



## Operating Guidelines

Season: June through October  
Tuesday, Friday and Saturday 9:00a.-2:00p.

### MISSION STATEMENT

The Mission of the Grand River Farmers Market is to provide the community an opportunity to buy fresh Michigan-sourced food and quality products directly from local farmers and artisans. Showcase the community's rich agricultural heritage and talents, and to create a welcoming social gathering to enhance the quality of life while strengthening our local economy.

### MARKET INFORMATION

- Market Season and Hours of Operation: Tuesday, Friday, and Saturday from 9am until 2pm (or later) from June through October, unless otherwise indicated.
- Vendors are permitted to sell goods 2 hours beyond designated Market times on Market days.
- Set-up must be completed 30 minutes prior to Market opening for safety precautions and for Market operations. If a vendor wishes to bring additional items to their stall during Market hours, the vendor must carry those items from their parked vehicle.
- No vehicles are permitted in the Market area during open hours. Vendors may park vehicles in any public lot, including lot 5 which is adjacent to the Market pavilion. All parking is first come, first serve.
- Vendors are not permitted to dismantle their stall before the Market ends. Loading and unloading in the Market area is not permitted whatsoever during Market hours.

### PRODUCTS

The Downtown Jackson Grand River Farmers Market is not liable for any non-compliance with USDA, Michigan Department of Agriculture (MDA), or Jackson County Health Department regulations. All items sold must fall within the following categories:

- 1) Michigan-Grown Produce
  - a) Fresh Michigan or Regional fruits, vegetables and herbs. Produce must be fresh and of high quality. Produce must be sold in its harvested raw form, without slicing.
  - b) Samples of food products given to the public must be handled as outlined by State and/or County regulations.
  - c) Produce should be grown by the vendor or, if not produced by the vendor, then the farm and city of origin must be displayed.
  - d) Produce labeled "organic" must have been grown on farms with organic certification. Otherwise, produce may be labeled "naturally grown" if using organic methods.
  - e) Vendors are responsible for keeping records regarding purchased produce (origin and, if applicable, organic certification).
  - f) Licenses required: Business License, Organic Certification (if applicable)
- 2) Michigan-Grown Flowers, Plants and Trees
  - a) Plants and cut flowers must have been grown by the vendor.





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- b) Licenses required: Business License; Michigan Sales Tax License; Nursery stock or Growers License (for perennials, shrubs, etc)
- 3) Michigan-Processed Foods and Baked Goods
  - a) Processed food is any food product not sold in its natural raw state. Examples: jelly and jams, sauces, salsa, processed honey, cheese, vinegars, cider, maple syrup.
  - b) All processed foods and baked goods must be made in accordance to state law.
  - c) Samples of food products given to the public must be handled as outlined by State and/or County regulations.
  - d) License required: Business License; Food Establishment License
- 4) Michigan-Raised Meat, Poultry and Eggs
  - a) Products must be of high quality, properly refrigerated/frozen and properly labeled. Only products raised by the vendor can be sold.
  - b) Meat must have been processed at a USDA inspected facility.
  - c) Poultry must have been processed at a USDA inspected facility or MDA inspected facility.
  - d) Vendors selling eggs must comply with USDA rules if applicable to the vendor.
  - e) Product labeled "organic" must have been raised on farms with organic certification. Otherwise, product may be labeled "naturally raised" if using organic methods.
  - f) License required: Business License, Organic Certification (if applicable)
- 5) Non Michigan products to include all products listed in Product Sections 1 through 4
  - a) All raw or finished products containing non Michigan grown or made elements/ingredients may be sold, but must be labeled according to section 'Signage and Labeling' 1, c in this document.
- 6) Artisans/Crafters
  - a) Artisans and Crafters are not automatically allowed to vend at the farmers market. Artisan/Craft Vendors must submit examples (pictures, websites, etc) of their goods prior to completing a vendor application.
  - b) Michigan vendors only. All art and crafts must be hand-crafted and/or hand-assembled by the vendor; vendors cannot sell for other artisans. License Required: Business License; Michigan Sales Tax License
  - c) License Required: Business License; Michigan Sales Tax License

### STALL FEES

- Only one vendor per stall is permitted.
- Vendors can purchase a seasonal stall for a fee of **\$275 per seasonal market day of the week** to be submitted with their application. Adjacent stalls provided at a discounted rate. Seasonal stalls must be paid in full no later than May 3rd for the upcoming season. (see Vendor Application for details)
- Seasonal vendors are expected to vend at 90% or more of the seasonal weekdays in which they commit, throughout the entire May through November season. Any scheduling conflicts should be communicated to the Market Coordinator as soon as possible.





