



2018 Texas Township Farmers' Market

Vendor Rules and Guidelines

1. Market Overview

- a. The Texas Township Farmers' Market (TTFM) hours of operation shall be Saturdays, 8 a.m. to 12 p.m., from May 12 to October 20, 2017 (24 weeks) and Tuesdays, 4 to 7 p.m., from June 5 to August 28, 2018 (13 weeks). The market is located in the Texas Township Joyce I. Neubauer Farmers' Market Pavilion, 7110 West Q Avenue, Kalamazoo, MI 49009.
- b. The market exists to:
 - Create a sense of community for Texas Township and surrounding areas
 - Promote local businesses and create economic development around products and foods that are grown, raised, and processed locally
 - Raise awareness about the rich and diverse agricultural areas in southwest Michigan
- c. The market's definition of "local" is food that is grown, raised and/or processed in Michigan or in immediately adjacent counties in Indiana or Ohio.
- d. Franchises will be considered on a case by case basis by the Farmers' Market Committee.
- e. No dogs, pets, or animals, except service animals with proper identification, are permitted in the Market pavilion or anywhere food is sold, served, or consumed.
- f. All vendors, including those on the wait list, must have an up-to-date 2018 application on file with the Market Manager to be considered for a table assignment
- g. Vendors are selected based upon several factors, including participation in the market in the previous year; variety and diversity of products; proximity to Texas Township; adherence to Market Rules and Guidelines; and application detail and completeness.
- h. The Farmers' Market Committee reserves the right to update these Rules and Guidelines at any time. All vendors will be made aware of any changes in writing within 7 days.

2. Table Fees

- a. Table fees are as follows:
 - i. \$432 for the full market season for Saturdays (equal to \$18 per market day) or \$576 for North and South end spaces (equal to \$24 per market day)
 - ii. \$25 per market day for Saturday daily vendors (not to exceed \$450 total for the season)
 - iii. \$156 for the market season for Tuesdays (equal to \$12 per table)
 - iv. \$15 per market day for Tuesday daily vendors (not to exceed \$165 total for the season)
- b. Tables are assigned based on several factors, including participation and attendance in the market in the previous year; variety and diversity of products; proximity to Texas Township; adherence to Market Rules and Guidelines; and application detail and completeness.
- c. Vendors will be assigned only one table. Exceptions may be made by the Market Committee. A table space consists of 10 feet of frontage and includes one 8-foot table and access to electricity. Please note that not all booths have adjacent parking.

3. Information for All Vendors

- a. All products sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. Vendors and their employees are responsible for knowing and adhering to these rules.
- b. All vendors and employees must conduct themselves in a professional manner at the market at all times, with respect to market management, volunteers, market patrons and visitors, and other market vendors.

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- c. All vendor farms/businesses must be open to market patrons, Farmers' Market Committee members and Township personnel, by appointment.
- d. Table sharing must be pre-approved by the Market Manager.
- e. Vendors must display a sign identifying the name and location of the business. Eye hooks are available at 24" intervals behind each vendor space in the pavilion for ease of displaying signs.
- f. Prices must be clearly posted for each product in a place visible to TTFM patrons.
- g. Vendors must be set up on Saturdays by 7:50 a.m. and on Tuesdays by 3:50 p.m. The vendor will inform the Market Manager of delays or cancellations by cell phone or text message in emergency situations.
- h. Vendors must cancel by no later than three (3) days preceding the market to be missed. Failure to notify the Market Manager of cancellations in a timely manner may result in forfeiture of your table.
- i. Tables and booth spaces must be cleaned by vendors before and after each market. Waste receptacles in the pavilion are for shopper use; dumping of excess product or waste is prohibited.
- j. Any resale of commercially-produced items must be directly related to a vendor's business, must be promotional in nature, and must be pre-approved by the Market Manager.
- k. All new products not listed on the vendor's original application must be pre-approved with the Market Manager to ensure product diversity and proper licensing and labeling.
- l. Product sampling may only be done with pre-approval from the Market Manager and must be sampled in accordance with Michigan Department of Agriculture and Rural Development (MDARD) Guidelines for Safe Sampling at Farmers' Markets. (http://www.michigan.gov/documents/mda/MDA_FdSmpIngFarmMkts5-09_279110_7.pdf) and the Kalamazoo County Health Department.
- m. There will be no refund of fees paid to reserve a table at the market.
- n. The term "organic" may only be used (in written or verbal marketing) by farms who are Certified Organic, in accordance with the USDA National Organic Program. Vendors must display their certificate at the market.

