

# The Corner Farmers Market Policy 2024

## Mission

We aim to support high quality locally grown produce and sustainable practices, increase healthy and wholesome food access, and promote community interaction.

## Market Overview

1. Saturdays from 9:00 am until 1:00 pm at the Northwest corner of 4 Corners Park in Downtown Coldwater (corner of US-12 and Marshall).
2. The Market will operate from June 22 - September 14 (13 weeks)
3. Vendors must be set-up and in their assigned location by 8:45 a.m. for sales to begin at 9 am. Vendors must notify the market administrator within 24 hours of Market day in the event they will be absent/late.
4. A market volunteer or manager will be on site each Saturday from 8-9:30 AM to assist vendors in finding their designated vendor spot, and to set up signage for the market.
5. A porta potty is available for use by vendors and the public.

## Space Rental & Location

1. Each vendor is allowed a 10'x10' space. Seasonal produce vendors may apply and pay for additional spaces. All seasonal vendors will have a fixed location and may request a preferred spot as part of their vendor application. Efforts will be made to place vendors in their preferred location, but is not guaranteed; assignments will balance the needs of each vendor in terms of accessibility, electricity access, and other factors.
2. Drop-in vendors will be assigned an available space at random. Vendors will be sent their vendor assignment via email, or may locate the daily market volunteer for guidance.
3. Vendors are required to provide their own tables & tents and must weigh them down appropriately.
4. Vendors may not share or sub-lease their spaces to other vendors.
5. Goods/products may not interfere with walkways for shoppers or other vendors. Sidewalks must remain open and accessible to the public.
6. Vendors are not allowed to drive on the grass within the park and may not place stakes in the ground.
7. Vendors will be asked to submit sales reporting each week. The market will use the data to understand the economic impact of the market season, compare rate of growth over time, and show our sponsors how important the market is to vendors. Information regarding individual vendors will be kept confidential.

## Definitions

1. Seasonal Vendor– Has paid for the entire season in full (\$100) and plans to attend at least 10 market dates. Seasonal vendors will be mentioned in promotional materials and may request a preferred booth location.
2. Drop-in Vendor – Pays week-to-week (\$15/visit) and is assigned a vendor space based on availability.
3. Sponsor– A group, business, individual, or other entity that has donated money to support market operations: marketing, entertainment, guest food demos, bathroom service, management software, etc. Contact us to find out about sponsor privileges and levels of giving.

### Vendor Types & Product Categories

1. Farmer/Grower– 75% of all produce must be grown by the vendor.
  2. Farmer/Dealer– Grows less than 75% of produce they sell and buys from other growers for resale.
- Baked Goods– Vendor makes/bakes products from scratch (licensed kitchen or under Cottage Food Law).
4. Food Truck/Hot Served Food/Prepared Served– Vendor sells ready to eat, prepared food. Food items may be served hot or cold, or at room temperature, as appropriate.
  5. Artisan Producer (Material Goods/Craft/Flea)– Items are hand-made/crafted by local artisans using materials that are local, raw, recycled, and/or natural. This includes skincare products made from natural ingredients and other products.
  6. Organization– Informational vendor providing materials to *educate* on food, health or nutrition. For ex: MSU Extension, KCC service-learning students, Master Gardeners, etc.
  7. Product Categories: baked goods, beverages, confections, craft, dairy, eggs, flowers, fruit, herbs, honey, meat, plants, prepared food, nuts, skin products, vegetables.

### Products & Standards

1. The Corner Farmers Market is primarily a food market in keeping with the mission. Vendors must list the products they want to sell on the vendor application and update the list in the event they wish to add or change their product offerings. All offerings must be approved by market staff to ensure compliance with market policies.
2. The Board has the right to accept/reject products. This is an effort to maintain a diversity of goods at the market and ensure that farmer/growers and farmer/dealers are given priority access to vendor spaces. Non-food items will be allowed at the discretion of the market manager and Board of Directors.
3. Products sold at the market should be regionally grown/made and must maintain a high level of quality as defined by freshness, ripeness, packaging and “appropriate” labeling (in compliance with Michigan Cottage Food Law, MDARD, or others, as appropriate).
4. All products and food sampling must conform to legal and licensing requirements of:
  - a. Michigan Department of Agriculture
  - b. Branch County Health Department

- c. Michigan Cottage Food Law
- d. Federal laws (federally illegal substances are prohibited).

