



Manistee Farmers Market

2021 Guidelines

Eat Fresh ☀ Buy Local

P.O. Box 993, Manistee, MI 49660

www.manisteeKitchen.org

1. Introduction

The Manistee Farmers Market (the market) is operated and managed by the Manistee Community Kitchen (MCK). The purpose of the market is to promote and stimulate economic development, to provide a community gathering place, to provide opportunity for consumers to purchase healthy local farm-grown food and quality artisan goods, and to offer a sales venue for area farmers and artisans.

2. Time and Place

The market takes place on Saturdays in season on dates established every year by the MCK. This year the Saturday **market begins at 9:00 a.m. (but may start around 8:30am if market is ready) and ends at 12:00 p.m.** With Covid-19 protocol in place it takes longer to open the market most days. Vendors are urged to begin set up by 7:30 a.m. All 'Full Season' Vendors will be asked to commit to attending the market each week. Weekly attendance is very much appreciated. The market will be held each week, rain or shine. The market location is in the public parking lot at the southeast corner of Washington Street and Memorial Drive in downtown Manistee.

3. Who Can Sell

Only vendors registered and approved in accordance with these rules may sell at the market. Applications are available by contacting the website: manisteeKitchen.org, our Facebook page, or the market manager. Applications shall be sent to the attention of the MCK market manager. Applications are required every year. Any dispute of a determination made by the market manager may be appealed to the Manistee Community Kitchen board of directors. Vendors must reside and produce their product within the State of Michigan. If space is limited, preference will be given to vendors from the County of Manistee and the surrounding counties. **It is the policy of MCK that the farmers market maintains a 70/30 farmers to artisan ratio as space is limited and the mission of the Farmers Market is to get healthy food distributed into the community.**

4. What Can Be Sold

Based on the results of the 2019 market survey that 19 vendors responded to, the MCK Board of Directors has approved the market to transition to a growers-only market in regards to produce. 2020 season began this transition, whereby 80% of produce brought to the market has to be grown and harvested on vendor farms and gardens. 20% of produce brought to market can be from elsewhere in Michigan; of this 20% only ONE OTHER FARM CAN BE REPRESENTED BY VENDOR. Vendor needs to provide signage stating where this 20% of produce is from, with farm name and town. In addition, the market manager and/or the Board of Directors of MCK may ask vendor to provide the actual address of stated farm.

Vendors may sell:

A. Raw Agricultural Products: These products include fruits, vegetables, grains, herbs, flowers, bedding plants, and potted plants. Bedding plants and potted plants must be grown from seed, starter plugs, cutting, bulbs or bare root, and be well established in its current container, by the seller. Transplanted plants must be grown to the point where roots fill the pot (roots hold the soil when the pot is removed).

B. Value-added Agricultural Products: These products include raw agricultural products that have been processed, or any product, the sale of which a government agency regulates. Examples are milk, cheese, oils, meats, wine, eggs, honey, preserves, jams, soaps and herbal preparations. Vendors must abide by all applicable federal, state and local health regulations. In addition, they must adhere to federal guidelines on all labels.

C. Artisan Products: These products include farm, garden, or food related/value-added agricultural products made without raw agricultural products grown by the member. Examples include: baked goods, juried arts, handmade soap, handcrafted furniture, other garden related products, pottery and similar items. **The vendor selling them must have created 100% of these items.** Artists are admitted at the discretion of the MCK board of directors by a juried process only.

D. Meat and Other Animal Products: These products include meats, poultry, milk, cheese, eggs, and wild-caught fish. Vendors must abide by all applicable federal, state and local regulations and inspection regimes. In addition, they must adhere to federal or state guidelines on all labels. No live animals are to be present or sold at the market.

E. Special Events: All special events serving prepared foods must be approved by the Board of Directors and market manager. Keeping with our mission of promoting health, the resale of prepackaged foods and drinks are not allowed. Special events include chefs, cooking demos, nonprofit fundraisers and restaurateurs for example. The market manager will assign placement at the market and for schedule special events. Daily fees for special events will be set by the board of directors on an annual basis and assessed

at the market manager's discretion with fees being waived for nonprofits, fundraisers and community demos with the board's approval.

