



Menominee Historic Downtown Farmers Market APPLICATION PACKET

Dear Prospective Market Vendor:

Thank you for your interest in the Menominee Historic Downtown Farmers Market, We'd like to welcome you to our family of hard-working, friendly vendors. You can count on us to do everything we can to help you get established so that you can successfully market your products to our ever-growing base of loyal customers.

In addition to addressing the needs of our vendors and customers we will advertise and promote the market and will coordinate our vendors' participation in the Market FRESH, Project FRESH, WISE Women, Supplemental Nutrition Assistance (SNAP/EBT), Fair Food Network's Double UP Food Buck, for this market season. This market accepts Visa, MasterCard, and Discover credit/debit cards. We appreciate all of our vendors who are committed to participate in these programs.

The summer market season will run 1st week of June to last week of September and run every Saturday. The market hour are 9:00 a.m. until 12:00 p.m. on Saturdays.

The winter market season will run 1st week of October to last week of May and run every Saturday. The winter market hours are 9 a.m. until 12:00 pm. (This may change) The fee for the market is daily, or seasonal. We give a discount to a full season commitment. Electricity is available at no extra charge. Please requested at time of application.

Please read the market regulations, fill out the application and sign the vendor regulations agreement. Return them to the contact below.

Mail to: E-mail to: menomineefarmmkt@hotmail.com

MHDFMA
N724 South P-3 Lane,
Menominee MI 49858

Our market Hosts the Giant Pumpkin Festival Every year and participates in the Downtown Christmas Parade. This year we are participating in Small Business Saturday on November 26. We hope that as a member of the Menominee Historic Downtown Farmers Market you join us during these events.

Regards
Ron Kourse, Chair
kruse1958@msn.com

Lucy Pier, Certified Market Manger
dpier@new.rr.com
906-863-8718 or 906-792-5278

Tammie Kruse, Assist Market Manger
tkruse60@hotmail.com

Menominee Historic Downtown Farmers Market

VENDOR REGULATIONS

Mission - Vision - Core Purpose

To provide a venue for a mutually beneficial partnership between producers and consumers in our community.

For the regular exchange of high quality, locally grown/produced foods and fine artisan products for the purpose of improving both the financial and physical health of the community as a whole. Allowing for utilization of programs already in place in order to make them available to everyone.

To demonstrate our good stewardship of the local resources and garner the respect of our community through exchange of information about where and how our goods are produced and the benefits of their proper use. To provide the opportunity to preserve the connection between farmers, producers, and consumers and to educate consumers about the benefits of preserving local agriculture and the benefits of using locally produced foods. In addition, to further benefit the community at large by drawing and encouraging the return of visitors from other communities.

