



## WILLIAMSTON FARM & ARTISAN MARKET

Held on Sundays, mid-May to mid-October  
in McCormick Park's Large Parking Lot, 123 High Street  
P.O. Box 534, Williamston, Michigan 48895

Michelle Greko, Market Manager: [MarketManager@SowingGrowth.org](mailto:MarketManager@SowingGrowth.org)  
Phone: 616-319-1595

## VENDOR

## RULES and REQUIREMENTS MANUAL

*The Williamston Farm & Artisan Market (WFAM) 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*

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# WELCOME TO THE MARKET SEASON!

Thank you for choosing to become a new vendor or if you are a returning vendor at the Williamston Farm & Artisan Market in Williamston, Michigan. Please familiarize yourself with the information in this document and get clarifications if you have questions. We value our vendors at the Williamston Farm & Artisan Market and the commitment you each make to inform yourself and your staff about the Market rules and requirements and to ensure that they are followed.

If you have questions, please contact Market Manager, Michelle Greko at 616-319-1595 or [MarketManager@SowingGrowth.org](mailto:MarketManager@SowingGrowth.org).

The Market is a mid-May to mid-October open air market in Williamston, Michigan, which operates on Sundays from 10 a.m. to 2:00 p.m. It is sponsored and operated by the nonprofit Sowing Growth, also located in Williamston. For the most recent background demographics on the Market, including vendors, customers, volunteer support, programs and activities, and economic impact please see the Market website at [www.WilliamstonFarmMarket.org](http://www.WilliamstonFarmMarket.org) and the Sowing Growth Annual Reports since 2019.

## CONSIDERATIONS AND REQUIREMENTS FOR THE WILLIAMSTON FARM & ARTISAN MARKET

1. **Liability insurance** (OPTIONAL at the Williamston Farm & Artisan Market). Many markets will require their vendors to carry a liability policy that names the market, its sponsors and/or property owners as additionally insured. Limits of coverage are most often \$1 million in both general and product liability. It is often a good idea to carry some amount of liability insurance, even if not required, to protect your business, especially if you vend food.
2. **Who is Eligible to be a Vendor at the Williamston Farm & Artisan Market?** Vendor eligibility for selling at the Williamston Farm & Artisan Market will be based upon:
  - a) History: Priority each year will be given to returning vendors who have reliably and respectfully attended the Market within the last 3 years.
  - b) If a NEW vendor, your addition to the Market will be prioritized as follows: 1) farmer that grows the products sold, products are unique and/or high demand product and/or help fill gaps in offerings at the Market; 2) food vendor providing a unique and/or high demand product and 3) artisan/ craftsperson with a unique and/or high demand product. Note: If the number of vendors offering the same or similar products is deemed excessive, duplicate products may be denied entry.
  - c) Submission of a completed vendor application (with proof of required licenses) and payment to Sowing Growth through the Market Manager for seasonal booths. (E.g., seasonal, or daily).
  - d) Attendance at the annual spring Vendor meeting is *strongly encouraged!*

### 3. Permits and Licensing in Michigan

Vendors are responsible for being informed of and in compliance with federal, state, and local permits and licensing applicable to the sale of their products and for the display of any such permits and licenses. Applicable taxes are the sole responsibility of the vendor.

For a very broad overview of what typically requires licensing (or does not) at the Market look at this slide: [https://www.michigan.gov/documents/mdard/FM\\_Food\\_Licensing\\_Guide\\_483429\\_7.pdf](https://www.michigan.gov/documents/mdard/FM_Food_Licensing_Guide_483429_7.pdf)

See below for a general guide to what you will need for some of the most common food and plant items sold at farmers markets. NOTE: It is the vendor's ultimate responsibility, however, to stay informed of all applicable federal, state, and local licensing and permit requirements and to follow up with the Michigan Department of Agriculture and Rural Development (MDARD) or your County to make sure you are in compliance.

