



WILLIAMSTON FARMERS' MARKET

161 East Grand River, Williamston, Michigan 48895

Sunday: 10 a.m. to 2 p.m.

Email: williamston.farmers.market@gmail.com

Telephones: 517-719-6193 or 517-655-2774 FAX: 517-655-2797

Located in McCormick Parking Lot
One block North of the downtown traffic light; corner of N. Putnam and High Streets

VENDOR RULES and REQUIREMENTS

Thank you for choosing the Williamston Farmer's Market. You are a valued vendor at Williamston Farmers Market (WFM) and as such you are responsible for informing yourself and your staff about the market rules and insuring that the rules are followed.

Questions may be directed to the Market Manager, Marlene Epley, 517-719-6193 or email, williamston.farmers.market@gmail.com

VENDOR IDENTIFICATION

- Each vendor must **prominently** display a sign clearly identifying the farm or business by name and the location of the farm or business.
- Signs must be a minimum of 11" X 17" with lettering at least 3" high.
- Signs must be in place by Market opening time which is 10 a.m.

PRODUCT LABELING, CERTIFICATION, COMPLIANCE WITH HEALTH, SAFETY, AND RELATED LAWS

- Vendors and their employees are responsible for informing themselves about, and complying with, federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- It is generally assumed by the local consumer public that each vendor grows/produces/manufactures the items that she/he is selling at Williamston Farmers' Market. **Anything that is not grown/produced/manufactured by the vendor who is selling it, must be individually labeled or identified by prominent signage, indicating the origin of the product:**
 1. Name of grower/producer/manufacture of the product;
 2. Location of the grower/producer/manufacture.

LIMITS ON MARKET PARTICIPATION

- **Product Overlap:** Vendors whose products or practices place them in more than one category are subject to all the requirements of all categories.
- **Exclusivity:** The Market does not offer exclusive rights to any one vendor to sell any one product. However, if the Market Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.
- **Transfer of Space:** Vendors may not sublet stall space to others. Prepaid fees are non-transferable to other market dates or vendors. If a vendor sells his/her business, he/she may not transfer his/her market spaces to the new owner.

The Williamston Farmers Market strives to provide a venue for consumers to access the produce and product offerings of local farmers, artisans, and small businesses from the Williamston area. Quality of life in the Williamston community is enhanced by the opportunity for area residents and visitors to engage in sustainable commerce and social interaction with local farmers, entrepreneurs, and community members while supporting the local economy.

Vendor Rules and Requirements

WORKER / EMPLOYEE PRACTICES

- Vendors are responsible for making sure that all persons working at their booth(s) are familiar with and adhere to all Market rules, regulations, and guidelines.

PERMITS and LICENSES

- Vendors are responsible for informing themselves and complying with federal, state, and local permits and licensing requirements applicable to the sale of their products and for the display of any such permits and licenses.
- Taxes are the sole responsibility of the vendor.

FAIR and HONORABLE MARKET PRACTICES

- Vendors are discouraged from pricing products below the floor established by local supermarkets or local retail stores or undercutting potential sales of other Market vendors.
- All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual label or posted as a list of prices on a large, clearly readable sign or board.
- Vendors must accept United States currency and market tokens for programs in which the Market participates.

STALL/BOOTH ASSIGNMENT, VENDOR PARKING, SET-UP and BREAK-DOWN, and TIME REQUIREMENTS

- **Vendors are not allowed to sell products before the official opening time of the market (10:00 a.m) without permission from the Market Manager.**
- The Market Manager or Manager Designee assigns stall spaces to vendors. Vendors with their stall assignments may occupy their spaces upon arrival.
- Vendors must be set-up by 9:45 a.m. Set-up may begin at 8:00 a.m.
- Vendors arriving after the opening of market will have to load-in from the perimeter of the market.
- **Reserved spaces not occupied 15 minutes prior to opening at 10:00 a.m. may be reassigned to another vendor.**
- Vendors who do not have their space assignments need to obtain a space assignment from the Market Manager before setting-up.
- **Vendors are expected to remain open the entire length of the market day.** Approval must be obtained from the Market Manager or Manager Designee by any vendor wanting to leave before the Market closes at 2:00 p.m.
- Vendors are permitted to continue selling after the official Market closing time and until all customers have been satisfactorily served.
- To allow adequate customer parking, vendors and their assistants/employees should not park their commuter vehicles in McCormick Parking Lot or in the McCormick Parking lot next to the public restrooms.

