



2017

## NORTHVILLE FARMERS' MARKET RULES & REGULATIONS

Sponsored by the Northville Chamber of Commerce

- **Market hours are 8:00 am – 3:00 pm.** The Market will run every Thursday, May 4 through October 26. Vendors must be completely cleaned up and gone by 5:00 pm.
- Market stalls are on asphalt parking lot, and are approximately 10'x 10'. **We are unable to supply tents, tables, chairs, umbrellas or other equipment.** There is no electricity or running water on site. Bathroom facilities are portable units equipped with hand washing facilities. We have a food court, and vendors selling hot and cold drinks on site.
- **All vendor vehicles must be out of the Market area by 7:30 am.** Late arrivals or restocking of stalls must be done by hand cart or wagons after 7:30 am. **NO MOVING VEHICLES WILL BE PERMITTED IN THE MARKETPLACE AFTER 7:30 am OR BEFORE 3:00 pm!** If the Market Manager officially closes the Market due to threatening weather or an emergency situation, vehicles may enter to load after customers are safely out of the area.
- **No early departures.** Once you have committed to the Market, you are required to stay until 3:00 pm. Vendors moving vehicles into the Marketplace to load before 3:00 pm will receive one verbal warning. For each violation thereafter, the vendor will be subject to suspension (or may be suspended) from the Market.
- Vendor parking is across Center Street (Sheldon Road) in the Northville Downs lot—in the gravel area only. **VENDORS MAY NOT PARK IN THE CUSTOMER PARKING LOT!** After one warning, vendors parking in the customer lot will be subject to suspension (or may be suspended) from the Market. If you have special needs, please discuss them with the Market staff. If you have employees working at your stall, make them aware of this rule.
- Your customers may not drive into the Marketplace for pick up. There is a PICK UP area provided off the exit drive. By police order there is NO STOPPING OR PARKING on Center Street, 7 Mile Rd, or the grassy area off 7 Mile for merchandise pick-up. A \$25.00 fine will be assessed to any vendor loading merchandise into an illegally stopped vehicle.

### THE NORTHVILLE FARMERS MARKET OFFERS TWO TYPES OF STALLS:

#### SEASONAL STALL

- First year vendors are not eligible, and may only apply as a DAILY.
- Seasonal vendors should attend the Market every week for a minimum of 20 weeks during the season with some approved exceptions. Stall spaces are assigned for the whole season.
- Seasonal cost is \$325.00 per stall – paid with application.
- Food vendors and some artisans may be assigned a late start date, but are eligible for the Seasonal rate.
- Seasonal stalls that are not occupied by 7:00 am become available for rental to daily vendors. Please notify the Farmers Market Management if you will be absent or late.
- A seasonal vendor who withdraws from the Market before June 1 may be eligible for a refund. If eligible, the refund will be pro-rated at the daily rate. The final decision will be made by the Northville Chamber of Commerce.

- Seasonal stalls are assigned by a combination of factors, which include: availability, seniority, requests, type of product sold, attendance, and compatibility with other vendors. All decisions are made for the good of the Market.
- Vendors must provide copies of all necessary licensing from the Michigan Department of Agriculture and/or Wayne County Health Department and the Michigan Department of Treasury
- Food Vendors: provide a copy of \$500,000 (minimum) Liability Insurance Policy. Please name the Northville Chamber of Commerce as an additional insured.

## **DAILY STALL**

- Vendors attend the Market occasionally.
- Stall assignment is made by the Market staff after 7:00 am according to space availability and sign-in time.
- Daily vendors may call the Farmers Market management ahead of time for availability information, but not stall assignment.
- Stall cost for a Daily is \$35.00, paid on site.
- New Daily crafters and artisans must include 2 photos of your work with the application. There will be a \$10.00 non-refundable jury fee for all new DAILY applicants, payable with your application.
- Vendors must provide copies of all necessary licensing from the Michigan Department of Agriculture and/or Wayne County Health Department and the Michigan Department of Treasury.
- Food Vendors: provide a copy of \$500,000 (minimum) Liability Insurance Policy. Please name the Northville Chamber of Commerce as an additional insured.
- Vendors operating under the Cottage Food Law must be in compliance with labeling requirements and restrictions.

## **DEADLINE FOR RETURNING VENDORS TO SUBMIT APPLICATIONS IS MARCH 15, 2017.**

- The Northville Chamber of Commerce may exclude from the Market any vendor who fails to comply with the rules and regulations of the Market, or who exhibits inappropriate behavior, speech or dress. No refund will be issued under these circumstances.