- a) **Fresh Fruits and Vegetables**- If you are selling only whole, unprocessed fresh fruits and vegetables, you DO NOT need any kind of license or permit.
- b) **Baked Goods – [shelf stable]** If you sell or plan to sell baked goods you may be able to produce them under Michigan’s Cottage Food Law. This law allows you to produce at your home (or designated location) any baked goods that DO NOT require refrigeration. (For example, apple pie is OK, but cheesecake is NOT, whole wheat bread is OK, but focaccia is NOT). Products brought to market under the Cottage Food Law require very specific information on each label and a label on each item. Find information for the Cottage Food Law at [https://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)
- c) **Baked Goods – [NOT shelf stable]** If you sell or plan to sell baked goods that contain any of the following kinds of items, you will need to obtain a Michigan Food Establishment License **AND** make your product(s) **IN** a licensed kitchen – someone else’s or your own. For more information and a license application go to [https://www.michigan.gov/mdard/0,4610,7-125-1569\\_16958\\_16974---,00.html](https://www.michigan.gov/mdard/0,4610,7-125-1569_16958_16974---,00.html)
- i. Pies or cakes that require refrigeration to assure safety like banana crème, pumpkin, lemon meringue or custard pies, cheesecake.
  - ii. Cakes with glaze or frosting that require refrigeration (e.g., cream cheese frosting)
  - iii. Confections that contain alcohol, like truffles or liqueur-filled chocolate
  - iv. Focaccia style breads with fresh vegetables and/or cheeses
- d) **Canned Fruit Jams and Jellies** – If you plan to sell CANNED fruit jams and jellies (not freezer jams/jellies or vegetable jams/jellies) you will be able to produce them under Michigan’s Cottage Food Law. This law allows you to produce these products at your home (or designated location). Products brought to market under the Cottage Food Law require very specific information on each label and a label on each item. Find information for the Cottage Food Law at - [https://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)
- e) **Other Canned Goods (NOT fruit jams/jellies)**. If you sell or plan to sell canned goods that contain any of the following kinds of items, you will need to obtain a Michigan Food Establishment License AND make your product(s) in a licensed kitchen – someone else’s or your own. For more information and a license application go to <https://www.michigan.gov/mdard/licensing/food/foodest/michigan-food-establishment-license-applications>
- i. Vegetable jams/jellies (e.g., hot pepper jelly)
  - ii. Canned fruits or vegetables like salsa or canned peaches
  - iii. Canned fruit or vegetable butters like pumpkin or apple butter
  - iv. Canned pickled products like corn relish, pickles, or sauerkraut
  - v. Sauces and condiments, including barbeque sauce, hot sauce, ketchup, or mustard.
  - vi. Salad dressings
  - vii. Garlic in oil mixtures
- f) **Prepared/Processed Ready to Eat Foods** (Hot or Cold). These foods come to market in three ways:
- i. If **you already have an establishment** (e.g., restaurant or deli) and you want to bring your already prepared and packaged products (no on-site cooking) to the Market to be sold by your employees – You DO NOT need a license.
  - ii. If **your Market stand IS your establishment**, you will need a Michigan Food Establishment License. The food needs to be cooked/prepared in a licensed kitchen, and may be assembled (e.g., nachos with veggies and cheese) on-site. You will need to have an annual inspection by the Health Department. If you are selling prepared or processed foods that you did not make (and you have the Market Manager’s permission), you may also need a Retail Food Establishment License. For more information and a license application go to: <https://www.michigan.gov/mdard/licensing/food/foodest/michigan-food-establishment-license-applications>
  - iii. **Food Truck**. If you have or plan to have a **food truck** at the Market, you will need to apply for a “Transitory Food Unit” (TFU) License and have an annual inspection. For more information go to: <https://www.michigan.gov/mdard/food-dairy/lhdresources/licensing>
- g) **Honey or Maple Syrup** – If your operation sells less than \$15,002 in gross annual sales you are exempt from licensing and are permitted to bring your product to the Market under the Cottage Food Law if it is properly labeled. Find information for the Cottage Food Law at