4. Fruits and Vegetables

- a. 75% or more of all products offered for sale must be grown on the vendor's own farm (homegrown).
- b. Resale of a local grower's produce is allowed, provided that the vendor is knowledgeable about the growing practices of that farm on which that produce was grown. Produce resold in this manner must be labeled with the farm name and location where it was sourced and may not exceed 25% of product offered. Refer to section 1c for the market's definition of local.

5. Meats and Poultry

- a. All meats and poultry to be sold at the market must be owned and raised by the farmer selling them.
- b. All meats and poultry to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations.
 - i. All meats must be processed in a USDA-inspected slaughter facility. A USDA seal of inspection must appear on all packages of meat originating at such a plant.
 - ii. Small poultry producers raising fewer than 20,000 birds may have their birds processed either at a USDA- or MDARD-inspected facility. Product must be labeled appropriately, and producers must have a copy of the MDARD license if processing at an MDARD-inspected facility.
 - iii. Vendors selling and storing meats and poultry must have a MDARD Food Warehouse License or Retail Food Establishment License; the license must be provided to the market manager.

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- iv. All meats and poultry must be sold packaged and frozen and must be stored at 41°F or below.
- v. All meats and poultry must be labeled with the farm name and address.

6. Fish

- a. All fish products to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations.
- b. All fish must come from a commercial fisherman or a licensed distributor; the license must be provided to the Market Manager.
- c. Fish must be sold frozen and stored at 41°F or below.

7. Eggs

- a. All eggs to be sold at the market must come from birds owned and raised by the farmer selling them.
- b. All eggs to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations.
 - i. Eggs must be clean, packaged in clean cartons, and stored at 41°F or below.
 - ii. Each carton must be labeled with the farm name, address, phone number and a "best by" date (within 30 days of the packing date).

8. Dairy Products

- a. All dairy products, including cheese, yogurt, cream, ice cream or gelato, etc., to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations.
- b. All dairy products must come from a licensed dairy; the license must be provided to the Market Manager.
- c. All dairy products must be stored at 41°F or below.

9. Baked Goods and Value-Added Products

- a. All baked goods must be "homemade" (premade items or those made from premade doughs or box mixes are not permitted), prepared using as many local ingredients as possible (products grown, raised, or gathered in Michigan or value-added products processed in Michigan that include ingredients grown, raised or gathered in Michigan). Preference will be given to vendors who showcase Michigan ingredients. Vendors must provide a list of locally-sourced ingredients, as well as receipts if requested, with their application.
- b. All value-added goods must be prepared using as many local ingredients as possible.
- c. Vendors must display signage at the market listing locally-sourced ingredients and the farm or business from which they were sourced.
- d. All products must comply with local, state and federal labeling requirements, including allergen labeling.
- e. All baked goods must be prepared in a licensed kitchen unless such items meet the criteria identified in the Michigan Cottage Food Law; the license must be provided to the Market Manager.
- f. All products prepared under Michigan Cottage Food Law:
 - i. Must be non-potentially hazardous that do not require time and/or temperature control for safety, as defined under the Law. See <http://www.michigan.gov/cottagefood> for more information.
 - ii. Must be properly packaged and labeled with all information specified by the Law (see above link).
 - iii. Must be pre-approved by the Market Manager.
 - iv. Must be sold directly to the consumer only by the producer who prepared the goods.

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10. Prepared Foods

- a. All prepared, ready-to-eat foods to be sold at the market must meet Federal, State and local preparation, licensing and storage regulations. A license must be provided to the Market Manager upon application.
- b. All foods must be prepared using as many local ingredients as possible (products grown, raised, or gathered in Michigan or value-added products processed in Michigan that include ingredients grown, raised or gathered in Michigan). Preference will be given to vendors who showcase Michigan ingredients. Vendors must provide a list of locally-sourced ingredients, as well as receipts if requested, with their application.
- c. Vendors must display signage at the market listing locally-sourced ingredients and the farm or business from which there were sourced.
- d. All products must comply with local, state and federal labeling requirements, including allergen labeling.
- e. All vendors preparing food on-site must adhere to local fire codes (see page 5) for personal and fire safety during the market.

11. Plants and Flowers

- a. All potted plants, herbs, bedding plants, nursery stock or cut flowers sold at the market must be grown by the vendor selling them.
- b. All growers or businesses selling nursery stock or herbaceous perennials must be licensed by the state of Michigan. See http://www.michigan.gov/mdard/0,4610,7-125-1569_16993_16998---,00.html.