ATTENDANCE POLICIES and CANCELLATIONS

- Once a vendor's reservations for market dates have been approved, they are obligated to attend and pay for all reserved market days.
- Vendors who need to cancel their space are asked to provide 72 hours notice by calling the market manager (517-719-6193).
- The Market is open rain or shine.

BOOTH / STALL SIZES, and EQUIPMENT

- **Booth sizes:** Each booth/stall is the same size as a standard parking space (10' wide X 20' deep)
 - Vendors may rent as many spaces as needed to accommodate their business. See the **VENDOR APPLICATION for rental fees.**
- **Canopies:** Vendors using tents, canopies, umbrellas, etc. **MUST** have them secured and weighted down sufficiently to hold them down during sudden high winds. Sand bags, weighted jugs, weighted pipe are commonly used for this purpose.

Vendor Rules and Requirements

- **Electrical:** All electrical equipment must be pre-approved by Market Management. **Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover all portions of the cord that lie in any area used for pedestrian traffic.**
- **Equipment:** Vendors are responsible for furnishing their booths with all necessary equipment and supplies, including but not limited to the following:
 - o Canopies: Vendors selling prepared foods and baked goods are required to have a full canopy covering their booth. An umbrella is satisfactory if it is sufficiently weighted and covers the entire prepared food area.
 - o Tables and Chairs
 - o Display Racks
 - o Packaging
 - o Cash Boxes/Containers AND cash for making change
 - o Signage

BOOTH MAINTENANCE and SAFETY

- Vendors are responsible for keeping their space clean and attractive during market hours.
- Containers produce, or other items for sale may not extend into the common customer traffic areas without receiving prior approval from Market Manager.
- Vendors may place a sandwich board sign in the traffic area in front of their booth. The sandwich board must be weighted down sufficiently to hold them down during sudden high winds.
- Vendors whose products generate waste (e.g. ready-to-eat food vendors, vendors providing samples, etc.) must provide a trash receptacle at their booth for customer use.
- Vendors are responsible for cleaning up their space before leaving the market, including sweeping up any debris and removing their trash.

SAMPLING and FOOD SAFETY

- Vendors who supply samples are responsible for adhering to the Michigan Department of Agriculture and Rural Development (MDARD) guidelines for hand washing and food safety.
- Fresh fruits and vegetables may be displayed in open air but they must be stored off the ground, per MDARD Food Safety Guidelines. Pumpkins and large squash are exceptions to this rule.
- Any questions regarding safe food handling should be directed to MDARD food safety specialists. (800-292-3939); MDA-Info@Michigan.gov, Michigan Department of Agriculture and Rural Development, Post Office Box 30017, Lansing, Michigan 48909.

NO SMOKING

- Vendors are not allowed to smoke in McCormick Parking Lot at any time during Market Hours (between 10:00 a.m. and 2:00 p.m.). **ABSOLUTELY NO EXCEPTIONS.**

DOGS

- Owners are solely responsible for any and all damage or disruption to the Market or other vendors caused by their dogs.
- Dogs must be kept under control, on a leash, and within the vendor's booth at all times.
- Dogs must be friendly with other dogs and children.
- Vendors are responsible for cleaning up and disposing of their dogs' excrement immediately upon occurrence.

WFM Management reserves the right to direct vendors to remove pets from the market area for any reason.

WEATHER RELATED OCCURANCES

- WFM is open rain or shine. Market Management recognizes that there are some products that cannot be displayed on rainy days. However, vendors selling products that are not sensitive to weather conditions are encouraged to attend the market on wet days for the good of the market and as a courtesy to fellow vendors.

Vendor Rules and Requirements

- Since WFM is held in an open-air venue, the Market Manager or Manager Designee has the right to close the market if it is determined that severe weather conditions could compromise the safety of vendors and shoppers. Decisions about closure are made in consultation with the local police department. See EMERGENCY PROCEDURES for more details about weather related cancellations.

WORKPLACE VIOLENCE PROHIBITED

- The safety of WFM employees, vendors, customers and visitors is of utmost importance. Verbal or physical threatening behavior or acts of violence against employees, vendors, customers, visitors or others while attending WFM, will not be tolerated.
- Any person who engages in this behavior will be removed from the premises as quickly as safety permits, and shall remain off WFM premises pending the outcome of an investigation.
- Subsequent to the investigation, WFM Management will respond appropriately. This response may include, but is not limited to, suspension and/or termination of any business relationship, and/or the pursuit of criminal prosecution of the person or persons involved.