

<p>Market Location: Grass Lake Community Events Park 120 Brown St. Grass Lake, MI 49240</p> <p>2022 Market Season: May 4 – September 28 Market Days/Hours: Wednesday, 4pm – 7pm</p> <p>Market Fees: \$130 Pre-Paid Pavilion Seasonal \$100 Pre-Paid Tent Seasonal \$12 Daily Vendor</p>	 <p>2022 Vendor Packet</p>	<p>Market Mailing Address: Attn: Market Manager P.O. Box 446 Grass Lake, MI 49240</p> <p>Market Email: Grasslake.farmersmarket@gmail.com</p> <p>Market Manager: Sabrina Edgar</p>
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Procedure to Become a Farmers Market Vendor:

1. Read the 2022 Farmers Market Rules & Regulations.
2. Completely fill out the vendor application and dates where applicable.
3. Return the signed and completed application form and agreements by email or USPS with scanned digital copies of all applicable licenses and permits or by mail with photocopies of all applicable licenses and permits. Provide proof of liability insurance via email or mail after application approval.

Application Processing

1. When we have received your complete application including all photocopies of appropriate permits and licenses, it will be submitted to the Grass Lake Farmers Market (GLFM) Board of Directors for review and approval.
 2. You will be notified by the Market Manager of our decision depending on submission no later than the first week in April. Applications received after April 1st will be processed one week from the submission date.
 3. If your application is approved, you will receive communications pertinent to vendors, such as site placement, a copy of the bylaws, parking options, and set-up and take-down procedures.
- Questions: grasslake.farmersmarket@gmail.com or 734-323-9856, attn: Market Manager. Text is best.

New Items, Changes and General Notifications

- The 5HT Farm to Table Fabulous Feast will be hosted in Chelsea this year. The event is a fundraiser for the Grass Lake, Stockbridge, Chelsea, Dexter winter and Manchester farmers markets. It is also an opportunity to showcase your products and network with potential customers. All vendors are welcomed and encouraged to participate by volunteering for the planning committee, volunteering on the day of the dinner, or donating items for the auction.
- A diverse mix of products is the hallmark of a great farmers market. The board reserves the right to limit duplication of products and vendors in order to best serve the market, the vendors and the community.
- A reminder that the Grass Lake Farmers Market is a Homegrown/Homemade market. With the exception of the occasional special event, direct sale vendors (Mary Kay, Scentsy, Tupperware, etc.) will not be approved as vendors at the market.

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PLEASE PRINT LEGIBLY

Name: _____ Business Name: _____

Address: _____ City _____ State: _____ Zip: _____

Phone: _____ Email: _____ Website: _____

Emergency Contact _____ Emergency Contact's Phone _____

Seasonal Vendor Fee Under Pavilion (22 market days) \$130: _____ Due by May 1st
 Seasonal Vendor Fee Under Pavilion Second Stall (22 market days) \$50 _____ Due by May 1st
 Seasonal Vendor Fee for Open Grass Area (22 market days) \$100: _____ Due by May 1st
 Seasonal Vendor Fee Open Grass Area Second Stall (22 market days) \$50: _____ Due by May 1st
 Daily Vendor Fee \$8: _____ Due before unloading for each market attending
 Daily vendors will be placed under pavilion if there is room and on a first come first served basis.

Cash or check (payable to Grass Lake Farmers Market) Payable upon application approval or as listed above.
 Pavilion space is not guaranteed for seasonal vendors until entire fee has been paid.