12. Small Wine Vendors

- a. Eligible wineries must:
 - i. Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers' Market Permit (http://www.michigan.gov/documents/lara/Farmers_Market_Permit_Application_LCC-250_514980_7.pdf)
 1. A map of the Farmers' Market location will be provided upon acceptance of your Farmers' Market Application for submission with your Permit Application
 2. The Market Manager will sign the Application upon acceptance for submission to the MLCC
 - ii. Make fewer than 5,000 gallons of wine per year at all locations
 - iii. Grow their own fruit or source Michigan fruit; if sourcing from other farms or vineyards, the winery must provide a detailed list of those sources with contact information.
- b. The Market Manager has the right to cancel a winery's table assignment at any time, for any reason.
- c. Wineries must submit a copy of their liability insurance with "Charter Township of Texas" and "Texas Township Farmers' Market" as additional insured in the amount of at least \$1,000,000.
- d. Wineries shall submit copies of server training certification for each server who will be present sampling wines at the market. In the event that there are any substitutions, the Market Manager must be notified and be provided with certifications for new servers.
- e. Wineries will check photo identification of all customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with Federal law.
- f. An 8-foot table, 10"x10" popup tent and signage for the designated tasting area will be provided by the Market. Wineries are responsible for bringing their own tasting equipment and serveware.

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13. Arts and Crafts

- a. Art and craft items may only be considered for sale, provided they are food, natural fiber, and/or garden-related and are made using local agricultural or natural products by the vendor selling them. All items must be approved by the Market Manager.

14. Liability Insurance

- a. Texas Township and the TTFM assume no responsibility and shall not be liable for any damage or injury.
- b. The TTFM requires that vendors either:
 - i. Name the Texas Township Farmers' Market as additional insured on their farm/business liability insurance policy and provide proof of that coverage.
 - ii. Sign the "Texas Township Farmers' Market Hold Harmless Agreement" indicating that the TTFM is not responsible for any damage or injury.
- c. All prepared food vendors selling hot, ready to eat items or who are preparing food onsite must carry liability insurance.

15. Payment and Food Access Programs

- a. Participation in credit/debit and applicable food assistance programs is strongly encouraged for all vendors.
- b. All vendors who are eligible and wish to accept credit/debit tokens and food assistance benefits, including Supplemental Nutrition Assistance Program (SNAP), Double Up Food Bucks, WIC Project FRESH and Senior Market FRESH, must sign a contract for each program and post signage at their booths for programs in which they participate.
- c. Vendors may not accept any currency or benefits for which their business is not eligible or currency from other farmers' markets and will not receive reimbursement for that currency.
- d. Vendors are responsible for knowing each program, its currency and eligible items. Training and informational materials will be provided by the Market Manager and are available on the market website.
- e. Vendors will be reimbursed by check at least monthly.

16. Other Vendors

- a. The TTFM may assign available tables to otherwise non-eligible vendors, like nonprofit organizations and community groups who support the market's mission.
- b. Interested groups must submit an application and a letter detailing their intent (including any items or materials to be sold or given away), as well as how their organization or business's mission reinforces the market's mission.
- c. No solicitation, petitioning or campaigning is allowed on Township grounds, including at the Farmers' Market. Such activities may be carried out on the sidewalk along Q Avenue south of the pavilion or the trail way near the park north of the pavilion, which are traditional public forums, provided there is no impeding of the movement of people and property.

Failure to adhere to any of the above rules may result in forfeiture of your table or removal from the market. The market will operate by a "three strikes" policy, whereby the third violation will result in suspension from the market for an amount of time to be determined by Market Committee based on the severity of the offense.

For questions or clarifications, please contact Emily Beutel, Texas Township Farmer' Market Manager, at 269-375-1591 or farmersmarket@texastownship.org.

Charter Township of Texas
FIRE & RESCUE DEPARTMENT

7110 West 'Q' Avenue, Kalamazoo, Michigan, 49009
www.texastownship.org/fire
Phone: 269-375-4610



Texas Township Farmers' Market Requirements

for All Food Vendors and Exhibitors under the Pavilion or Tents

- At least one **2A:10B:C** fire extinguisher (current in inspection) in an easily accessible location for vendors using grills, ovens, fryers and other cooking devices.
- At least one additional **Class K** fire extinguisher if a fryer is present.
- **Non-collapsible metal tables** for all cooking devices, including fryers and grills.
- Tar paper or other non-porous, non-slip floor covering for all fryers.
- Grills and fryers located so they vent **outside** tents.
- Cooking/food vendor trucks or trailers are required to have a full suppression system if cooking anything with a grease vapor.
- Cooking and serving devices, including grills, fryers, pizza servers, and warming trays, **located away from and out of reach of patrons.**
- Vendor tents or canopies provided with appropriate weights. Examples: 5 gal bucket filled with concrete, enclosed water barrels. **NOTE:** Texas Township only allows staking of tents with permission from the township with regard to specific location on property and depth of stake.
- Any idle propane gas containers will be stored off site.
- Propane gas containers must be secured. Chain, strapping or other approved device must be used. Propane tanks **will not be secured to the tent.**
- No more than one container of charcoal lighting fluid will be stored on-site.
- A safe and adequate means of egress (entrance/exit) for vendors and their employees at least 32" wide.
- No carbon monoxide emitting devices (heaters, generators, running vehicles) within twenty feet of tents.



