

HILLSDALE COUNTY FARMERS MARKET VENDOR RULES – 2017

All vendors must complete and sign the Vendor Application and Liability Waivers.
These must be returned to the contact person. Application deadline is April 15th, 2017

The Hillsdale County Farmers Market will be open from 8 a.m. – 12 noon (9 a.m. in Oct). Barricades will be in place at 7:30 a.m. (8:30 a.m. in Oct) and will be taken down at 12:10 p.m. The safety of our customers and fellow vendors is our first priority. Vendors who arrive after 7:30 a.m. (8:30 a.m. in Oct) need to walk in their products to their space. No vehicles will be allowed to drive in after 7:30 a.m. (8:30 a.m. in Oct) except for emergency vehicles.

1. Vendors

- A) The Hillsdale County Farmers market is open to vendors who sell their own “yield”, grown within Hillsdale County, MI or immediately adjacent Michigan counties.
- B) Brokering of other Michigan grown produce will be held to a maximum of 50% of the vendors items offered for sale on a weekly basis. Brokered items must be labeled with the name and location of the grower or farm of origin. If the quantity is too large to be labeled individually, then an 8.5”x11” minimum sign shall be placed near the items in plain view.
- C) Vendors must clearly state their own name and location at their vending space. This sign must be a minimum of 18” above the ground and a minimum of 8.5”x11” in size for easy viewing by customers.

2. PRODUCTS

- A) Vendor compliance with all Federal, State and Local regulations is mandatory and implied. Vendors of regulated products are obligated to know, understand, and comply with the regulations which govern their product.
- B) Vendors are responsible for obtaining their own liability insurance.
- C) Agricultural items allowed for sale include but are not limited to: fruits, vegetables, grains, herbs, flowers, potted and bedding plants.
- D) Processed items allowed for sale include but are not limited to: jams, jellies, sauces, cooking oils, baked goods, fruit juices, vinegar, and cider. **NO ALCOHOLIC BEVERAGES ARE ALLOWED FOR SALE BY LAW.**
- E) Animal goods include but are not limited to: meats, cheeses, eggs, honey, fibers, and other products derived from animal by-products.
- F) **LIVE ANIMALS PROHIBITED** by order of Hillsdale County Board of Commissioners. This includes ANY live animal, pet or otherwise, which would be brought to the market by a vendor/artisan or group for any reason. Certified Service Animals are allowed in accordance with the ADA.
- G) Arts and Crafts items may be sold. An Artisan vendor is one who uses creative skills in manufacturing, writing, or arranging materials resulting in a finished product. Items must be handcrafted on an individual basis by the Artisan and must not be a modified commercially purchased item. Artisan and their wares must be approved by the Artisan Evaluation Committee and notified of acceptance before being allowed to set up or sell at the market. After approval of items, no new items may be added after the application deadline.

3. VENDOR/ARTISAN SPACE AND PARKING DESIGNATION

- A) Lot spaces are assigned. Vendors may request specific spaces which will be assigned. Assigned spaces will be held to a total of 2 adjacent parking spots. All inventory, **ONE** vehicle, display, etc. must fit in this space.
- B) Vendors must ENTER the lot at the EAST drive and exit from the west drive for unloading and loading. Vehicles must be pulled to the side of the driveway while unloading and loading to allow for other vendors to drive around.

- C) Any vendor vehicles not parked in the courthouse lot in their sales space, must park away from the market area. **DO NOT** park on Howell St, Bacon St, Broad St, or in any of the bank parking lots. This is in order to keep the parking spaces around the Courthouse available for our customers.
- D) Primary sales of goods must be from a table or display provided by the vendor. Your vehicle may be used to store excess goods. Tailgate selling is prohibited.
- E) Canopies must be weighted as there are no provisions for staking. Weights shall be placed as to not create tripping hazards.
- F) Vendors are responsible for the policing and cleanliness of their space and for the overall cleanliness of the market location during and immediately after the market. Violation may be grounds for denial of future vending opportunities.

