



2019

NORTHVILLE FARMERS' MARKET OPERATING RULES

Sponsored by the Northville Chamber of Commerce

The Northville Farmers' Market Operating Rules are intended to govern the operation and management of the Northville Chamber of Commerce Farmers' Market.

I. VENDOR CLASSIFICATIONS/DEFINITIONS

1. **Vendor Definition:** A vendor is a person or a single business entity that has a complete and approved application on file with the Northville Farmers' Market staff.
2. **Vendor Categories:** Based on a vendor's application, the Market staff will assign each vendor a single vendor category of Producer, Artisan, or Mobile Food Vendor using the following definitions:

Producer: A Producer is a 1) vendor who grows and/or raises and offers for sale one or more of the following items: fresh produce, edible fungi, edible grains, meat fish, dairy, eggs, live plants, cut flowers, maple syrup and sugar, and/or 2) a vendor who makes and offers for sale value-added and prepared food.

Artisan: An Artisan is a vendor who uses creative skills in manufacturing or arranging materials resulting in a finished product, and offering for sale one or more of these created items such as: toys, furniture, jewelry, decorative items, holiday greens, apparel, and pottery.

Mobile Food Vendor: A Mobile Food Vendor is a vendor who sells food items that the vendor produces for immediate consumption which are prepared by the vendor at the Market in a licensed unit or prior to the Market in a licensed kitchen.

3. **Vendor Status:** Based on a vendor's application, the Market staff will assign each vendor a single vendor status of Annual Vendor, Daily Vendor or Daily Mobile Food Vendor using the following definitions:

Annual Vendor: Annual Vendors are Producers or Artisans who have been assigned a stall or multiple stalls on an annual basis and who pay stall fees annually. **This fee is submitted along with the vendor application.** An Annual Vendor must attend the Market at least fifteen (15) times during the Market season in order to retain their Annual Vendor status. An Annual Vendor who does not attend the Market at least fifteen (15) times during the season due to extenuating circumstances may petition the Market staff for a waiver. Any Annual Vendor who does not attend the Market at least fifteen (15) times and does not submit a waiver will lose his/her Annual Vendor status and be placed on the Daily Vendor List, for the remainder of the Market season and the following season.

Daily Vendor: Daily Vendors are Producers or Artisans who are assigned a stall or stalls on a per Market day basis and may pay stall fees on each Market day. **First time Daily Vendors are not eligible for Annual Vendor status.**

Mobile Food Vendor: A Mobile Food Vendor can be an annual or daily vendor, as designated by the Market Staff. A Daily Mobile Food Vendor may only attend the Market on predetermined dates as assigned by the Market Staff. At the discretion of the Market staff, a Daily Mobile Food Vendor who does not attend the Market on an assigned date may lose the ability to attend the Market for the remainder of the season.

4. **Stalls:** A stall is a single numbered or lettered vending space in the Market, as designated by the Market staff. 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.

Annual Vendor 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.

II. ANNUAL APPLICATION AND FEE PROCEDURES

1. **Vendor Applications: Annual Vendors and existing Daily Vendors must have submitted a vendor application for the upcoming Market season by March 15th, 2019.** Applications shall include a list of all products that will be offered for sale at the Market, copies of all current licenses and inspections pertaining to the business and operations of the vendor. Any changes or updates to the yearly application must be submitted on a Vendor Application Update Form and approved by the Market staff prior to the date on which the changes take effect. Vendors whose application is not received by the Market staff by March 15, 2019 shall forfeit their vendor status affective May 2nd, 2019. Any vendor who has missed the application deadline may reapply at any time as a new Daily Vendor.