- h) **Eggs** – Whether you plan to bring chicken, duck, or goose eggs, if it is your flock of animals and you collect the eggs and package them – NO LICENSE is required. However, you must follow the labeling requirements that include: your name/business, address and contact info, and label them "ungraded eggs" if appropriate. If you are packing your eggs in an unlicensed facility, it is required that your label include the statement "Packaged in a facility that has not been inspected by the department." The eggs must go into a clean (but can be re-used) egg carton, and it is recommended (but not required) that they be washed and they must be kept at refrigeration temperature while at the Market.
- i) **Meat** – All meat sold at the Market must be processed in a USDA or MDARD-inspected facility and bear that information on the label. No license is required to sell meat processed and packaged at these facilities for resale. Any meat products bearing "Not for Resale" on the label CANNOT be sold at Market.
- j) **Coffee** – How you plan to sell your coffee makes a difference.  
-if you plan to sell only beans you roast and package(whole bean or ground) you are exempt from licensing and can sell under the Cottage Food Law. Find information for the Cottage Food Law at - [https://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)  
-If you plan to sell brewed coffee (hot or cold) you will need to get a Food Establishment License, find that information here: <https://www.michigan.gov/mdard/licensing/food/foodest/michigan-food-establishment-license-applications>
- k) **Crafts, Art, Cut Flowers, and other Non-food Items** – Should you plan to sell something like cut flowers, soap, lotions, candles, or wood crafts at the Market, that you grow or fabricate yourself, you will need a Michigan Sales Tax License.
- Topical products containing cannabidiol (CBD), such as soaps, lotions, may be sold at the Market, provided you meet the following requirements:
    - You have a processor-handler license from MDARD
    - The products are labeled for "topical use only"
    - You do not make any health claims about the products

**Note: the sale of CBD edibles and CBD pet treats are not permitted at the Market.**

- l) **Annual Plants** – If you plan to sell vegetable starts or annual plants that DO NOT overwinter, you are not required to have any additional licenses in addition to a Michigan Sales Tax License.
- m) **Perennial Plants** – If you plan to sell perennial plants at the Market you will need to get a Nursery Stock License. For information about what licensing is required go here - [https://www.michigan.gov/documents/mdard/Nursery\\_Stock\\_Licensing\\_FAQ\\_11-6-15\\_505488\\_7.pdf](https://www.michigan.gov/documents/mdard/Nursery_Stock_Licensing_FAQ_11-6-15_505488_7.pdf)

***If items are on the list below...you DO NOT need a license from the Michigan Department of Agriculture and Rural Development (MDARD).***

- Breads
- Baked goods
- Cookies
- Cakes, including celebration cakes (birthday, anniversary, wedding)
- Quick breads and muffins (e.g., pumpkin or zucchini bread, blueberry muffins)
- Cooked fruit pies, including pie crusts made with butter, lard, or shortening.
- Fruit jams and jellies (as defined in 21 CFR part 150) in glass jars that can be stored at room temperature (except vegetable and other non-fruit-based jams/jellies)
- Confections and candies (made without alcohol)
- Granola
- Dry herbs and dry herb mixtures
- Dry baking mixes

- Dry dip mixes
- Dry soup mixes
- Dehydrated vegetables or fruits
- Popcorn
- Cotton Candy
- Non-potentially hazardous dry bulk mixes sold wholesale can be repackaged into a Cottage Food product. Similar items, already packaged and labeled for retail sale, cannot be repackaged and/or relabeled.
- Chocolate covered pretzels, marshmallows, graham crackers, Rice Krispies treats, strawberries, pineapple, bananas, or other non-TCS foods
- Coated or uncoated nuts
- Dried pasta made with or without eggs
- Coffee beans or ground roasted coffee
- Vinegar and flavored vinegars