Market Dates & Attendance

I plan to attend all market dates: _____					I plan to attend all market dates after: _____					
I plan to attend specific dates (check all that apply)										
May	4:	11:	18:	25:	August	3:	10:	17:	24:	31:
June	1:	8:	15:	22:	29:	September	7:	14:	21:	28:
July	6:	13:	20:	27:	October	No dates at this time				

Check the types of products you will be selling at the market:

Vegetables _____ (Organic) Fruits _____ (Organic) Eggs _____ Meat _____ Dairy _____

Flowers/Plants _____ Baked Goods/Cottage Foods _____ Crafts/Artisan _____ Other _____

Please describe the products you would like to bring for sale at the Grass Lake Farmers Market. All items must be pre-approved by the Board of Directors. Use additional pages to include more detail as needed:

I (we), the undersigned, have read the Rules and Regulations of the Grass Lake Farmers Market and do agree to abide by all rules and regulations.

I (we) understand that failure to comply with the Rules and Regulations could mean dismissal from the Market without reimbursement of the vendor fee.

As a vendor wishing to participate in the Grass Lake Farmers Market, I (we) agree to save, hold harmless and indemnify the Grass Lake Farmers Market and the Village of Grass Lake from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by the Grass Lake Farmers Market, when such damages or liability arise out of acts of my (our) own, or of my (our) employees or associates, located at such site.

Signature _____ Date _____

Our Policy:

It is the policy of the Grass Lake Farmers Market to provide equal opportunities to sell at the market without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Additional Agreements (optional and will not influence the application)

Photography and Publishing Consent: The undersigned agrees that photographs may be taken of individuals or the market stalls by staff/volunteers of the Grass Lake Farmers Market, Music in the Park or other businesses. The undersigned understands these photos may be published for use in print or internet advertising.

Signature _____ Date _____

We do joint marketing with these other local farmers markets and hope that you will consider them also.

Chelsea: Wednesday 1- 5 pm, Saturday 8 am- 1 pm Emily Griswold coordinator@chelseafarmermkt.org

Dexter Winter Market, Dextermarket.com dexterwintermarketplace@gmail.com

Manchester: Acorn Farmers Market & Consignment Market farmersmarket48158@gmail.com

Stockbridge: Friday 4 to 7 pm Suzi Greenway suznort@juno.com 517-851-7437

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GLFM Vendors who have concerns about Market operations, vendor policies or other vendors' compliance with Market rules should use this Concern Form. GLFM will not reveal the inquiring vendor's name to anyone. Submit this form directly to the Market Manager on the Market day or within one week of the Market during which the alleged violation occurred. For concerns regarding another vendors' compliance with Market Rules and Regulations this form must include a \$25 investigation deposit. Should the complaint be found valid by the Board of Directors, the \$25 will be returned. If the claim is found to be invalid, the \$25 will not be returned. There is no fee for use of the form for Market suggestions/improvements.

Today's Date: _____

Vendor Business Name: _____

Your Name: _____

Contact Information (phone number, email or mailing address) _____

Your concern: Please reference the specific GLFM rule/regulation, Michigan Cottage Food Law or other policy with which you have a concern. If this is a complaint regarding a Vendor, specify Vendor's name. If you need more room, please use the reverse side of this form.

Market Date and approximate time at which the violation/complaint occurred (if any): _____

Please state the specifics of the violation of the rule. Provide any evidence that supports your concern. If you need more room, please use the reverse side of this form.