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- Daily vendors can purchase stalls at a rate of **\$12 per stall** to be submitted with their application. Daily vendors should contact the Market Coordinator to determine if space is available and to determine their location in the Market area.

### STALL SPACE

- The size of each stall is approximately 10 feet wide by 10 feet deep.
- Designated walkways must be kept clear.
- Vendors requiring electrical service should see the Market Coordinator to determine availability, and note their request on their Vendor Application.
- Vendors are responsible for cleaning all trash and waste within and around their stall.
- No political solicitation is permitted.

### SIGNAGE AND LABELING

- The following information must be displayed on a product label, on a small sign by the product, or on a larger display board:
  - Vendors must clearly display the name of their business. In lieu of a sign, the name can be displayed on apparel worn by all vendor personnel, such as hats or shirts.
  - Product names and prices must be posted for all items being sold. (Either on each product, or one comprehensive sign)
  - If not produced by the vendor, then the producer and city of origin must be displayed.
- Vendors are responsible for having licenses available on Market days.

### APPLICATIONS

- All new and returning, daily and seasonal vendors must complete an annual Vendor Application and submit it to the Market Coordinator.
- Products which the vendor plans to sell must be listed on the application and approved by the Market Coordinator. Additional products brought to the Market, which were not listed on the application, must be approved by the Market Coordinator, and can be done so throughout the season.
- All vendors must provide copies of appropriate business licensing with their application, i.e., certificate of assumed name (also known as your "DBA" or "doing business as" name), articles of incorporation, and/or sales tax license, as noted in the Application itself.

### MARKET REGULATIONS

- Vendors are responsible for cleaning all trash and waste within and around their stall. Public garbage bins may be provided and utilized.
- Vendors and consumers are not allowed to smoke in the Market pavilion, stalls, or immediate vicinity of the Market.





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- No political solicitation is permitted.
- Solicitation and the distribution of literature unrelated to Market products or the Mission of the Market is not permitted without specific non-profit or business vendor application and approval.
- Vendors must not engage in disruptive conduct. Any disagreement between a vendor and the Market Coordinator, or between vendors, must be handled in a respectful and professional manner, off site. Disagreements between a vendor and customer must also be handled professionally so as not to harm the image of the DJGRFM.
- No vendor shall refuse to comply with a direction of the Market Coordinator, nor interfere with the administration of the Operating Guidelines as interpreted by the Market Coordinator.

### MARKET MANAGEMENT AND NON-COMPLIANCE

The Market shall be managed by the Market Coordinator, DDA Executive Director, and Market Advisory Committee.

- The Market Coordinator and DDA Director are employees of the DDA.
- The Market Committee is a group of vendors and DDA Board Members along with the Market Coordinator who, by their commitment to the Market and their experience, have exhibited a commitment, interest, and skill in keeping the Market viable and active. The Market Committee shall be a 5 person committee.
- The Market Committee members are appointed by the DDA as recommended by the DDA Executive Director.
- The Market Coordinator handles all administrative responsibilities of the Market including but not limited to: obtaining City approval, organizing Market Committee meetings, communicating with vendors, organizing special events, promoting the Market (banners, newspapers, website), distributing and approving applications, organizing volunteers, collecting fees, accepting complaints from customers or vendors, resolving disputes, approving payments, managing and maintaining electronic payment system and required tracking and reporting, distribution of Market tokens, etc.
- The Downtown Jackson Grand River Farmers Market reserves the right to refuse acceptance of any vendor or item that is not in keeping with its Mission or Operating Guidelines.
- The Market Committee will investigate all complaints and handle non-compliance issues should they not be resolved by the Market Coordinator.
- For non-compliance with these Operating Guidelines or the Mission of the Market, a vendor may be asked to leave and will not be permitted to return until permission is granted by the Market Coordinator.
- The Market Committee reserves the right to investigate any allegations of non-compliance with these Operating Guidelines or the Mission of the Market.





# Vendor Application

Season: June through October  
Tuesday, Friday and Saturday 9:00a.-2:00p.