#### 4 Equipment Needed for the Williamston Farm & Artisan Market

##### **BOOTHSPACE (Bold items are required at the Williamston Farm & Artisan Market)**

- Booth covering.** Vendors selling prepared foods and baked goods are required to have a covering over the entire prepared food area. This may be a tent (i.e., a canopy over a metal frame sitting inside the booth), a canopy or an umbrella. A reliable, rain-proof tent (10' x 10' "straight leg") is preferred.
- Securing Weights.** Vendors using tents, canopies, umbrellas, etc., in their booth space **MUST** have them secured and weighted down sufficiently to hold them down during sudden high winds. Sandbags, weighted pipe, cement blocks, and commercial canopy weights are commonly used for this purpose. It has been our experience that 4 weights of at least 10 lbs. each are required to secure tents.
- Sign/banner with business name** of 3" high or larger lettering identifying the farm or business by name and the location (village, town, or city postal address) of the farm or business.
- Table(s) and chair(s)** as needed.
- Product display** – baskets, bins, racks, shelves, pictures, or props of items you cannot display, etc.
- Copies of all licenses** (preferably laminated, posted for customer visibility)
- Simple handwashing station (**REQUIRED** for licensed food vendors, suggested for all food handlers)
- Coolers and Ice OR freezers – **REQUIRED** for frozen and refrigerated products)
- Hot boxes, food warmers or chafing dishes – **REQUIRED** for hot foods) – *coolers are inadequate.*
- Extension cord (commercial grade 100' long) – **REQUIRED** for using electricity at the vendor's booth.  
Note: Mats or duct tape **REQUIRED** to cover all portions of extension cord that lie in any area used for pedestrian traffic.
- Table coverings as needed – laundered/sanitized since last use.

##### **SALES TRANSACTIONS (Bold items are required)**

- Cashbox** – with sufficient small bills for making change in cash transactions.
- Product signage**
- Packaging** – bags or other containers for packaging items sold.
- Certified scale** for items sold by weight - **REQUIRED if selling weighed items.**
- Phone and card reader if needed.
- Phone charger
- Thermometers for ensuring hot/cold food items are kept at proper temperature.**
- Extra/backup labels for products
- Food handling gloves as needed.

##### **PERSONAL**

- Water (gets hot on the parking lot). Note: The Market provides complimentary bottled water to its vendors.
- First aid kit. Note: The Information Booth at the Market has a First Aid Kit.

# CHARACTER OF THE MARKET

## 1. Fair and Honorable Market Practices

- a) Vendors are discouraged from pricing products below the floor established by local supermarkets or local retail stores or undercutting potential sales of other Williamston Farm & Artisan Market vendors.
- b) All items for sale must be clearly marked with their retail price. Prices may be posted on each product with a label, or displayed on a large, clearly readable sign, listing prices.
- c) Vendors must accept United States currency, Market tokens and tokens or coupons for nutrition assistance programs, in which the Market participates, and for which the vendor sells eligible products.

## 2. Workplace Violence Prohibited

- a) The safety of Williamston Farm & Artisan Market vendors, customers, visitors, staff, and volunteers is of utmost importance. Verbally or physically threatening behavior or acts of violence against vendors, customers, visitors, staff, and volunteers while attending the Williamston Farm & Artisan Market, will not be tolerated.
- b) Any person who engages in this behavior will be removed from the premises as quickly as safety permits and shall remain off the Williamston Farm & Artisan Market premises pending the outcome of an investigation.
- c) After the investigation, the Williamston Farm & Artisan Market 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.

## 3. Appropriate Conduct

- a) All vendors, vendor helpers, volunteers and Market staff are expected to treat each other and Market visitors and shoppers in a respectful, courteous, and professional manner. Any conflicts or disagreements with anyone occurring during the Market must be overseen with utmost discretion.
- b) All vendors are responsible for their helpers and are responsible to advise them of Market policies. Vendor comments, complaints, and suggestions must be directed to the Market Manager and be discussed in private and not in front of other vendors and customers.

## 4. Enforcement of Market Rules and Requirements

Failure to follow Market Rules and Requirements as set forth in this Manual will result in the following consequences:

- a) First Occurrence: verbal warning
- b) Second Occurrence: written warning
- c) Each warning will include an explanation of which rule/requirement has not been observed, the steps that need to be taken to come into compliance, and the requested timeline in which those steps should be taken.
- d) Third Occurrence: Loss of chosen spot; one Market day suspension; and/or \$100 fine.
- e) Market Management reserves the right to impose all disciplinary steps based on the severity of the violation, up to and including expulsion from the Market.

