



MT PLEASANT PARKS AND RECREATION

320 W. Broadway Street, Mt. Pleasant, MI 48858-2447

24-Hour Recreation Information Line 989-779-5335 • Fax 989-773-6790

Office Hours: 8 a.m. to 4:30 p.m., Monday-Friday
www.mt-pleasant.org/farmersmarket

Office Telephone 989-779-5331
facebook.com/mpfarmersmarket

Mt. Pleasant Farmers' Market Mission Statement

Mt. Pleasant Farmers' Market is a vibrant marketplace connecting residents and visitors with local farmers, food producers and artisans, increasing access to fresh, affordable, local and healthy food choices, inspiring healthy lifestyles, strengthening our local economy, providing a festive gathering place, and enriching lives and building community.

OPEN AIR FARMERS' MARKET 2016 GUIDELINES

1. Thursday market hours at Island Park are 7:30 a.m. to 2 p.m. Saturday market hours at City Hall are 9 a.m. to 2 p.m.
2. **Park gates will open at 6:00 a.m.** The gates may be open earlier but shelter preparation may still be in process. All selling areas must be cleaned and vacated by 2:45 p.m. If vendors have special needs for set-up and take-down, they are required to contact Mt. Pleasant Parks and Recreation for special arrangements.
3. Items permitted for sale at the Thursday market are limited to produce, fruit, flowers, plants, dried spices and baked goods. (food & foliage). Artisans and Specialty Crafters are permitted on a limited basis. Questionable items must be approved by Mt. Pleasant Parks and Recreation prior to sale.
4. Vendors must grow a minimum of 80% of the products they are selling. When submitting an application, the vendor will verify that they are the actual grower or producer of the specific items that they wish to sell at the market. Farmers may sell limited amounts of products on behalf of neighboring farms on a temporary basis, with advance approval of and at the discretion of market staff. All vendors are required to allow market representatives to inspect their production facilities at any time, with or without notice, so as to maintain the integrity of a producers' market. Any new vendor who submits a vendor application shall have a farm/vendor visit at his/her place of making, growing, or production of food or products offered for sale at market. All vendors shall have a farm visit at least once every three years to ensure compliance with the market guidelines.
5. Vendors are required to label the origin of their products (utilizing the definitions in rule #6), in a location that can be clearly seen at the point of purchase. The origin must be written out on every sign.
6. Definitions:
 - **Farmer/Grower:** "Homegrown" or self-produced by vendor in Michigan
 - **Representative Vendor:** offers "Locally Grown" Michigan grown food and agricultural products for resale. Items must be grown and/or produced **in Michigan** (not purchased in Michigan and grown elsewhere) and labeled with the address of its origin. Representative vendors are required have on file with the Market Manager the names and contact information of each of the Michigan producers whose product they will sell.
 - **Farmer Direct:** purchased directly from the farmer who grew it
 - **Michigan Grown Produce Auction:** purchased at a Michigan grown produce auction and able to provide verification identifying grower; produce auction items not to exceed 20% of vendor product
 - **Wholesale:** purchased through a produce wholesaler **is not permitted**
 - **USDA Certified Organic:** must submit evidence and certifications before selling any item under this claim. <http://www.michigan.gov/mdard/0,4610,7-125-1569---,00.html> Vendors must display their certificate at the market.
 - **Processed/Packaged/Value Added Foods:** must comply with US Department of Agriculture Food Safety Regulations regarding food processing and handling. (Pickles/pickled items, salsas, sauces, meats, other) http://www.michigan.gov/mdard/0,1607,7-125-1568_2387_46671_46672-169336--,00.html
 - **Cottage Food:** produced by vendor under Cottage Food Law (baked goods, dry mixes, granola, other) All items to be sold must be labeled according to Michigan Cottage Food Law. http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html. **All Cottage Food vendors are required to provide proof of food safety training: ServSafe Certification OR MSUE online video.** (http://msue.anr.msu.edu/program/cottage_food_law/michigan_cottage_food_law_online_training)
 - **Ready to Eat:** prepared food for onsite consumption must comply with Central Michigan District Health Department Temporary Food establishment licensing rules, http://www.cmdhd.org/eh/food/eh_food_temporary_foods.htm,