Date of Application: \_\_\_\_\_

Applying as:  Seasonal Vendor  Daily Vendor

## 1: APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ (on market days)

Email: \_\_\_\_\_

## 2: PRODUCT DESCRIPTION

Please check all products you intend to sell at any point during the season:

	<b>USDA Certified Organic?</b>	<b>Ecologically Grown?</b> <i>(Organic but not certified.)</i>	<b>Required Licenses</b> <i>(Attach copies to application.)</i>
<input type="checkbox"/> Produce	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Organic Certification <i>(if applicable)</i>
<input type="checkbox"/> Flowers/Plants/ Trees	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Michigan Sales Tax License; Nursery Tock or Grower’s License <i>(for perennials, shrubs, etc)</i>
<input type="checkbox"/> Processed/ Baked Goods	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Food Establishment License
<input type="checkbox"/> Meat/Eggs/Poultry	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Organic Certification <i>(if applicable)</i>
<input type="checkbox"/> Art			Business License; Michigan Sales Tax License
<input type="checkbox"/> Other <i>(specify)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*(A list of products available to consumers at the DJGRFM.)*





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### 3: STALL RENTAL COMMITMENT

The size of each stall is approximately 10 feet wide by 10 feet deep (as space provides). Tents will be permitted. Designated walkways must be kept clear. Multiple stalls can be purchased. By checking the options below, you are committing to 90% of market dates for seasonal vendors or all dates indicated for daily vendors.

Number of Stalls: \_\_\_\_\_  Electrical access requested.

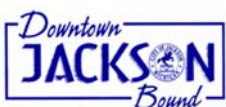
- Tuesdays**  A. Seasonal - \$275 plus \$175 per additional stall  
*(Tuesdays are free when you purchase a Friday or Saturday season – check box and enter \$0.00 in worksheet →)*
- B. Daily - \$12 per day per stall Total # Dates: \_\_\_\_\_  
List dates for Tuesdays June through October you want to vend:  
\_\_\_\_\_

- Fridays**  C. Seasonal - \$275 plus \$175 per additional stall
- D. Daily - \$12 per day per stall Total # Dates: \_\_\_\_\_  
List dates for Fridays June through October you want to vend:  
\_\_\_\_\_

- Saturdays**  E. Seasonal - \$275 plus \$175 per additional stall
- F. Daily - \$12 per day per stall Total # Dates: \_\_\_\_\_  
List dates for Saturdays June through October you want to vend:  
\_\_\_\_\_

- G. Early Payment Discount:  
*Receive a 15% discount when you pay your total fees by June 30th.*

Fees Calculation Worksheet	
A. Stall(s) Fee =	\$ _____
B. Stall(s) Fee =	\$ _____
C. Stall(s) Fee =	\$ _____
D. Stall(s) Fee =	\$ _____
E. Stall(s) Fee =	\$ _____
F. Stall(s) Fee =	\$ _____
(Add lines A-F)	
<b>TOTAL FEES =</b>	<b>\$ _____</b>
G. Discount =	\$ _____
(Subtract G)	
<b>TOTAL DUE =</b>	<b>\$ _____</b>





## Vendor Application

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### 4: ATTACHMENTS

- A list of products available to consumers at the DJGRFM (Note: vendors will NOT be able to sell any items not identified on the pre-approved product list)
- Copies of appropriate business licensing, i.e.: certificate of assumed name (also known as your "DBA" or "doing business as" name), articles of incorporation, sales tax license, and/or certifications, see section 2.
- All vendors must carry liability insurance with coverage of at least \$500,000. Each vendor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy, for the Downtown Jackson Grand River Farmers Market.
- Vendor fee (cash or check only) to the Jackson Downtown Development Authority, see section 3.

### 5: APPLICANT CERTIFICATION AND UNDERSTANDING

The undersigned Applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant's knowledge and belief. Verification of any of the information contained in this application may be obtained from any source.

Stall Assignments: Seasonal vendors are assigned a permanent stall for the season. Priority in the selection of stalls is given to the full-season vendors who have paid their seasonal vendor fee in a timely manner. The assignment of a seasonal stall is at the discretion of the Market Coordinator.

Parking: There is not a parking fee for vendors. There is not reserved parking for vendors. Parking for the DJGRFM will be first come, first serve in public parking lots. City lot 5 is adjacent to the Market Pavilion. General rules of parking must be followed at all times.

By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in the **Downtown Jackson Grand River Farmers Market Operating Guidelines**. I further understand that should I fail to comply with these specific guidelines, my participation in the DJGRFM could be terminated.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