## 5. Vendor Concern Process

It is important to the Williamston Farm & Artisan Market and its sponsor, Sowing Growth, to have a Market culture that is warm and welcoming and a safe and fun place to be. To that end it is critical that any problems and concerns that may arise from time to time be addressed and resolved in a prompt, impartial and fair manner to all concerned. This section of the Manual describes how a vendor should proceed in the event grievances, concerns, or conflicts arise.

Please note that all issues and parties involved in this process will be held confidential by the Market Manager and Sowing Growth, except with consent as needed for information gathering and dispute resolution.

Your Issue/Concern	Contact	What You Do	Market Manager Response	Timeline for Non-emergency Response
Direct, immediate threat of harm to self or others	Market Manager	Ask for immediate help	Immediate intervention	Not applicable
Non-emergency concern (conflict, problem, or grievance regarding a vendor, customer, volunteer, rule, policy, or occurrence)	Market Manager	1. Talk to the Market Manager about the problem and what you seek as a resolution. (optional)	1. Attempt Informal resolution. Put in writing if achieved.	1. That day or by the next Market
If choose to skip step 1, or not resolved informally at step 1	Market Manager	2. Fill out the Vendor Concern Form (in the Vendor Pouch) and give/send to the Market Manager within 7 days of matter triggering your concern.	2. Market Manager will contact you within 48 hours to discuss	2. Within 48 hours of discussion or by the next Market if possible. Not more than 30 days unless the resolution involves a policy change. You will be updated on a weekly basis.
If the concern involves the Market Manager	Sowing Growth Board	To the extent applicable, the above protocols will be used, substituting the Sowing Growth Board for the Market Manager		
<b>If the conflict is between vendors and it appears from Market Manager information gathering that the parties either together or separately may be able to resolve the problem, the Market/Sowing Growth will attempt to help the parties agree on the nature of the problem and changes that would resolve the conflict.</b>				

## MARKET DAY OPERATIONS

### 1. Booth, Booth Assignment, Vendor Parking, Set-Up, Break-Down and Time Requirements

- a) **Booth sizes:** Each booth is 10' wide X up to 20' deep. On the annual Vendor Application form, vendors may rent as many spaces as needed to accommodate their business.
- b) **Fees:** See the **Vendor Application form**.
- c) **Booth Assignments:** The Market Manager makes booth assignments based on the vendor application description of product line and estimated need for booth space. The goal is for the Market layout to be as consistent as possible from week to week, both from a vendor and customer perspective. Once the season starts, however, changes may occur to accommodate vendors with seasonally available products, new vendors, or needs for more space by present vendors. If you are a current vendor who needs more space, and/or would like a change in location, please complete a **Vendor Booth Change Request**. Once received, the Market Manager will consider the ability to accommodate the requested changes in the Market layout and respond to you in writing within 7 days with a proposal meeting all or part of the request or explaining why the request could not be met. If you disagree with the Market Manager's response to the Vendor Booth Change Request, you may submit a written appeal to the Sowing Growth Board of Directors within 7 days of the disputed decision. The decision of the Board will be rendered within 5 days and shall be final.  
Vendors with their booth assignments may occupy their spaces upon arrival. Those without space assignments need to obtain an assignment from the Market Manager (or designated Manager) before set-up.
- d) **Set Up Time:** Vendors must be set up by 9:45 a.m. Set-up may begin at 8:00 a.m. or earlier if cleared with Manager.
- e) **Late/No-show Vendors:** Reserved spaces not occupied by 9:30 a.m. without contact, may be reassigned to another vendor for that day. Vendors arriving after 10 a.m. will have to load-in from the perimeter of the Market.
- f) **Selling Before Market Opening:** Vendors are **not allowed to sell to customers before 9:45 a.m.** without

Market Manager permission, but at their discretion, may sell to other vendors and Market volunteers and staff prior to opening.

- g) **Time Commitment:** Vendors are expected to remain open 10 a.m. to 2 p.m. and may continue after 2 p.m. if needed. Leaving before 2:00 p.m. requires approval from the Market Manager/designee.
- h) **Vendor Parking:** You may park your vehicle(s) at your booth, on the street, or in the City lot on the West side of Putnam Street ONLY.
- i) **Transfer of Space:** Vendors may not sublet booth space nor transfer prepaid fees to other Market dates or other vendors. If a vendor sells his/her business, he/she may request to transfer his/her Market spaces to the new owner.