#### 5. Presentation Requirements & Recommendations

- a. Products should be displayed in a neat and orderly manner on tables and in containers where appropriate. Exceptions include pumpkins, container plants, etc.
- b. Signs with the vendors' business name are highly recommended
- c. All prices should be posted and clearly visible
- d. Vendors not selling their own products must post who the grower or producer is (point of origin).
- e. The term Organic may only be used (in written or verbal marketing) by growers who are Certified Organic in accordance with the USDA National Organic Program.

#### 6. Attendance and Absences

- a. Vendors must notify the market manager at least 24 hours prior to an absence.
- b. If a drop-in vendor has 2 absences without proper notice, they may be denied access to the market for the remainder of the season.
- c. Seasonal vendors who have 2 unexcused absences without proper notice may not be eligible for the seasonal vendor rate in subsequent market seasons.
- d. Seasonal vendors who do not attend the required 11 market dates (incur 3 or more absences), will be charged the drop-in rate for all remaining market dates in the season.
- e. Exceptions to the vendor attendance policy may be allowed in cases where a vendor has experienced significant circumstances beyond their control. Exceptions must be approved by the Board of Directors.

#### 7. Vendor refunds

- a. Drop-in vendors who have paid ahead of their selected market date and who do not attend the market date may be reimbursed if proper notice is given to the market manager at least 24 hours ahead of time (i.e. by 9:00 AM, the Friday preceding the market date).
- b. Seasonal vendors who have paid in full for the season will not be eligible for refunds once the season has started.
- c. Exceptions to the vendor refund policy may be granted in cases where a vendor has experienced significant circumstances outside of their control. Examples include vehicle accidents, family emergencies, illness, and others. Exceptions must be approved by the market manager and Board of Directors.

#### 8. Health and Safety Protocols:

- a. The Market Board may change market policies as needed, based on changing guidelines issued by the State of Michigan Department of Health and Human Services, Executive Orders issued by the Governor, or other enforcements.
- b. Vendors are encouraged to follow best practices as issued and updated by the Michigan Farmers Market Association (MFMA).

<b>Project FRESH</b>
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- 1. All seasonal vendors of fresh, unprocessed produce and honey **must** participate in Project FRESH ( Seniors programs) and adhere to its requirements:
  - a. Posting appropriate signage (provided for you)
  - b. Accepting vouchers for qualifying food items
  - c. Submitting vouchers to daily market manager for reimbursement

d. Filling out a short Project FRESH contract with the Corner Farmers Market, as required by the program.

2. Reimbursements for coupons will be provided via check or cash.

### **Emergency Procedures**

1. In case of severe weather, the market will be closed. Confirmation of closure will be posted on the market Facebook page and sent via a message to vendors' Farmspread accounts.

### **Liability**

1. The Corner Farmers Market, the City of Coldwater, and all volunteers and staff assume no responsibility and shall not be liable for any damage or injury.
2. Vendors further agree to indemnify and hold harmless The Corner Farmers Market, the City of Coldwater, and all volunteers and staff of the market from any claims, causes of action, liability, and other costs resulting from any damage to personal property, or for accidents or injuries sustained by myself or my representatives while using The Corner Farmers Market.
3. All disputes shall be submitted in writing and will be reviewed and addressed by the Farmer's Market Board of Directors.
4. All vendors agree to having read and fully understand the Corner Farmers Market Policy. Vendors agree to comply with these rules and all Federal, State and local regulations that apply and agree to forfeit my rights to sell at The Corner Farmers Market found to be in non-compliance.

*Revised: 04/2024*