Policies

1. It is the responsibility of all vendors to comply with both local and state regulations governing market sales. This includes obtaining appropriate licenses. MDARD (Michigan Department of Agriculture and Rural Development) requires sellers of perennial plants, and meats, to have specific licenses for these products. Producers of Honey, Maple Syrup and eggs are exempt but may need to obtain a license based on their anticipated sales for the year. Copies of all current licenses must be handed in prior to the first day of sale or with application.
2. All food products and nursery plants sold at the market must be germinated, grown, raised, or gathered in Michigan or Wisconsin by the vendor, their employee(s), or family member(s) or business partners.
3. Each vendor is required to sign and return the vendor application and vendor regulation agreement prior to the first day of sale.
4. All vendor applications will be reviewed. It may take two weeks, including an onsite visit of vendor's facilities. We have the right to accept or deny any application.
5. The Menominee Historic Downtown Farmers Market participates in a number of alternative payment programs, including a shared credit card machine, SNAP/EBT benefits, Double Up Food Bucks, Project FRESH, WISE Women, and Market FRESH. Vendors eligible to accept the above payment programs are required to submit a signed agreement prior to participation in them. Vendors will be reimbursed by the Market Manager for these sales on a monthly basis.
 - A) All may sign up to accept Debit/Credit Card Market Money.
 - B) All vegetable/fruit growers may sign up to accept EBT/SNAP benefit card tokens for food items.
 - C) Vegetable/fruit growers from Michigan and Marinette County, Wisconsin may sign up to participate in the Project FRESH, Market FRESH and WISE Women programs.
 - D) Only Michigan and Marinette County, vegetable/fruit growers can participate in the Double Up Food Bucks program.
 - E) Only Hoophouse for Health Vendors can accept coupons for that program.
 - F) All may sign up to accept Bay Area Medical Employees Payroll Discount forms. (Hospital Market only)
6. All vegetable/fruit vendors are required by MDARD to prominently display a sign stating, "All produce and fruit should be washed before consumption". The market will provide this sign for the vendor on request.
7. No jobbers, resellers, direct sales, or wholesalers are permitted to sell at the market.
8. Non-profit organizations not related to local food production or local food accessibility may not sell at the market. This excludes organizations invited by the Menominee Downtown Association for special events.
9. Food products produced under the Michigan Cottage Food Law must conform to the regulations set forth in that legislation. All processing and packaging must be done by the vendor and have proper labeling. See the Cottage Law food list: "What Qualifies and What Doesn't" at www.michigan.gov/mdard/cottagefoodlaw. Wisconsin Pickle law isn't allowed to be sold in Michigan.
10. Food samples are permitted at the market. The market manager or member of the board will ask that samples be display by cottage food requirements. Health Food Organizations may have food samples as part of an event scheduled with the MHDFMA.
11. No homemade fruit ciders or beverages of any kind are allowed to be sold, unless approved by standards of MDARD and licensed. The Board of Directors has adopted the MDARD recommendation on these items.

12. Meat can be sold but MDARD requires animals be processed in a USDA inspected facility. Poultry can be sold but processed in a USDA or MDARD inspected facility. A copy of the current MDARD license is required. All other required current licenses must also be prominently displayed. For Vendors that purchase and resell other farmers livestock and process it at a USDA inspected facility, or processed USDA/MDARD Meat, that vendor must hold a food establishment license and a copy of the USDA/MDARD license and have it on display and a copy with application.

13. All non-food artisan products sold at the market must be created in Michigan's Upper Peninsula or Wisconsin, by the vendor, or their family member(s) or a partnership of people all selling as one vendor. (Two separate vendors, making similar product but working independently are considered as two separate vendors). All artwork must be original. Artisan applications are required to include a description of their work accompanied by a photo. Acceptable works include: all media painting, photography, fibers, glass, jewelry, metals, wearable art, etc. No kits, imports, or resale items are permitted. A copy of the artisan's **Michigan Sales Tax License** is to be displayed prominently and a copy provided to the market manager with application. State law requires that we verify the retail sales tax license number of every person selling at the Farmers Market. See Michigan Department of Treasury Website

Go to <http://www.michigan.gov/treasury>

1. Hit the (Taxes) Button

2. Then the (Business Taxes) Button

3.

Follow the instruction, and after reading them click on (Michigan Treasury Online).

4. Any problems with the site call 517-636-6925

NO fee to obtain a Sales Tax License. You will need an Employee Identification Number to obtain this.

14. Each vendor must post all signs provided by the market.

15. All vendors must set up their booth prior to the commencement of the daily market.

16. All vendors must conduct themselves, at all times, in a professional and respectful manner with customers and fellow vendors. All vendors agree to keep sales areas and displays clean and attractive. Appropriate dress is required; clothes must be clean and in good condition.

17. Vendors are responsible for their own set-up and clean-up. All stands, tables, and products shall be transported to the area each market day and everything shall be removed after each market day. Materials or produce may not be left overnight. Each vendor is responsible for cleaning their own space and must remove all garbage and left-over produce.

18. Due To Health Department Rules, dogs are not allowed inside any vendor space. Customers are to have dogs leashed and under control. Use your discretion when dealing with them. Service animals are permitted, as long as they do not pose a health or safety risk. Again use your discretion.

