



2020 Charlevoix Farmers Market Information and Policy

Charlevoix Farmers Market meets every Thursday, May 21 to October 1 along Bridge Street at East Park, and October 8 to November 19 in Charlevoix Public Library's Community Rooms A & B. Official market hours: 8am - 1pm weekly through October 1, 2020, then 3-6pm at the Library until November 19, 2020.

Date Exceptions: The July 23 Market will set up in Bridge Park in cooperation with the Venetian Festival. The Holiday Market Finale ends our season: 3-6pm at the library on **Tuesday**, November 24, 2020.

Booth Fees: The price for a booth is \$300 for the season. Fees are based on each 10' X 10' space. A 10' X 20' space is \$600. Daily fee is \$30. Placement preference will be given to annual vendors and those vendors that participate May - November.

NEW THIS YEAR: We are adding a Monday evening market at Ferry Beach. This will attract those customers that can't make the Thursday Market due to work hours. This Monday Market will run Monday June 29 through Monday September 7. It should be very successful as far as traffic, as Kelsey's will become a food truck venue like The Back Lot in Petoskey.

Booth Fees for Monday Market: 10' X 10' - \$150; 10' X 20' - \$300; Daily - \$25

You may sign up for one or both Market days. You do not have to participate in the Thursday Market to have a booth in the Monday Market.

Application Packets are due by March 19, 2020. Booth space/location cannot be guaranteed after this date.

Market Requirements

1. The Charlevoix Farmers Market vendor products must be grown or produced in Charlevoix, Antrim, Otsego, Cheboygan or Emmet counties. (Vineyards may also include Grand Traverse and Leelanau Counties.)
2. All vendors must complete a vendor application before attending the market. Copies of all appropriate licenses/permits must be attached to the application and be on file with the Market Manager. Comprehensive product list must be on file with the Market Manager. We MUST have a current W-9 on file. This is part of your packet.
3. No synergistic produce will be sold at the Charlevoix Farmers Market. The Market Manager will question any item not on the vendor's application. Removal of items not on the list and not grown by the vendor, in the five-county area, will be required.
4. In order to ensure the integrity of the products sold, Farm visits may take place by the Market Manager and/or members of the CFM Committee on rotation. The visits will be arranged in advance, with the vendor, by the Manager.

5. Priority will be given to vendors who pay a seasonal rate and make a weekly commitment to attend the market, on-time for the entire season, as well as to those with seniority in their faithful commitment to working the Charlevoix Farmers Market.

6. The market will be open from 8am to 1pm, however vendors may operate their booth as late as 2pm, most days, if they wish.

7. Anyone wishing to leave the market earlier than 1pm **must** get permission from the Market Manager. Leaving early without permission, may result in forfeiture of position. Anyone not fulfilling their annual term will not be refunded.

8. All veggie and cooked foods vendors must be on Bridge Street by 7:45am each Thursday and be ready to sell by 8:00am. **Any 'No Show' must be called in by 7:00am.** If you are not present, or have not called **by 7:00am**, your space will be given to another vendor. The Market Manager will address anyone who is late more than three times.

9. Farmers shall sell only agricultural, horticultural or food items they themselves have grown in our 5-county area. Important: **No re-selling of any fruits or vegetables will be tolerated. If a vendor has been found to be selling items that they (the farm) have not grown within the 5-county area, they will be asked to remove the items from their booth. If the vendor continues to sell products that they (the farm) did not grow, they will be asked to leave the Market and will forfeit booth fees.**

10. Bakers, cooks and non-produce vendors shall sell only products they make. Local ingredients should be utilized wherever possible.

11. **No handcraft items are allowed on Bridge Street**, however, when we switch to Fall Market hours (3-6pm) and relocate to the Library, vendors may add handmade crafts to their table with no additional charge.

12. Vendors wishing to operate under the Cottage Food Industry Law must abide by all rules governing that law, as well as sign a document indicating they understand these rules. Goods must be properly packaged and labeled with all information specified by the Law (see link below). Their products will be inspected by the Market Manager, who has authority to ask a vendor to remove a product not in compliance. **Refer to: <http://www.Michigan.gov/cottagefood> website for all details.**

13. To maintain a healthy Farmers Market, price-cutting of top-quality products is discouraged. Poor quality or over ripe produce must be labeled as such and may be sold at a discounted price.

14. Vendors must remove ALL their own trash, tasting spoons and dropped produce at completion of the market. The park is to be left as you found it, or cleaner.

15. There will be one mandatory vendor meeting at noon, Thursday, March 19, 2020, upstairs at City Hall in Council Chambers. Even if you have attended this meeting in the past, you or a working representative, must attend this meeting. In case of a conflict, or poor weather conditions, you must call the Market Manager to make other arrangements to receive the meeting information to be eligible to participate in the Market. We have a lot of new information to share, so it is imperative you attend!