2018 Texas Township Farmers' Market

Vendor Application

Business Name: _____

Primary Contact: _____

Street Address: _____

City/Zip Code: _____

Home phone: _____

Mobile phone: _____

E-mail address: _____

Web site: _____

Social Media: Facebook.com/_____ Instagram.com/_____ Other :_____

Please list names of employees, partners or family members who will be selling at the market:

What is your preferred method of communication?

- USPS Mail Email Phone Text Message

What products does your business plan to sell?

Please list all products, and be specific, enclosing a separate sheet if necessary. If you plan to resell any products, please provide names and contact information for the farms or businesses where you will be purchasing these products.

Product(s): _____ Where grown/made: _____

Identify the **primary** product category that best represents what your business will sell: *Select only one*

- Produce Meat/Seafood Dairy Plants/flowers Crafts/art/services
- Eggs Value-Added Food Prepared Food Wine/Hard Cider Other

Check all boxes below that describe your operation and production practices: **By USDA definition*

- Certified Organic* Grass Fed* or Grass Finished Using Organic ingredients*
- Certified Naturally Grown Free-Range/Pastured Cottage Food
- MAEAP-verified No Added Hormones, Antibiotics Other: _____

Tell us about your business. Please send a short biography, including your mission, production practices, history, etc. – anything that you want the Farmers' Market Committee and shoppers to know about you.

Are you interested in participating in our credit/debit and food assistance programs?

Please check all that apply. Learn more at www.texas-township.org/farmers-market/farmers-market-vendor-information

- Credit/debit Supplemental Nutrition Assistance Program (SNAP) Double Up Food Bucks
- WIC Project FRESH Senior Project FRESH/Market FRESH

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2018 Texas Township Farmers' Market

Vendor Application

Please circle the dates you would like to apply to participate at the market below:

Saturdays, 8 a.m. to 12 p.m.:

May 12	June 2	July 7	Aug 4	Sept 1	Oct 6
May 19	June 9	July 14	Aug 11	Sept 8	Oct 13
May 26	June 16	July 21	Aug 18	Sept 15	Oct 20
	June 23	July 28	Aug 25	Sept 22	
	June 30			Sept 29	

Tuesdays, 4 to 7 p.m.:

June 5	July 3	August 7
June 12	July 10	August 14
June 19	July 17	August 21
June 26	July 24	August 28
	July 31	

Complete **EACH** line item with "Yes", "No", or "N/A" (not applicable to your farm or business):

- _____ I have read and understand the 2018 Vendor Rules & Guidelines and agree that I and my trained business employees will follow them, knowing that failure to do so may result in forfeiture of my table.
- _____ I plan to resell products (up to 25% of my offerings) from other local growers or businesses to supplement the offerings from my farm or business. I am providing a list of those farms and/or food businesses with my application.
- _____ I will provide copies of all applicable business and food licenses with this application.
- _____ My farm/business has liability insurance for the Texas Township Farmers' Market. I will provide a copy of my policy when my table is assigned. OR
- _____ My farm/business does not have liability insurance for the Texas Township Farmers' Market. I will sign a copy of the "Hold Harmless" agreement when my table is assigned.
- _____ I am willing to complete a vendor profile, provide anonymous weekly sales data, and complete a year-end survey for evaluation purposes to provide valuable data and feedback for the market.
- _____ I'd like to sample my product(s) at the market. Please list the product(s) to be sampled:

Market fees: See Rules and Guidelines, section 2. Fees are due after tables are assigned.

DO NOT SEND PAYMENT WITH YOUR APPLICATION.

- _____ I would like to be considered for the North or South end spaces.
- _____ I am interested in being placed on the wait list if not all requested dates are available.

By signing below, you certify that the information provided on this application is true and accurate and pledge that, as a vendor of the Texas Township Farmers' Market, you will abide by the 2018 Texas Township Farmers' Market Rules and Guidelines.

Vendor Signature: _____

Date: _____