**Michigan-Made Michigan-Grown** is our Market policy. The following products are permitted for sale and must be made or grown by the participating vendor, or an approved representative:

- Plants, flowers, fruits and vegetables.
- Food items – must have original license, display it on site, and send a copy with your application, or be operating under the Cottage Food Law and be in compliance with its labeling policies.
- Michigan honey and honey products.
- Original artwork, clothing and handcrafted items. No manufactured goods allowed.
- Eggs – properly licensed and in approved containers.

- Florists may bring flowers purchased from a wholesaler, with permission from the Market staff. Priority will be given to those who grow their own plants.
- Exceptions or additions to the products listed above must be submitted in writing and approved by the Northville Chamber of Commerce.
- **To encourage the growing and selling of local farm products, vendors must grow and sell at least 80% of what they sell. Sale of other Michigan-grown produce and products limited to no more than 20%. These products must be labeled as coming from another farm, and its' location.**
- If you suspect that another vendor is not in compliance with this policy, there is a grievance policy in place. Talk to the Market staff for details.
- **You may only sell what has been listed and approved on your application.** The Chamber of Commerce reserves the right to exclude or limit certain items from your product list if the items do not meet the requirements of the Market, or they provide an overabundance of a particular product. Those decisions are made for the good of the Market.
- All vendors are required to have prices clearly posted before the Market opens.
- **All vendors must have an easily readable sign posting the name and location of their farm or business.**
- This Market does not permit resale or sale of pre-manufactured goods. The exception is approved commercial florists/growers who may bring fresh cut flowers from a Michigan wholesaler.
- Vendors are responsible for their own sales taxes, licenses, fees and permits for operation, and must abide by all local, state and federal laws.

## FOOD

- Vendors who sell food products under the Cottage Food Bill must meet all state regulations for labeling.
- Cooking of food items on Market premises without prior approval is prohibited.
- Food and drink vendors are required to wear shirts with sleeves, and a head covering.

## ON SITE

- Smoking is not permitted in the selling area.
- Alcoholic beverages are not permitted at the Market
- Use of abusive or foul language will not be tolerated on market grounds.
- Pets may not be brought into the Marketplace by vendors.
- Vendors may not sublease or share the assigned stall.
- All vendors must keep their area clean, sweep and dispose of their trash before leaving.
- Displays /trucks may not block the view of nearby spaces. All racks must be kept in your truck or in your stall, where they may not block other stalls. If you have a special storage need, please discuss this with the Market staff. We will make every effort to assist you with your needs.

- Vendors shall be required to maintain their space so as to provide for the safety of all customers, and shall not hold the Northville Chamber of Commerce responsible for any injuries sustained during Market hours due to their negligence.
- No “hawking”, “barking”, loud music, or other forms of calling out to customers are permitted.

## **OTHER POLICIES & INFORMATION**

- A cooperative “team” spirit helps make our Market a success. Questions or criticism regarding another vendor’s product, display, pricing, etc...should be directed to the Market staff first, followed by a written complaint to the Northville Chamber of Commerce. Open criticism or accusations to other vendors or customers is not acceptable, and may lead to suspension or dismissal from the Market. (A copy of our Grievance Policy is available by request made to the Market Staff.)
- For your safety and convenience, the Market policy is “no outside solicitation”. If there is solicitation of either vendors or customers in the Marketplace, please notify the Market Manager as soon as possible.
- Seasonal vendors will be listed on our Northville Chamber of Commerce Farmers’ Market web site at [www.northville.org](http://www.northville.org). The same information may be used on the Farmers’ Market Facebook page.
- The Northville Chamber of Commerce reserves the right to reject a vendor application if the goods and merchandise do not comply with the overall concept of the Market, or provide too much duplication of product.
- If accepted to the Market as a Seasonal Vendor, you will receive stall assignments and maps by mid-April.

## **GIFT CHECKS**

- The Chamber has a GIFT CHECK program. It allows customers to buy GIFT CHECKS at the Chamber office, and spend them with participating Market vendors. If you accept these GIFT CHECKS, send them to your bank for reimbursement as with a regular check. A list of participating vendors will be published for the public in early spring.

If you have read and accept these rules, please sign the Compliance Agreement on your application form before mailing it.

**Northville Chamber of Commerce Farmers’ Market**  
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[www.northville.org/Events/FarmersMarket](http://www.northville.org/Events/FarmersMarket)