## 2. Attendance Policy and Cancellation

- a) Once a vendor's reservations for Market dates have been approved, they are obligated to attend and pay for all reserved Market days.
- b) Vendors needing to cancel are to contact the Market Manager 72 hrs. in advance at (616)-319-1595.
- c) See WFAM Cancellation Policy below.

## 3. Vendor Identification

- a) Each vendor must prominently display a sign clearly identifying the farm or business by name and the location (village, town, or city postal address) of the farm or business.
- b) Vendor signs must be a minimum of 11" X 17" with lettering at least 3" high. (PLEASE contact us if you need help with this).
- c) All applicable Food Assistance Signage must be prominently placed.
- d) Signs must be in place by Market opening time which is 10 a.m.

## 4. Product Labeling, Certification, Compliance with Health, Safety and Related Laws

- a) 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. *Please refer to the "Permits and Licensing in Michigan" section as a starting point for requirements for your products.*

**It is assumed by the local consumer public that each vendor grows/produces/manufactures the items that they sell at the Williamston Farm & Artisan Market. Anything that is NOT grown/produced/manufactured by the vendor who is selling it, must be individually labeled, or identified by prominent labeling or signage, indicating the origin of the product:**

- i. Name of grower/producer/manufacturer of the product.
- ii. Location of the grower/producer/manufacturer.

**NOTE: You will not be allowed to display or sell this product if not properly labeled.**

- b) There is NO prohibition against bringing products you have not raised but have been raised or made by others. (Exception: You cannot sell other's meat or eggs.). In fact, it often helps make Market prices and product selection more diverse. We welcome it – HOWEVER - You MUST fill in a % in the Vendor Application and have proper labeling at the Market.
- c) Any Grower Producing 100% of what they sell may apply for a "100% Home Grown" sign to post at the Market.
- d) **Scales** – Vendors must comply with licensing and identification, weights, measures, and handling standards imposed by Federal, State and Local governments. If you are selling product by the pound, a scale must be present to make sure the customer is getting a pound. Misrepresentation will result in a violation and is a mark against your character as a vendor and reflects poorly on the Market as a whole.

## 5. Worker/Employee Practices

It is the vendor's responsibility to assure that all persons working at their booth(s) are familiar with and adhere to all Williamston Farm & Artisan Market rules, regulations, and guidelines.

## 6. Booth Maintenance and Safety

- a) Vendors are responsible for keeping their space clean and attractive during Market hours.
- b) Containers of produce or other items for sale may not extend into the common customer traffic areas without receiving prior approval from the Market Manager.
- c) 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 it place during sudden high winds.

- d) Vendors whose products generate waste (e.g., hot food vendors, vendors providing samples, etc.) must provide a trash receptacle at their booths for customer use.
- e) Vendors are responsible for cleaning up their space before leaving the Market, including sweeping up any debris and removing their trash.

## 7. Sampling and Food Safety

- a) 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. Rules about sampling at Farmers Markets [https://www.michigan.gov/documents/mda/MDA\\_FdSmplngFarmMkts5-09\\_279110\\_7.pdf](https://www.michigan.gov/documents/mda/MDA_FdSmplngFarmMkts5-09_279110_7.pdf) or consult the Market Manager.
- b) 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 the only exceptions to this rule.
- c) Any questions regarding safe food handling should be directed to MDARD food safety specialists.(800-292-3939); [MDA-Info@Michigan.gov](mailto:MDA-Info@Michigan.gov), Michigan Department of Agriculture and Rural Development, Post Office Box 30017, Lansing, Michigan 48909.

## WEATHER/PUBLIC EMERGENCY CANCELLATION POLICY

### 1. Open Rain or Shine.

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

### 2. Severe Weather and Public Emergencies.

Since the Williamston Farm & Artisan Market 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, public emergencies, or other conditions or events could compromise the safety of vendors and shoppers. Decisions about closure are made in consultation with the local police department. Contact the Market Manager for more details about EMERGENCY PROCEDURES.