4. MARKET HOURS

- A) Market hours are Saturday from 8 a.m. until 12 noon, May through September. Hours for the month of October will be from 9 a.m. until 12 noon.
- B) Entrances and exits to the market location will be barricaded at 7:30 a.m. In October barricades will be in place at 8:30 a.m. After this time no vehicle traffic will be allowed in or out of the market until 12:10 p.m.
- C) Vendors may still set up their display after the Market opens but will have to park off-site and hand-truck goods into the market.
- D) If any vendor becomes sick, uncomfortable with the weather, had a family emergency, etc. they may leave upon informing an officer or market advisor so they can be safely escorted from the courthouse grounds.

5. MARKET BEHAVIOR

- A) Vendors are independent entrepreneurs with a common stake in creating a vibrant marketplace. Inappropriate language or behavior, including profanity, harassment, or abuse by a vendor or participant, toward anyone, shall be grounds for removal from the market.
- B) Vendors must not smoke on the courthouse grounds.
- C) All market participants must wear footwear.
- D) No pets belonging to vendors are allowed on the premises. Exceptions are made for service animals. (see rule 2F)

6. RULE ENFORCEMENT

- A) Market rules are established by the Hillsdale County Farmers Market Association. Rules are subject to change. Requests for a change/addition by a member will be submitted to the Association via the Association Officers, who will call a Rules Committee meeting for discussion and submission for membership vote.
- B) The Market Advisors, which will be volunteer vendors, shall consist of 2 members who will sign up for a two week period. The Market Advisors have the responsibility of ensuring that member and customer concerns are addressed and that rules are enforced appropriately and evenly.
- C) The Market Advisors shall report any disputes that arise regarding market operation to the Association Officers.
- D) The Market Advisors may deny the privilege of selling at the market on any given market day for failure to comply with the Rules. Vendors that do not comply with the Rules after warning will be denied vending privileges.

2017 Hillsdale County Farmers' Market
Vendor Application and Contact Sheet
(This application is non-transferable)

Name: _____
Address: _____
City: _____
State: _____ Zip _____
Phone: _____
Email: _____

(HCFMA reserves the right to request verification of claims based on statements above and below)

If you plan to be a new artisan vendor, please include a detailed description and an example photo of your finished product with this form. New items require a new application/approval.

Have you been approved as a vendor at the market previously? _____

If you are an artisan, have you been approved previously? _____

List:

List of Products you plan to broker:

I, the undersigned, have received and read the Hillsdale County Farmers' Market Vendor rules. I agree to follow the rules and abide by decisions and actions based upon the rules. I agree to comply with all Federal, State and local laws concerning items I produce that require licensing.

I, hereby agree to hold the Hillsdale County Farmers' Market Association and Hillsdale County harmless against any and all claims, demands, suits and losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Hillsdale County Farmers' Market Association, Hillsdale County, their elected and appointed officials, employees, volunteers, or all others working on behalf of Hillsdale County Farmers' Market by reason of personal injury, including bodily injury or death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Hillsdale County Farmers' Market and/or Hillsdale County in any way connected or associated with this market.

It is further agreed that I hold the Hillsdale County Farmers' Market Association and Hillsdale County harmless for any damages that may be sustained to personally owned equipment used during market days and damages will be my sole responsibility. (This page will be kept on file with the Hillsdale County Farmer's Market Association)

Signature: _____

Date: _____

Market Contact:

Hillsdale County Farmers' Market Association
c/o Pam Benzing
9425 Steamburg Road
Hillsdale, MI 49242

For Market Use Only:

Approved _____

Disapproved _____

Approval by: _____

Date: _____

Artisan Number: _____

Months that you plan to participate in the market:

(Please circle)

May June July August September October

March 2017

Hillsdale County Courthouse

2017 WAIVER AND RELEASE FROM LIABILITY

Event Name: Hillsdale County Farmers' Market

Event Date: May 13th, 2017- Oct. 28th, 2017 or any Saturday within

By this Waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with the **Hillsdale County Farmers' Market** and events organized by the **Hillsdale County Farmers' Market Association.**

I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. **I understand that I release the County of Hillsdale, its elected and appointed officials and its employees of any liability arising from such use.** I have signed this Agreement freely, voluntarily, and under no duress. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 year of age or older and mentally competent to enter into this waiver.

Signature _____ Date

Signature _____ Date

Signature _____ Date

Contact information

Print name _____

Address _____

Phone _____ Cell _____