16. You must participate in our Credit Card token system; and it is strongly suggested that anyone eligible, participate in Bridge Card tokens, Senior Project Fresh, Double-Up Food Bucks and WIC. When doing so, all vendors must follow all rules governing these programs as explained at the mandatory meeting.

17. To maintain a healthy environment, **NO SMOKING is allowed in the Market Area during open hours and no personally owned dogs will be in your booth space.** Compliance is mandatory for all vendors and attendants.

18. Cars, trucks, vans, etc. must be moved immediately after unloading. Set-up of tables should be done after your vehicle is relocated. Vehicles must be moved by 8:00 am. You may use any of our non-metered back lot parking areas (west of Bridge Street, behind store fronts). You will be given a parking pass at the mandatory meeting that must be displayed while parked for the Market. If you park in a metered space, even with the pass, you WILL be ticketed. If you need an additional pass for an additional vehicle, please let the Market Manager know before the mandatory meeting.

19. These rules apply to all vendors and all employees/representatives of the vendors. The Market Manager will oversee any violations and consequences to any market rules as supported by the Farmers Market Advisory Committee.

20. The City of Charlevoix Farmers Market Advisory Committee, at its discretion, reserves the right to refuse any vendor or product and to make all decisions regarding the implementation and management of the Charlevoix Farmers Market.

I, _____ have read and agree to the above rules and regulations of the Charlevoix Farmers Market. _____

Date

Notes and/or Questions for the Market Manager

[illegible]



2020 Charlevoix Farmers Market Mission Statement and Code of Conduct

MISSION STATEMENT

Charlevoix Farmers Market exists to bring our whole community to the heart of the City to experience healthy living; including shopping for and eating the best local produce, meats and fine artisan baked goods while learning more about health as a family. The Market sponsors events to help educate the children and public while providing space for quality family time on a regular basis as well as supporting our local growers and helping incubate small business.

CODE OF CONDUCT

The primary purpose of this Code of Conduct is to ensure the wellbeing of all participants. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the vendors and customers. Vendors are expected to behave courteously to customers, other vendors, and market staff.

As a Charlevoix Farmers Market vendor and/or their representative, I will:

- Respect and adhere to all rules established by the Charlevoix Farmers Market.
- Not willingly deceive or exploit customers, the Market Manager or The City of Charlevoix concerning Market business.
- Always demonstrate the highest standards of personal behavior and integrity.
- Vendors shall require compliance with the Code of Conduct by persons employed by them. It is the responsibility of the Vendors to educate and supervise employees such that they understand the importance of preserving the integrity of the Charlevoix Farmers' Market.
- Please be accountable to each other.
- Treat everyone with respect. Rude, violent, aggressive, uncooperative or belligerent behavior toward others will not be tolerated.
- Under no circumstance shall a vendor or representative attend or participate in the Charlevoix Farmers Market while under the influence of alcohol and/or controlled substance.

- If an issue arises and it cannot be solved between the vendors, the procedure is as follows: The vendor must go to the Market Manager. If the Market Manager cannot solve the issue with the help of the Farmers Market Advisory Committee the vendor must file a grievance. To preserve the integrity of the presented grievance no other outside parties shall be notified unless questioned by the Market Manager or the Charlevoix Farmers Market Advisory Committee.

It is important that all Charlevoix Farmers Market vendors and/or their representatives comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Market Manager or market advisory committee may lead to dismissal as a vendor at the Charlevoix Farmers' Market with no refund.

I have read the Charlevoix Farmers Market Vendor Code of Conduct above and agree to comply with the terms as stated.

Name: _____ Business: _____

Signature: _____ Date: _____

Without signed copy of Code of Conduct on file with the Market Manager, vendor cannot participate in Charlevoix Farmers Market

WAIVER & RELEASE

_____, as indemnitor, I agree to indemnify, defend and hold harmless the Charlevoix Farmers Market, Charlevoix Recreation, City of Charlevoix, Farmers Market Advisory Committee, and Market Manager from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees) arising out of bodily injury of any person or persons, including death, or property damage, relating to the use of Charlevoix's property for the purpose of selling items at the Charlevoix Farmers Market during its seasonal operational schedule.

Additionally, indemnitor, including indemnitor's agents or employees, admits receipt of a copy of the Charlevoix Farmers Market Rules for the current year, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these Guidelines.

Signature

Date

Printed Name

Farm/Business



Market Grievance Procedure and Inspection Policy

As members of the Charlevoix Farmers Market, you have voluntarily joined together to create a market to sell local food and products and agreed to abide by certain rules. There may be a time, however, when a vendor feels the rules are not being followed. For those situations, the Charlevoix Farmers Market Committee has created a grievance process.

