

PITTSFIELD CHARTER TOWNSHIP FARMERS MARKET 2021

Thursdays, June – September, 2-6 PM (18 Markets)

Online Marketplace (approximately 48 weeks)

Pittsfield Twp. Administration Campus, 6201 W. Michigan Ave., Ann Arbor, MI 48108



VENDOR REQUIREMENTS

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 Market is open to **Michigan farmers, food producers and artisans that grow and produce within 100 miles of Washtenaw County**. Priority will be given to returning 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.

Eligible vendors that are not approved will remain on the waitlist 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 requirements. 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.
- All non-food items must be hand-crafted by the vendor in Michigan. Although materials are not required to be Michigan sourced, Michigan sourced products are given first priority.

Farm Checks

In order to protect the integrity of the Farmers Market, and our mission, farm visits may be performed. This also provides an opportunity for Market Staff to learn more about the farm, and gain resources for promotional purposes.

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 or \$1,000,000 for vineyard owners), 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: Pittsfield Township Farmers Market

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

Outdoor Market Requirements

Sampling

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 1:45 PM. Out of concern for the safety of vendors and consumers, no vehicles are allowed in the Market space after 1:45 PM** on Market Day. All vendors must clean up their space and vacate the premises by 7:00 PM.

- Vendor spaces are 10ft x 10ft. All tables, signage 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.
- All food must be kept a minimum of six inches off the ground.
- Vendors must display required signage at their stall every market day including prices on all items and all packaged items labeled as required by law.
- All vendor tents must be promptly safely secured against weather conditions.

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 (2 – 6 PM). Your market space must be attended at all times.**

- The market is a rain or shine event. If the Market Manager officially closes the Market due to threatening weather or emergency situations, vendor vehicles may enter the Market space to load after customers are safely out of the area.
- Vendors may not sublease or share their assigned spaces.
- Smoking is NOT permitted in the selling area.
- No animals are allowed in or within close proximity to food tents or any food area except as otherwise required or allowed by law.
- Except for approved Vineyard Owners, alcoholic beverages are not permitted at the Market.
- No 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. Vendors may not use trash receptacles placed around the market.
- 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 fail to comply with the rules and regulations of the market.
- If you will not be attending a scheduled outdoor Market Day, a representative must call the Market Manager at 734.881.7195 and leave a message, or email farmersmarket@pittsfield-mi.gov by 9:00 PM the day (Wednesday) before the weekly Market, 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.
- Providing false or inaccurate information pertaining to the origin or production of goods sold at the Market.
- Failing to follow the vendor requirements listed.

Online Sales Market Requirements

Online Sale Schedule

1. Vendors update listings by 3 PM on Fridays.
2. Customers place orders online Saturdays, 8 AM through Monday.
3. Vendors receive orders automatically via email on Tuesday mornings or you can log into your dashboard to view.
4. Vendors drop off orders, organized and labeled by customer, and check in orders with Market Staff between 12 and 1 PM on Thursdays.
5. FM Staff fills orders 1-2 PM.
6. Customers drive or walk up, and text/call 734.881.7195 with their name and parking spot #.
7. EBT/DUFB/PFH orders will need to finalize their transactions before order distribution.
8. FM Staff distributes orders to customers 2-5 PM (December – May) 2-6 PM (June-November).

Fees

- Customers pay a 5% mark up on vendor retail prices automatically added in by the Local Food Marketplace website.
- Vendors pay 5% of sales. These fees are taken out during the vendor reimbursement process.

Customer Satisfaction

Vendors are directly responsible for customer satisfaction of product, including resolving any customer issues.