Signed: _____ Date: _____

For Market Use Only:
Date Rec'd: _____ By: _____

Signature upon \$25 returned: _____

Notes/Resolution: _____

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FOR GOVERNING THE OPERATION OF THE GRASS LAKE FARMERS MARKET

1. The organization will be known as the Grass Lake Farmers Market or GLFM
2. The use of the Market is restricted to vendors who are bona fide growers, artisans, producers of homemade products or other vendors as approved by the Board of Directors.
3. Unless stated otherwise, policy violations will be enforced in the following order:
 - a. First Occurrence: Market Manager will review rules and regulations regarding the violation and discuss expectations of future adherence with vendor in question.
 - b. Second Occurrence: Vendor will be suspended for remainder of that market day. No stall fees will be refunded
 - c. Third Occurrence: Vendor attendance will be temporarily suspended from Market until violation(s) rectified. No stall fees will be refunded.
 - d. Fourth Occurrence: Vendor will be suspended for remaining Market season. If less than 5 Markets are left in the season, the vendor application will not be approved for the following season. No stall fees will be refunded
 - e. The Board of Directors and Market Manager reserve the right to immediately and permanently expel any vendor as they see fit to preserve the safety and integrity of the Market for other vendors, volunteers and Market visitors.
4. Setup for Market may begin at 2:00 pm. Vendors are expected to be prepared for customers by 4pm. Vendors may not leave early unless they have sold out of all products and have been verified by the Market Manager. Emergency exceptions will be applied, please see the Market Manager before beginning tear down for verification and record keeping.
5. The Market will be open rain or shine. **Weather Policy:** The Market Manager will cancel the Market before or during a storm only if a severe or dangerous storm warning has been issued by the National Weather Service for an area within 25 miles of Grass Lake. If the Market is cancelled prior to the start of the Market, vendors will be notified by preferred method listed on application as soon as possible if they are not yet in attendance at the Market.
6. Vendors may pull into the park area to unload and reload before and after market. Vehicles will then need to be parked along the North side of the pavilion, in grassy area to the North of the car wash, in village parking lot and behind village parking lot.

7. Vendors may choose to stay until 8pm on market days when Music in the Park events occur. Vendors are required to alert the Market Manager by 6pm if they intend to stay.
8. Each vendor shall keep his/her Market space free from refuse during Market hours. Empty containers and equipment shall be kept in an orderly manner and confined to the space of a specific vendor. Each vendor shall clean up his/her space after each Market. Trash receptacles are provided on Depot grounds.
9. To promote and represent a healthy lifestyle for consumers, vendors and their representatives are strictly prohibited from using any alcohol, tobacco, illegal drugs or vaporizers at their stall or within 50 feet of any other vendor stall.
10. Vendors must identify themselves in their stall by posting an easily read sign giving the name and location of the business name. Emphasizing "LOCALLY" grown products is recommended and important for the image of the Market.
11. Licenses, Inspections, Cottage Food Laws: All vendors are required to secure proper licenses and inspections for their products. The Grass Lake Farmers Market and the Village of Grass Lake are not liable for any non-compliance with the Michigan Department of Agriculture and Rural Development or the Jackson County Health Department. State of Michigan Cottage Food Laws must be followed. A copy of all applicable licenses, sales permits and certifications must accompany the vendor application before application will be presented to the Board of Directors for consideration. Proof of insurance must be provided before the beginning of the first Market attended by the approved vendor.
12. No live animals may be brought to or sold at the Market by any vendor without permission of the Board of Directors.
13. Sales shall be conducted in an orderly business manner. No shouting, hawking, or other objectionable means of soliciting shall be tolerated. Vendors shall exhibit courtesy and cooperation to customers and to other vendors selling at the Market.
14. Prices shall be plainly displayed to the customer.
15. Vendors will be assigned to the market locations according to market spaces available, seniority, type of product, previous Market attendance and at the sole discretion of the Market Manager.
16. Sales Reporting: Each vendor will be required to report the total sales amount to the Market Manager at each Market. Each vendor in a shared booth is required to report their individual sales. **All reporting will be treated as secure data.** This sales data is collected for monitoring the performance of the Market as a whole and for preparing and reporting for potential grants.
17. Vendors are encouraged to use tents to protect themselves and their product from the weather in the event they are not placed under the pavilion. All tents are required to have leg weights. All tents not conforming to the following guidelines must be removed from the Market immediately. The Market Manager will inspect all tents at each Market. Weights must weigh at least 25 lbs. each and be secured to each tent leg or where two legs meet. For one 10x10 tent this means 4 weights, each weighing 25 lbs. or more. For two 10x10 tents this means 6 weights. Weights must be securely fastened to the tent leg or frame. Dumbbells or other household items loosely tied to the leg are not acceptable. Simply laying a weight on the small "foot" of the tent leg is also not acceptable. In the event that a vendor's tent is moved away from its original location or tipped over by the wind because it had not been secured as described above, that vendor is subject to a violation under point 3, section c.
18. Vendors not able to attend a specific Market date are requested to notify the Market Manager via email, telephone or text not less than 72 hours before the opening of said Market. This will enable the Market Manager the opportunity to fill the empty booth space, thereby maintaining a full and vibrant Market for our customers. Prepaid fees will not be refunded except at the sole discretion of the market manager. Seasonal vendors missing two or more Markets without contacting the Market Manager within 48 hours of the beginning of the missed market will be relabeled as a daily vendor, will forfeit their assigned stall area and all prepaid stall fees. Seasonal vendors relabeled as daily vendors will be required to pay daily vendor fees for each market they wish to attend prior to setting up for market. Daily vendors that do not