5. Market Day and Fees

Vendor set-up shall be complete by the time the market starts at 8:30/9am and should cease sales by 30 minutes after the market ends. Vendors must vacate their space by one and a half (1 1/2) hours after the market ends. The Vendor space must be left clean and free of debris. Only one vehicle may park within the vendor stall if previously authorized by the market. Any other vehicles that vendors drive must be parked in accordance with Section 8 of these rules. Once accepted, vendors pay the market manager **\$25** each market day. Season-long market permits are available for a one-time fee of **\$250** or **\$125** depending on space, which includes an assigned vendor spot. Season permits and assigned spots are made available by the market. If the vendor assigned to a specific spot is not on site at the time the market opens, the market manager may place another vendor in that spot for the day.

6. Signage and Labeling

It is strongly suggested that vendors display a sign indicating their farm name and location; this promotes customer confidence. All signs should be neat and easy to read. Vendors are required to identify/label the origin of all products that come from another county/farmer other than their own. Signage of farming practices is strongly encouraged.

7. Compliance with Rules

Compliance with these rules is essential to a smooth running and successful farmers market. Honesty from all vendors is expected and required. Vendors who violate any rule are subject to expulsion from the market. Any vendor found to be or suspected to be in violation of these rules by the market manager will first be given a verbal warning. **In the case of a violation in regards to a product a vendor is selling, the market manager has the authority to request the product(s) in question be removed from the Vendor's site and no selling of the product is permitted.** If noncompliance continues, a warning letter will be sent from the MCK board of directors. In the case of a violation of Rules 3 or 4, the vendor will be given 7 days to provide proof of compliance to the satisfaction of the market manager. Vendors may appeal the market manager's decision to the MCK Board of Directors, who will respond in 3 days. If the vendor is not satisfied with the MCK Board of Director's ruling, they may appeal in writing and appear at the next scheduled Board of Directors meeting. All complaints regarding rules violations must be submitted in writing to the market manager. The market manager will have forms available for this purpose. The market manager and/or MCK Board of Directors may, from time to time, make farm visits based on complaints.

8. Parking

Onsite parking for customers is crucial to the success of the Farmers Market. Vendors are prohibited from parking their vehicles at the market site, unless prior authorization has been granted due to the utilization of their vehicle for selling purposes and is placed

reasonably within the booth space. Vendors are to park their vehicles on the street or in the parking lot across the street.

9. Miscellaneous

A. No animals are permitted at the Market except to assist individuals with disabilities. Vendors may not bring their pets to the market. State and federal regulations prohibit vendors from bringing pets to the market.

B. Fowl Feed: No duck feed or other food for fowl is allowed.

C. Semi Trucks: No semi trucks are allowed.

D. Peaceful Environment: Radios, arguments, or profane language will not be tolerated.

E. Processed Foods: Vendors who sell processed foods must have a valid Food Establishment License or sell products allowed by and in compliance with Michigan's Cottage Food Law, PA 113 of 2010. Vendors can contact the Michigan Department of Agriculture and Rural Development to obtain a Food Establishment License. Under Michigan's Cottage Food Law, non-potentially hazardous foods that do not require time and/or temperature control for safety can be produced in a home kitchen (the kitchen of the person's primary domestic residence) for direct sale to customers at farmers markets, farm markets, roadside stands, or other direct markets. More information on the Cottage Food can be found at www.michigan.gov/cottagefood or by contacting the Michigan Department of Agriculture and Rural Development. The MDARD can be reached at mda-info@michigan.gov or 800-292-3939.

F. Smoking is prohibited in all food establishments in Michigan. This includes licensed vendor space and enclosed market areas at farmers markets.

G. Any activity by any person not under contract with Market Management, such as busking, petitioning, campaigning or other public speaking must take place within the Market's free speech designated areas: on the sidewalks at the North and West end, and the designated Riverwalk area on the South side of the market. No such activity shall be allowed within the Market boundaries or the parking areas of the Market. No tables, chairs or other fixtures may be set up in the free speech areas without the express permission of management.

10. Logo There will be no use of the Market logo without the expressed consent/approval by the MCK Board of Directors.

11. Other

Please **contact the market manager**, preferably email at **farmersmarket@manisteeekitchen.org**, **at least 24 hours advance if you cannot make the Saturday market**. Market Manager phone number is on Application document. Please note for future communication, subject to change.

Thanks for following these guidelines and all your continued support over the years...

Together...We are planting the future and cultivating the past. Have a great season!!!