If a vendor believes that the behavior of a fellow vendor is detrimental to the common goal of maintaining a vibrant, welcoming marketplace that is hospitable to both vendors and shoppers, he / she may present a grievance.

Grievance Procedure

- Approach and discuss your concerns with your fellow vendor, always maintaining a positive attitude.
- If you cannot approach and discuss your concerns with the vendor whose behavior you question, discuss your concerns with the Market Manager.
- If the Market Manager, you and the vendor whose behavior you question cannot work out a solution acceptable to all, the Market Manager can call for Mediation involving all parties. The mediation will be facilitated by a committee of three individuals appointed by the Farmers Market Committee.
- Minor complaints concerning rule infringement (not usually requiring a Grievance Form such as space violations, time violations and uncovered foods) may be resolved on the spot by the Market Manager. Major complaints concerning rule infringement (involving out of season produce, out-of-area produce or wholesale produce) must be submitted on the Grievance Form (available from the Market Manager).
- Fill out the Complaint Form and return it to the Market Manager.
- Pay a \$25 deposit for the Market Manager and/or Committee Members to conduct a farm visit. If the challenge is unfounded, then the vendor who challenged will lose the \$25. If the challenge is found to be true, then the \$25 will be refunded and the vendor in violation will be fined \$50 and suspended from the market for two weeks for the first offense. If a vendor commits a second violation, they will be permanently removed from the market.

Complainants will be identified to the vendor receiving the complaint, and complainants will accompany the Market Manager and committee members if a farm visit is deemed necessary.

The production site must be available for inspection within five days following the receipt of the complaint. If the farmers' market committee cannot be satisfied by vendor compliance, it may have the vendor removed permanently from the market.

A complaint may be filed with the City of Charlevoix to force the removal of any offending vendor by the police.



THURSDAY MORNING MARKET on BRIDGE STREET 8 AM – 1 PM

Vendor Information/Profile

Business Name: _____

Owner/Representative Name: _____

Contact Person (If different than above): _____

How many years have you participated in the Charlevoix Farmers Market? _____

Address: _____

City/State/Zip Code: _____

County: _____ Phone: _____

Email Address: _____

Please specify booth size requested: ☐ 10 ft. ☐ 20 ft. ☐ Half-Size

Annual Vendor Fee: ☐ Single \$300 ☐ Double \$600 ☐ Half \$150 ☐ Single Daily \$30
☐ Electricity Needed - Add \$25

Months attending (check): ☐ May ☐ June ☐ July ☐ Aug
☐ Sept ☐ Oct ☐ Nov ☐ ALL

Please check all products you will be selling at the market:

<input type="checkbox"/> Produce	<input type="checkbox"/> Eggs	<input type="checkbox"/> Meat	<input type="checkbox"/> Cheese	<input type="checkbox"/> Baked Goods
<input type="checkbox"/> Sauces	<input type="checkbox"/> Preserves	<input type="checkbox"/> Plants	<input type="checkbox"/> Juice	<input type="checkbox"/> Wine
<input type="checkbox"/> Flowers	<input type="checkbox"/> Tea	<input type="checkbox"/> Coffee	<input type="checkbox"/> Canned Items	<input type="checkbox"/> Hard Cider
<input type="checkbox"/> Ointments	<input type="checkbox"/> Soaps	<input type="checkbox"/> Mead	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Specify all items you are bringing from within the 5 counties:



MONDAY EVENING MARKET at FERRY BEACH 4 - 7 PM

Vendor Information/Profile

Business Name: _____

Owner/Representative Name: _____

Contact Person (If different than above): _____

How many years have you participated in the Charlevoix Farmers Market? _____

Address: _____

City/State/Zip Code: _____

County: _____ Phone: _____

Email Address: _____

Please specify booth size requested: ☐ 10 ft. ☐ 20 ft. ☐ Half-Size

Annual Vendor Fee: ☐ Single \$150 ☐ Double \$300 ☐ Half \$75 ☐ Single Daily \$25
☐ Electricity Needed - Add \$25

Months attending (check): ☐ June 29 - September 7, 2020 ☐ Drop-in

Please check all products you will be selling at the market:

<input type="checkbox"/> Produce	<input type="checkbox"/> Eggs	<input type="checkbox"/> Meat	<input type="checkbox"/> Cheese	<input type="checkbox"/> Baked Goods
<input type="checkbox"/> Sauces	<input type="checkbox"/> Preserves	<input type="checkbox"/> Plants	<input type="checkbox"/> Juice	<input type="checkbox"/> Wine
<input type="checkbox"/> Flowers	<input type="checkbox"/> Tea	<input type="checkbox"/> Coffee	<input type="checkbox"/> Canned Items	<input type="checkbox"/> Hard Cider
<input type="checkbox"/> Ointments	<input type="checkbox"/> Soaps	<input type="checkbox"/> Mead	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Specify all items you are bringing from within the 5 counties:



2020 Charlevoix Farmers Market Vendor Check List

Copies of all the following items must be turned in with this application:

- ☐ Required licenses and certificates.
- ☐ Signed Waiver & EBT form + applicable WIC, Double-Up & Project Fresh agreements
- ☐ Signed application with all products listed
- ☐ Signed Code of Conduct
- ☐ Signed Cottage Food Industry Agreement (if applicable)
- ☐ Photo Release for promotional use.
- ☐ Cash, check or money order made out to Charlevoix Farmers Market \$_____

☐ **I am willing to donate item(s) toward the customer appreciation baskets.**

Number of times you may ask me: _____

I attest the above information in my Vendor Profile is true and is in no way a misrepresentation of my market products. Further, I acknowledge full responsibility for all activities and conduct. I attest that I have read and agree to all the 2020 Charlevoix Farmers Market rules.

Signature: _____ Date: _____

Charlevoix Farmers Market • City Hall, 210 State Street, Charlevoix, MI 49720

Manager, Beth Anzell – 231-547-3253 (O) or 231-675-3578 (C)

Email: farmersmarket@charlevoixmi.gov or betha@charlevoixmi.gov

Office Use Only

Total Amount Paid: \$_____

☐ Cash

☐ Check

Date Received: _____



Small Wine, Hard Cider and Meade Vendors

Eligible Wineries must:

Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers Market Permit (https://www.michigan.gov/documents/lara/LCC-3020_Farmers_Market_Permit_Application_08-13_432699_7.pdf)

1. A map of the Farmers Market location will be provided upon acceptance of your Farmers Market Application for submission with your Permit.
2. Market Manager will sign the Permit upon acceptance for submission to the MLCC
 - a. Wineries must make fewer than 5,000 gallons of wine per year at all locations
 - b. Wineries must grow their own fruit or source county specific, Michigan fruit; if sourcing from other farms or vineyards, the winery must provide a detailed list of those sources with contact information.
 - c. The Market Manager has the right to cancel a winery's table assignment at any time, for any reason.
 - d. Wineries must submit a copy of their liability insurance with insured in the amount of at least \$1,000,000.
 - e. Wineries shall supply trained servers (certificate on file) who will be present to distribute 1-ounce wine samples at the market. In the event of substitutions, the Market Manager must be notified and be provided with information for any/all new servers.
 - f. Wineries will check photo identification of ALL customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with federal law.
3. Due to the additional \$75 licensing cost for the wineries, and the 'Bridge Street only' season (no alcohol at the library*) the annual fee for a wine booth is \$200 and is limited to a 10' space. **A booth at the Ferry Beach location will be \$100.**
 - Wine vendors will devise their own system for distributing the 1-ounce pour (a fee may be collected) no one person will be served more than six ounces (one, 6 oz. glass of wine) per vendor on a given market day.

*A wine vendor may, however, attend the Library Markets in the Fall with promotional, print material, coupons, and/or gift certificates.



2020 Charlevoix Farmers Market Vendor EBT (Electronic Benefit Transfer) Agreement

Charlevoix Farmers Market accepts food assistance benefits (EBT/food stamps) in the form of Michigan Bridge Card. Eligible vendor participation is **strongly recommended**.

Agreement:

I agree to follow all the rules as explained on the attached process/rule sheet.

- I agree to follow all policies of the Charlevoix Farmers Market, as well as those of the US Department of Agriculture Food and Nutrition Service (USDA FNS), who administers the Bridge Card program. An in-depth review of eligibility and process will be addressed at the mandatory meeting.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my market eligibility.
- I understand I will not be reimbursed for tokens or scrip collected incorrectly.
- I understand it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.
- I will comply if/when we convert to electronic signatures on the daily Market Ledger. A cell phone photo may be taken of the daily intake screen.

Signature

Date

Printed Name

Farm/Business



2020 Charlevoix Farmers Market Photography Release

Charlevoix Farmers Market will, from time to time, have the Market Manager, an on-site photographer, as well as local and regional professional media outlets at the Market to help promote our Vendors. Photos may be taken with or without knowledge of the subject depending on the situation. We will make attempts to get permission of subjects and use discretion. This written authorization gives the Market permission to utilize any photos taken at the Market for publicity and advertising purposes. By signing below, you acknowledge photos taken at or around your booth are acceptable and will be allowed.

Signature

Date