show up for a market and do not contact the Market Manager within 48 hours after the beginning of said Market three times are subject suspension for the remainder of the current Market season.

19. Daily stall fees must be paid prior to unloading.
20. Vendors may choose to share a stall, splitting the fee as they see fit. All fees are due in full prior to unloading.
21. Artisans and crafters must be approved by the application committee. All products must be handcrafted. Commercially manufactured and mass produced arts or crafts are not allowed. Exception: products that enhance or support the core products sold by the vendor will be allowed. For example: a commercially produced garlic press can be sold by a garlic farmer. Cookbooks highlighting produce can be sold by vegetable/herb farmer. Honey spoons can be sold by apiary vendors. (Examples not inclusive)
22. All vendors MUST have a Liability insurance policy. A minimum of \$1 million coverage is required and proof of coverage must be submitted per application approval and prior to first Market.
23. No claims of organically grown or raised products can be made unless they have been certified organic by the USDA. Annual certification is required. Your current certificate must be clearly displayed in your stall.
24. Vendors selling by-the-pound must have their own registered calibrated scale.
25. The Michigan Cottage Food Law requirements include that the food package be "labeled with the name and address of the operation, and the food product," the ingredients must be "listed on the label in descending order of predominance by weight," and the net weight or volume and allergen information must be included. The label must also contain a disclaimer that the product was not made in a MDA inspected kitchen. For more information go to www.michigan.gov/cottagefood.
26. Vendors are responsible for providing their own tents, tables, chairs and all other booth items.
27. Electricity is available for a limited number of stalls. Please indicate on the application if you require a booth with electrical access. These will be assigned on a first come, first served basis and are not guaranteed.
28. It is the aim of the Grass Lake Farmers Market to support local non-profit organizations. Therefore, one booth each week will be made available to one non-profit at no cost to the non-profit group.
 - a. Non-Profit will complete vendor application.
 - b. Non-Profit may chose one date per month as a first choice to attend market
 - c. Non-Profit should also indicate second choice of dates for each month
 - d. A waiting list for non-profit booth space will be created in the event that more than one organization requests the same market day.
 - e. Non-Profit booth will be reserved on a first come/first served basis
 - f. Non-Profit organizations and all members of said organization will be required to adhere to all rules and regulations listed above.
 - g. If all market booths are not reserved or a regular paying vendor cancels, the market manager will extend an invitation to the next nonprofit on the waiting list to utilize, at no cost to the non-profit, the unused booth space.
 - h. Non-Profits are responsible for providing their own tent, tables and chairs.
 - i. There are a few "booth areas" of the market where a table, but no tent, can be set up. These are not counted among the standard booths available to paying vendors. Any non-profit willing to utilize one of these areas may reserve it for the entire market season. Please indicate this when applying and include a note that you understand there will not be room for you to put up a tent for shelter or product protection.
29. All CDC, MDARD, MDHHS and other government agency regulations will be followed. Updates and changes to market policies will be communicated to all vendors in a timely manner.