- **Artisan, Specialty, Crafter:** homemade produced by vendor from raw materials, no manufactured or factory made items. A sales tax license is required for those selling non-food items.
 - **Non-Profit:** one-time or limited-time community education and information guests may attend and set up a table or booth at the market for community education or information purposes at the discretion of the Market Manager.
7. Vendors are required to comply with all Michigan Department of Agriculture Rules and Regulations. Contact them with questions at 517-241-6666 (food) or 517-241-2977 (plants). A copy of licenses must accompany the Vendor Registration Form for items such as perennial plants, maple syrup and any processed foods. A sales tax license is required for those selling non-food items. A sales tax license may be obtained by contacting <http://www.michigan.gov/taxes/0,1607,7-238-43529-155505--,00.html> or 517-373-3200.
 8. **Meat and Poultry** All meats and poultry to be sold at the market must be owned and raised by the farmer selling them. All meats and poultry to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. All meats must be processed in a USDA-inspected slaughter facility. A USDA seal of inspection must appear on all packages of meat originating at such a plant. Small poultry producers raising fewer than 20,000 birds may have their birds processed either at a USDA- or MDARD-inspected facility. Product must be labeled appropriately, and producers must have a copy of the MDARD license on hand at the market. All meats and poultry must be sold packaged and frozen and must be stored at 41°F or below. All meats and poultry must be labeled with the farm name and address.
 9. **Fish** All fish products to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. All fish must come from a commercial fisherman or a licensed distributor; the license must be provided to the Market Manager. Fish must be sold frozen and stored at 41°F or below.
 10. **Eggs** All eggs to be sold at the market must come from birds owned and raised by the farmer selling them. All eggs to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. Eggs must be clean, packaged in clean cartons, and stored at 45°F or below. Each carton must be labeled with the farm name, address, phone number and a "best by" date (within 30 days of the packing date).
 11. **Dairy Products** All dairy products, including cheese, yogurt, cream etc., to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. All dairy products must come from a licensed dairy; the license must be provided to the Market Manager. All dairy products must be stored at 41°F or below.
 12. **Baked Goods** All baked goods must be "homemade" prepared using as many local ingredients as possible. Premade or box mixes are not permitted. Vendors must provide a list of locally-sourced ingredients, as well as receipts if requested, upon applying and must display signage at the market with locally-sourced ingredients listed with the farm or business from which it was sourced. All baked goods must be prepared in a licensed kitchen unless such items meet the criteria identified in the Michigan Cottage Food Law; the license must be provided to the Market Manager. All products prepared under Michigan Cottage Food Law: Must be non-potentially hazardous that do not require time and/or temperature control for safety, as defined under the Law. See <http://www.michigan.gov/cottagefood> for more information. Must be properly packaged and labeled with all information specified by the Law (see above link). Must be pre-approved by the Market Manager. Must be sold by the producer who prepared the goods. **All Cottage Food vendors are required to provide proof of food safety training: ServSafe Certification OR MSUE online video.** (http://msue.anr.msu.edu/program/cottage_food_law/michigan_cottage_food_law_online_training)
 13. **Plants and Flowers** All potted plants, herbs, bedding plants, nursery stock or cut flowers sold at the market must be grown by the vendor selling them. No wholesale or brokered products will be allowed. All growers or businesses selling nursery stock or herbaceous perennials must be licensed by the state of Michigan. See http://www.michigan.gov/mdard/0,4610,7-125-1569_16993_16998--,00.html for more info.
 14. No vendor shall operate outside the assigned area.
 15. All vendors must apply with the Market Manager at Mt. Pleasant Parks and Recreation, 320 W. Broadway Street, Mt. Pleasant, MI 48858. A completed application form and payment must be logged and a stall assignment made by the Market Manager in order for a vendor to be permitted to sell at the market. **Application Deadline: May 13, 2016.**
 16. Selling areas will be available for a rental fee and may be purchased at the market or at Mt. Pleasant Parks and Recreation office from the Market Manager.

**Questions about Farmer's Market or Food Assistance Benefits?
Call the Market Manager at Mt. Pleasant Parks and Recreation at 989-779-5330.**

17. The 2016 fees are as follows:

	<u>Stall Rental Fee</u>	<u>City Resident Rates</u>
<u>Thursday Market – Island Park</u>		
Daily Stall Rental		
Outside – West of Pavilion	\$25 each	\$15 each
Inside Pavilion & Outside – East Patio	\$40 each	\$20 each
Short Season Rental (5 weeks)		
Outside – West of Pavilion	\$100 each	\$60 each
Inside Pavilion & Outside – East Patio	\$150 each	\$120 each
Yearly Stall Rental (June 2 – October 27)		
Outside – West of Pavilion	\$200 each	\$100 each
Inside Pavilion & Outside – East Patio	\$300 each	\$150 each
Electrical	Daily - \$1/Yearly - \$25	Daily - \$1/Yearly - \$25
<u>Saturday Market – City Hall</u>		
Yearly Stall Rental (June 25 – October 8)	\$100 each	\$85 each
Daily Stall Rental	\$15 each	\$10 each
Electrical	Daily - \$1/Yearly - \$25	Daily - \$1/Yearly - \$25

18. Vendors are limited to renting a maximum of 3 stalls.

19. All stalls will be offered by the following system:

- a. First choice of stalls will be offered to vendors returning from previous seasons, on a seniority basis **when the vendor applies by the Application Deadline (May 13, 2016)**.
- b. After returning vendors have chosen stalls, stalls will be assigned randomly with preference given to those purchasing the full season.