19. No smoking or alcohol consumption allowed on the farmer's market grounds or building

20. Policy Violation:

A. 1st offense: Initial verbal warning from Market Manager and Board of Directors.

B. 2nd Offense: Written warning with penalty to miss next market day.

C. 3rd Offense: Final warning with dismissal from market.

21. Customer Complaints: Any customer complaints received by the Sergeant of Arms or Board of Directors concerning a vendor at the market will be documented on a complaint form provided to the customer by the Market Manager. The vendor against whom the complaint was filed will receive a written copy of the complaint before the next market day.

This agreement can be changed at any time as the board sees fit.

Menominee Historic Downtown Farmers Market

VENDOR APPLICATION

CONTACT INFORMATION

FULL NAME OF APPLICANT: (please print)

FIRST NAME MIDDLE INITIAL LAST NAME

BUSINESS/FARM NAME:

ADDRESS:

STREET ADDRESS CITY STATE ZIP

PHONE NUMBER: ALTERNATE PHONE:

EMAIL:

IN CASE OF EMERGENCY CONTACT:

VENDOR PRODUCTS

Empty table for listing vendor products.

The summer market season will run from the 1st week of June to the last week of September and run every Saturday... The market hours are 9:00 a.m. until 12:00 p.m. on Saturdays.

The winter market season will run from the 1st week of October to the last week of May and run every Saturday. The winter market hours are 9 a.m. until 12:00 pm. Schedule will be released in September and may change.

PAYMENT & FEES

Please indicate below if you are applying to be a MHDFM Member or Non-Member vendor. Fees are non-refundable for any reason. Applicants should also specify electrical access. Applications will be accepted throughout seasons.

Vendors must be paid in full their membership fee prior to setting up. Non-members must notify us by Thursday that they will be at market on Saturday and paid prior to set up.

Market Fee Schedule Circle fee requested Circle dates attending Electricity yes no

MHDFM Members: \$5.00 per week (If you are interested in becoming a MHDFM member there is a \$25.00 fee for a two year member ship. And your booth rental will always be \$5.00 per week for two years and you are part of the SNAP, debit, credit, program. Contact Lucy or Tammie for details of membership and its benefits.

Non-Member \$10.00 per week (you are responsible for all your financial process with customers). (If you decide to join later, you can at any time).

Saturdays: 10/15 10/22 10/29 11/5 11/12 11/19 11/26 12/3 12/10 12/17 2/4 2/11 2/18 3/4 3/11 3/18 3/25 4/1 4/8 4/15 4/22 4/29 5/6 5/13 5/20 5/27 6/3 6/10 6/17 6/24 7/1 7/8 7/15 7/22 7/29 8/12 8/19 8/26 9/2 9/9 9/16 9/23 9/30

No market during Water Front Festival, 8/3-8/6, Christmas, 12/24, New Year's, 12/31. Walk for warmth 2/25

Applications must be received no later than Monday May 7, 2017 to be listed in the Marina's Boaters Welcome Package.

Applications are accepted year around.

Send completed application packet to: Lucy Pier, Certified Market Manager, MHDFMA, N724 South P-3 Lane, Menominee MI 49858

INDEMNIFICATION AGREEMENT

In consideration for participating as a vendor in the Menominee Historic Downtown Farmers Market, I assume all risks of injury suffered while on and/or upon the premises of the market and release and agree not to sue the Menominee Historic Downtown Farmers Market, its employees, sponsors or anyone connected with the market of any claim, damages, costs, or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the park or parking lot or building occupied by the Menominee Historic Downtown Farmers Market as a farmers market vendor.

This document releases liability, results in assumption of risk, and provides for indemnification and holds harmless the Menominee Historic Downtown Farmers Market by vendor participant.

Vendor Name (Please Print)

Business Name (Please Print)

Vendor Signature

Date

Please sign and return along with your 2017 Vendor Application Form

