

PITTSFIELD CHARTER TOWNSHIP FARMERS MARKET

Indoor Market, Thursdays, February 9, March 9 & April 13 2017, 3 – 7 PM
Morris Hall, Administration Building, 6201 W. Michigan Avenue, Ann Arbor, MI 48108



2017 INDOOR MARKET VENDOR GUIDELINES

Market Mission

The mission of the Pittsfield Township Farmers Market is to strengthen and support local and regional food and agricultural businesses, increase healthy and wholesome food access, and promote community interaction.

Selling Requirements

The Indoor Market is open to Michigan **farmers (produce/meat/eggs), food producers and artisans** that grow and produce within 100 miles of Washtenaw County. Priority will be given to current farmers and food producers. We value our non-food vendors but restrict the number of spots available to 20% of the total number of vendors on a given Market day. Distributors of Michigan made and produced products are subject to Market Management approval. Multi-level marketing companies do not meet the selling requirements.

Applicants must provide proof of compliance with applicable licensing and insurance requirements *and verify that all products comply with the above selling requirements. Eligible vendor applications will be approved at the discretion of Market Management staff based on whether the product is already available at the Market, the ability of the vendor to meet expected demand, and space availability.*

Otherwise eligible vendors that are not approved will remain on the wait list for future consideration.

Vendor Product Requirements:

- All food products must be processed, packaged, stored, labeled and displayed per USDA, Michigan Department of Agriculture and Rural Development (MDARD), and Washtenaw County Public Health rules and regulations.
- Vendors selling items under Michigan Cottage Food Law must adhere to MDARD policies. More information is available at www.michigan.gov/cottagefood
- All meat sold at the Market must be processed at a USDA inspected and approved facility.
- Vendors selling prepared foods MUST include a label listing ingredients and identifying potential allergens and comply with all applicable laws.
- Reselling of items not grown or produced by vendor or the vendor's family is not allowed.
- Vendors must display signage at their stall every market day including prices on all items and all packaged items labeled as required by law.
- All food must be kept a minimum of six inches off the ground.

Licensing & Certifications

All vendors are required to provide copies of all required licenses with the application.

Insurance

All vendors must provide proof of insurance prior to attendance as listed below.

Food vendor requirements: provide a copy of your liability insurance certificate (minimum of \$500,000), listing Pittsfield Charter Township as an additional insured as listed below.

Pittsfield Charter Township, 6201 W. Michigan Ave., Ann Arbor MI 48108

Attn: Pittsfield Charter Township Farmers Market

Under the Description of Operations, please list as stated below:

Pittsfield Township Farmers Market

Non-Food Vendors: Provide a summary of your homeowners or renters insurance (declaration page) with vendor name/address listed.

Sampling - NEW any sampling of product for indoor Market vendors must be pre-approved.

All food samples served at the Market must be prepared in a **State Certified Kitchen**. Preparation of food on-site is prohibited. All food samples served must be kept at the proper temperature during the Market. See the "Guidelines for Providing Safe Food Samples at Farmers Markets" at MDA.gov or contact MDARD or Washtenaw County Public Health for details.

Set-Up and Take-Down

The Market Manager or designee assigns stall spaces. **Please have your setup completed by 2:45 pm**. All vendors must clean up their space, **including flooring** and vacate the premises by 8:00 pm

- Vendor spaces are 6'. All tables and displays must be within the space assigned.
- Displays are expected to be neat, clean, and in good repair.
- Displays cannot block nearby spaces and/or create hazardous conditions.

Vendor Parking

Designated vendor parking is at the far end of the outdoor regular season Market area.

General Rules of the Market

Vendor booths must be supervised by a responsible representative 18 years or older at all times. **All vendors are expected to stay for the duration of the market (3 – 7 pm). Your market space must be attended at all times.**

- The market is a rain or shine event.
- Vendors may not sublease or share their assigned spaces.
- Tobacco use and alcoholic beverages are prohibited in the Administration Building.
- No animals are allowed in the Administration Building except as otherwise required or allowed by law.
- No begging, loitering, soliciting or placement of signage is allowed unless approved by Pittsfield Township.
- All garbage and trash must be removed from the stall area by the vendor and taken away. Trash receptacles in the Administration Building are not to be filled with discarded items brought to the market for sale.
- Vendors are required to input Market day sales figures online weekly. Sales figures are kept confidential, for internal use only, and are especially helpful when applying for grants.
- Pittsfield Charter Township reserves the right to reject a vendor application if, in the Market Manager's judgment, the goods and merchandise are not compatible with the overall concept of the market, or do not comply with the rules and regulations of the market.
- If you will not be attending a scheduled Market Day, a representative must call the Market Manager at 734-822-3152 and leave a message or email at farmersmarket@pittsfield-mi.gov by 9:00 pm the day before the weekly Market (Wednesday), so adjustments can be made.

Termination of Market Membership without refund

- Failing to submit a current, valid liability insurance certificate with Pittsfield Charter Township listed as an additional insured (food vendors only)
- Failing to show up on 3 scheduled market dates without Market Manager Approval
- Farm checks will be performed at the discretion of the Market staff to ensure and protect the integrity of the Pittsfield Charter Township Farmers Market. Failure to provide accurate information pertaining to the location or production of goods grown or produced will be cause for termination.
- Failing to follow the vendor guidelines listed above.

By submitting this application, the vendor agrees to abide by all market rules and regulations, applicable Federal, State, and Township laws and codes, and hold harmless the Pittsfield Charter Township and all known associates from and against all liability, claims, demands, losses, and any cause of action or suit of any nature whatsoever, arising out of or related to any activities at the Pittsfield Charter Township Farmers Market.