14. Vendors who know that they will be absent from the market on any particular day are asked to contact the Market Manager at the Mt. Pleasant Parks and Recreation office at 989-779-5331.

15. All vendors must arrive by 7:15 a.m., or contact Mt. Pleasant Parks and Recreation office **at least 24 hours in advance** and inform the Market Manager of a later arrival. If the vendor does not arrive at the market by 7:15 a.m., and fails to contact the Mt. Pleasant Parks and Recreation office at least 24 hours in advance, the Market Manager has the option of renting the stall to another vendor **for that week only**.

16. Vendors are limited to **one (1)** vehicle per stall in the market area. All other vehicles must be parked away from the market shelter in the east parking area.

17. Vendors will be allowed one (1) picnic table per stall rented, no more. **Serving tables will not be provided. Picnic tables are provided or you can bring your own table.** Additional set-up is left up to the individual vendor. Check with the Market Manager for appropriate set-ups.

18. Before leaving the market, **all vendors must clean their assigned stall areas. All trash and garbage must be removed from the area by the sellers.** If the Parks Department must clean an area, the vendor will be charged a cleanup fee.

19. It is prohibited to dump any organic materials into City dumpsters or trash barrels. Prohibited items include **fruit, vegetables, flowers, or any other “decomposable” materials.** Vendors may use dumpsters for **empty** produce boxes (broken down), and small trash items related to your rental at the market. **This extra benefit is extended to our vendors and will continue only as long as it is not abused.**

20. Anything offered for sale on the market shall be open for inspection at all times.

21. No produce or fruit is to be displayed directly on the ground.

22. No spoiled or decayed produce or fruit may be sold.

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23. Cooking food items on Market premises without prior approval is prohibited.
24. Food sampling must be done with adherence to Michigan Department of Agriculture and Central Michigan Health Department requirements. All vendors offering food samples must realize that they are responsible for the safety of the food samples being offered. The vendors offering samples must take precautions to make certain that food samples are handled and displayed properly to prevent contamination.
25. Each person selling food at the market shall present a clean appearance at all times and shall keep his/her hands clean at all times.
26. Selling will be limited to retail customers only and will be on an individual basis. The City of Mt. Pleasant will not be liable for transactions made between seller and buyer.
27. Signs - Only signs indicating the name or location of your establishment and signs describing your product and price will be allowed. The Market Manager reserves the right to prohibit a sign or signs for any reason.
28. Only eligible vendors who have signed agreements on file are authorized to accept food assistance benefits coupons, food assistance benefits tokens, and credit/debit tokens for reimbursement. Participation in food assistance programs is strongly encouraged for vendors selling eligible items. All vendors who are eligible and wish to accept food assistance benefits, including Supplemental Nutrition Assistance Program (SNAP), Double Up Food Bucks, WIC Project FRESH and Senior Market FRESH, must sign a contract for each program and post signage at their booths for programs in which they participate. Vendors may not accept any currency or benefits for which their business is not eligible and will not receive reimbursement for that currency. Vendors are responsible for knowing each program, its currency and eligible items. Training and informational materials will be provided by the Market Manager. Vendors will be reimbursed according to the Vendor Reimbursement Check Schedule. SNAP and DUFB are assessed a 5% administrative fee. Credit/Debit are assessed an 8% fee.
28. Parks and Recreation areas and/or facilities within the City of Mt. Pleasant Parks System including large public events conducted within Parks and Recreation areas and facilities like Mt. Pleasant Farmers' Market are designated as tobacco-free zones. Tobacco-free zone areas are established where children recreate, such as playgrounds, splash pads, picnic shelters, park restrooms, sports fields, skate parks, etc.
29. Vendor shall bear the sole responsibility and liability for any of their items sold at the market. The City of Mt. Pleasant assumes no responsibility and shall not be liable for any damage or injury.
30. While participating in the market, vendors shall not discriminate against any person on the basis of economic status, race, sex, color, national origin, religion, disability status, height, weight, marital status, gender identity, or sexual orientation. Mt. Pleasant Farmers' Market is intended as a point of food access for ALL people. Inclusivity and the creation of a welcoming environment is key to this mission. **Any incident of vendors participating in bias at the market will be taken VERY seriously, and market management has the right to terminate your affiliation with the market.**
31. Partial or total loss of selling privileges may occur if a vendor commits any infraction of the market rules.