))

**Product Approval:** All new products not listed on the vendor application must be pre-approved by the Market Manager.

**Government Regulations:** Vendors must adhere to all local, county, state and federal laws and regulations. Must use appropriate labeling for your product. (tactful and classy)

**Suitability of Merchandise:** The Market Manager has the discretion to approve or disapprove any items to be sold at the market and reserves the right to refuse space to any vendor selling unsuitable merchandise.

**Insurance:** Vendors are independent entities and as such are liable for all applicable insurance.

**State Sales Tax:** The collection and filing of applicable taxes is the responsibility of the vendor.

**Inspections:** MDARD, local health department, police and fire departments make unaccounted inspections. Vendors are responsible for correcting all violations associated with their business operations before being allowed back into the market.

**Hazardous Property:** No materials, substances, equipment or objects shall be brought onto the premises that create a safety hazard to life, limb or property.

**Smoking:** Vendors are not allowed to smoke in their selling space. There will be a designated smoking area for vendors. Please go behind the businesses by the River.

## **Market Operation**

**Clean Stall Space:** Each vendor is responsible for keeping his/her space clean. Vendors must remove all trash and dispose of it properly. It is encouraged to take your trash home with you to dispose of and not fill the public trash cans. Especially produce and/or food products.

**Damage/Loss of Belongings:** The market will not be responsible for damage or loss of any personal belongings.

**Children:** Children brought to the market by vendors must be kept under adult supervision at all times.

**Professionalism:** Vendors, their employees and associates shall dress and act in a professional manner with customers, vendors and market staff.

**Signage:** Vendors must display required signage at their stall every market day. This included **name and location** of vendor and pricing clearly market on all for sale items.

## **Tent Weights**

To protect our vendors and customers during times of unexpected weather the following measures are mandatory for all Dundee Farmers Market vendors. Market Manager reserved the right to instruct any vendor to remove such tent, canopy, umbrella, sign, etc. that is deemed to be unsafe and/or not weighted correctly.

**Weights:** Every tent, canopy, umbrella and sign must be weighted. Weights should be secured in a manner that does not create their own safety hazard:

1. Weights should not cause a tripping hazard
2. Weights should be tethered with lines that are clearly visible
3. Weights should be securely attached
4. Weights should be on the ground (not above people's heads)

**Appropriate Weight:** Vendors are responsible for identifying the appropriate weight required for their specific tent, canopy or umbrella.

### **Examples of weights include:**

1. Empty paint cans, canvas bags or plastic buckets filled with sand or cement and tied to each corner with a rope or bungee cord. It is not sufficient to simply place the can on the tent's feet.
2. PVC pipe capped and filled with cement and hung on the inside of the canopy pole works well, pipe must be secured so it does not collide with customers.



## Hold Harmless Agreement

I \_\_\_\_\_, a participant in the Dundee Farmers Market, acknowledge the terms and conditions established by the Dundee Farmers Market and agree to abide by those terms as well as all codes and regulations set by the federal, state, county and local governments. I acknowledge and accept liability, responsibility and control for all products that are sold by me at the Dundee Farmers Market and for all activities conducted by me in conjunction with the Dundee Farmers Market. By this agreement, I also agree to hold the Dundee Farmers Market, Village of Dundee, Downtown Development Authority, Market Committee and Market Manager, it's agents and others working under its authority for any liability or loss which might result from my participation in the Dundee Farmers Market.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Markey Policy and Guidelines Acknowledgement

I hereby certify that I have read and agree to comply with the 2018 Dundee Farmers Market Policies and Guidelines.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Photo Release Form

I do hereby grant permission to the Dundee Farmers Market, its agents and others working under its authority, full and free use of video/photographs containing my image/likeness. I understand these images may be used for promotional, news, research and/or educational purpose.

I hereby release, discharge and hold harmless the Dundee Farmers Market and its agents from any and all claims, demands or causes of action that I may hereafter have by reason of anything contained in the photographs/videos.

I do further certify I am either of legal age or possess full legal capacity to execute the forgoing authorization and release.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Public Release of Information

The Dundee Farmers Market frequently receives requests for vendor contact information. We hold your personal information in confidence and do not release it without your permission.

Please complete the following if you wish to be included in promotional efforts. Only provide contact information you wish to be supplied to the public.

Company Name: \_\_\_\_\_

Products: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

By signing below, I grant permission for the Dundee Farmers Market to post my contact information in promotional efforts and to release this information to the public.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Licensing/Insurance

Vendors must furnish the Dundee Farmers Market with a current and valid copy of any and all licenses and permits necessary for their operation. Most vendors do not need licenses, but if you are required to have one, please provide a copy with your application.

Vendors are encouraged to obtain their own insurance against all liabilities. Again you are not required to have insurance, if you do have insurance, please provide a copy of your coverage.

\_\_\_\_ I am required by the State of Michigan to be licensed for my business.  
(Please attach copies of current licenses)

\_\_\_\_ I carry general liability insurance and/or product liability insurance for this business/farm. (Please attach a copy of your Certificate of Insurance)

\_\_\_\_ I am a Certified Organic grower. (Please attach a copy of your certification)

## Products to be Sold

Please provide a list of the products you will sell at the market. Include produce, value-added, flowers, bakery or other non-produce items you will sell. Attach extra sheets or photographs if needed.


The more information you provide about your product, the better we will be able to advertise the market.

MAY	JUNE	JULY	AUG	SEPT	OCT
	3	3	5	2	
13 2 <sup>nd</sup> Sunday	10 2 <sup>nd</sup> Sunday	10 2 <sup>nd</sup> Sunday	12 2 <sup>nd</sup> Sunday	9 2 <sup>nd</sup> Sunday	7 2 <sup>nd</sup> Sunday
20	17	17	19	16	14
27	24	24	26	23	
		31		30	

## Calendar

Please indicate by circling the days you will be attending the market. This will help with organizing, assigning spaces and planning. Remember, pre-payment for weekly vendors is encouraged.

“Second Sunday” dates are in **RED**. If you are signing up for “Second Sunday” please indicate which days you are interested in and the Market Manager will contact you with availability.



## Dundee Farmers Market

2018 Application - Market

### Mission Statement

The Dundee Farmers Market provides opportunities to celebrate and market the talent, knowledge and skills of farmers and artisans in our community.

By this we encourage entrepreneurship, promote healthy living, and support our local economy.

### Vendor Information

Name: \_\_\_\_\_

Farm/Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Market Rates

\_\_\_\_ Whole Season (23 Days) \$150.00. Must be paid in full by May 13, 2018.

\_\_\_\_ Weekly - \$15.00 per week. Must be paid before set up at Market.