### 3. Notice of Closure or Delayed Market Start Time

Any time there is a National Weather Service Severe Weather Alert, Watch, or Warning in effect up to two (2) hours prior to the Williamston Farm & Artisan Market opening time, the Market may be cancelled, or have a delayed start time. In either case an email and/or text announcement will be sent to all vendors who have provided such contact information. At least two (2) telephone attempts will be made to contact vendors who have not responded to text or email. Closures or delayed start time information will also be posted on the Williamston Farm & Artisan Market Facebook page.

Should the Market Manager choose to delay the start of the Market, it will be for one hour in the hopes of weather conditions improving. Should the weather continue to be unsuitable for holding the Market, a second notice will be given as set forth above announcing Market closure.

Market delay and Market closure both mean that the Market is not open for customer sales and service. If the weather is potentially or actually severe enough to make either of these calls, Sowing Growth does not want vendors, customers or volunteers to be incurring potential risk. The Market Manager will inform customers through social media that due to risk of severe weather on Market day, the Market is not currently open for business (weather delay) or not open for business (cancellation) as the case may be. Market Signage will not be displayed.

# MARKET METRICS

Vendors are required to participate in data collection including, but not limited to the following:

## 1. Vendor Profile Form.

This form, distributed once annually, provides the Market Manager and Sowing Growth with helpful data about our vendors, e.g., distance travelled to the Market, category of products sold, number of employees, etc.

## 2. Daily Vendor Sales

Each Market Sunday you will be provided with a Daily Vendor Sales slip – Please fill out the date, amount of total sales (including tokens) for that day AND Market rating for that day (1 –5). We request but do not require you to put down your business name. Please submit this at the end of each Market day (or no later than the following week) to the Market Manager or place it into the “Anonymous Vendor” drop box maintained by the Market Manager.

# RESTRICTIONS

1. **No Smoking. No one** is allowed to smoke anywhere in the Market or in the confines of its location in the McCormick Park Parking Lot at any time during Market Hours (between 10:00 a.m. and 2:00 p.m.). **ABSOLUTELY NO EXCEPTIONS.**
2. **Animals at the Regular Season Outdoor Market**
  - a) **The Williamston Farm & Artisan Market is an animal-friendly Market.** We believe that exposure to farm animals and some native animals are important to the Market experience.
    - 1.) **Dogs:** May accompany supervising adults to the Market without the need for prior permission.
    - 2.) **Animals other than dogs:** Prior permission must be sought and granted by the Market Manager
  - b) **Requirements and expectations regarding animals allowed at the Market.**
    - 1.) All animals must be kept under control, and on a leash or appropriate restraint. If brought by a vendor, animals must remain within the vendor’s booth at all times during Market hours. However, no animals are allowed in the booth space of a vendor who has an MDARD Food Establishment License (i.e. preparing food for consumption).
    - 2.) Animals must be tolerant of contact with other animals and with humans, especially children.
    - 3.) Owners are responsible for having/using supplies for mitigating the spread of, cleaning up, and disposing of their animal’s excrement and/or urine upon occurrence.
      - if needed, absorbent material (e.g., sawdust, kitty litter) and barriers (e.g., towels) should promptly be used under and around the animal to prevent migration/splashing of urine or excrement outside of a 1-foot boundary around the animal.
      - in the event that animal urine/excrement leaks/splashes into vendor/customer walking spaces, the animal waste must be collected/soaked up/removed with absorbent material, the affected area sanitized with bleach, and the bleach absorbed and removed.
    - 4.) The Market Manager will make vendor booth assignments as needed to prevent potential food contamination from splashing/off-site migration of animal urine/excrement.
    - 5.) Owners are solely responsible for all damage or disruption to the Williamston Farm & Artisan Market, its vendors and/or its customers caused by noncompliance with the above.

**The Williamston Farm & Artisan Market management reserves the right to direct owners to remove animals from the Market area for any reason.**

**Please keep this copy of the Vendor Rules and Requirements Document with you on site when you are at the Market.**

**Your signature (on the Vendor Application) acknowledging that you have read the Rules & Requirements will be kept on file with your application.**