Annual Vendor Fee is \$325.00 per stall due with application on March 15th, 2019. Please make checks payable to the Northville Chamber of Commerce

New Daily Vendors and Daily Mobile Food Vendors may complete a vendor application at any time. Daily Vendor and Mobile Food Vendor Fee is \$35.00, paid on site by 1:00pm. Failure to pay will result in suspension until your balance is paid in full. Make checks payable to the Northville Chamber of Commerce

III. MARKET DAY PROCEDURES

1. **Market Hours:**

The 2019 Market is open: May 2 – October 31, 2019
Dates: Thursdays (except July 4th)
Hours: 8am – 3pm

2. **Sign In Procedure:**

The Market staff will assign stalls according to the following procedure:

7:00am Daily Vendors sign-in sheets will be available at the Market office. Vendors may sign in person, or by calling or emailing the Market office if they are unable to be present by 7:00am. Any vendor failing to call or sign in by 7:00am, shall be placed in the last position on the Daily Vendor sign-in

7:15am-7:30am Daily Vendors who have signed in shall be assigned any remaining stalls in the order provided on the Daily Vendor Sign in sheet.

After 7:30am Annual or Daily vendors who missed the sign in dead line shall be assigned stalls at this time based on order of arrival and availability.

Once stall assignments have been made, a vendor shall not move to other stalls without the permission of the

Market staff.

Daily Mobile Food Vendors shall arrive at the time determined by the Market staff and shall set up only in their designated stall, which shall be assigned by Market staff upon their arrival.

All vendor vehicles WITHOUT an assigned parking location 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 staff officially closes the Market due to threatening weather or an emergency, 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.

IV. MARKET OPERATIONS

1. Vendor Operations:

- a. Vendors shall use the Market in strict accordance with the Market Rules.
- b. All food and products offered for sale at the Market must be grown or made by the vendor who offers the product for sale.
- c. All food and food products offered for sale, shall be fresh, clean, wholesome and safe for human consumption and shall be handled, stored, transported and offered for sale in a sanitary manner.
- d. All food and food products offered for sale shall be from sources approved or considered satisfactory by the Wayne County Health Department and the Michigan Department of Agriculture.
- e. Each vendor must provide the Market staff with a current and valid copy of any and all licenses, registrations, certifications and permits required for operation by local, state, and federal law.
- f. Vendors shall not misrepresent the quantity, quality, type or origin of food or products in any way.
- g. All food and products offered for sale at the Market must be grown by the vendor or made by the vendor in Michigan.
- h. All vendors shall post a sign with their name and location of their business at their stall. All signs are subject to approval by the Market staff.
- i. Vendors shall keep their stall areas neat, orderly and in good repair.
- j. Vendors shall keep vending activities within each vendor's designated stall space.
- k. Vendors shall only use assigned parking space for parking vehicles and for storage of products.
- l. Vendors shall not attract attention to their items for sale by yelling in a loud, annoying or offensive manner or by standing outside of the stall area.
- m. Vendors shall not engage in disruptive conduct. Any disagreement between vendors shall be handled in a respectful and professional manner away from stalls and customers.

- n. 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.
- o. 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
- p. No music can be played during Market hours without permission of the Market staff
- q. Pets may not be brought into the Marketplace by vendors
- r. No person at the Market shall refuse to comply with a direction of the Market staff or interfere with the administration of the Market Rules as interpreted by the Market staff.

General Operations:

- a. Smoking is prohibited at the Market. This includes e-cigarettes
- b. Alcoholic beverages are not allowed at the Market.
- c. Use of abusive or foul language will not be tolerated on market grounds.
- d. No soliciting or distribution of literature is permitted in the Market.

V. RULE ENFORCEMENT

1. Interpretation and Enforcement

- a. The Market staff will have the authority to interpret and enforce the Market Rules.
- b. The Market staff shall resolve any disputes that arise regarding Market operation and may require that descriptions of disputes be submitted in writing
- c. The Market staff may deny a vendor the privilege of selling at the Market on any given Market day or misrepresentation of products, poor quality of products or produce, nonpayment of fees, failure to comply with direction of the Market staff, disrupting the operation of the Market or any other violation of Market Rules.
- d. The Market staff reserves the right to reject a vendor application if, in the Market staff judgement, the produce, goods, or food items are not compatible with the overall concept of the Market or the product mix currently offered at the Market.

VI. 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.)

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, redeem them at 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