



2018 New Buffalo Farmers Market Rules and Regulations

Mission Statement

The New Buffalo Farmers Market is dedicated to provide fresh, healthy foods, artisan goods, local businesses, and community organizations a place to sell to the local community and visitors of our area.

Market Governance

NBFM is committed to creating a diverse marketplace with the highest quality, locally produced products available. Although NBFM must reserve unconditional discretion to accept or refuse anyone as a NBFM vendor, the market considers many factors when evaluating vendor applications. All decisions are final from the Market Committee and the Market Manager.

Factors in Acceptance

- **Farm Products** – produce, meat, eggs, etc brought to the market should be over 80% grown in local agriculture/horticultural locations. Producers may display "value-added" products (such as salsas, jams, salad mixes, honey, etc), as long as a substantial portion of the ingredients are wild gathered or grown by the vendor and that all applicable state health department regulations are followed. All vendors are subject to inspection, or other verification, of capacity to produce by the Market Manager and/or **The Michigan Department of Agriculture and Rural Development (MDARD)**
- **Non-Farmers** - there is a limited amount of spaces for non-food based vendors. Applications will be assessed and priority will be given to locally sourced, hand-made products, or agriculturally based products.
- **Local Businesses and Community Organizations** – local businesses and entities are encouraged and will be given every opportunity to participate in the market.
- **Product Balancing** - duplicate products may be denied entry, although product exclusivity is never promised, the Market Manager may exclude a product or vendor if he/she determines that a product is over-represented at the Market. Products that are unique or unusual are desirable.

Location and Hours

- The Farmers Market is located in downtown New Buffalo.
- Hours of operation are every Thursday beginning **May 31st through Sept 6th, 4 to 8 pm EST, rain or shine.** It is the discretion of the Market Manager to extend the market hours to accommodate patrons.
- A map, driving, and parking directions will be provided after acceptance of application and payment.

Vendor Space & Equipment Requirements

- Stall size is 10 ft. wide x 10 ft. deep (unless additional space is requested and approved by Market Manager).
- Stalls are awarded to vendors at time of application approval.
- Occasional vendors stall location will be assigned each week.
- All electrical cords must be provided by vendor, minimum of 75 ft (110/220/50)
- Generators are not allowed.
- Products stored in ice chests must maintain safe temperature during Market hours.
- Vendors shall provide their own tables, chairs, tent and/or canopies, and signage.
- Equipment must be clean, in working order and hazard free. Tents, umbrellas, canopies, etc. must all be secured properly to avoid damage from wind or weather.
- All tents require a minimum of **20 pounds per leg** (total 80pds) to secure tents throughout market.

- Vendors will remove all equipment and garbage/rubbish from stall area at end of each market.

Market Products

The following items allowed to be sold during the hours and at the location of the Market:

- Fresh vegetables and fruits, starter plants, flowers, bedding plants, fresh or dried herbs, baked goods, preserves, and other farm products such as honey, dairy products, eggs, meats, and syrups.
- Local business and non-profits offering goods/services approved by Market Manager.
- Artisan products and crafts are to be sold by the artist or known representative only.
- Food vendors providing edible food for immediate consumption – must adhere to Berrien Co. Health Department regulations.

Product Definitions

- All fruits and vegetables should be Michigan or NW Indiana grown. If not, items must be clearly marked as to place of origin and less than 20% of entire product offering.
- All other food products must be labeled as to content, origin and producer. Vendors **MUST** follow the Cottage Food Laws – see link below for Michigan state laws.
- All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board. All lettering on signs are recommended to be at least 2 in. in height and clearly legible.
- Produce must be fresh. The selling of spoiled, overripe or unusable products is not allowed.
- ***Please refer to the Michigan Dept of Agriculture of details: <http://www.michigan.gov/mdard/0,4610,7-125-50772---,00.html> (General information)***

Product labeling and certification

- Vendors should provide clear, written information about production methods, which can be available to any consumer who requests it.
- All meat and dairy products must be labeled in accordance with laws as processed food products.
- Detail any part of the processing not done by the vendor and provide appropriate documentation of any second party processor or co-packer. Approval of some products that are processed by a second party or a co-packer may be considered on a case-by- case basis.
- Packaged, processed foods must be labeled in accordance with applicable laws. Bulk dried foods must also be labeled appropriately. Vendors wishing to sell processed foods must provide labeling with ingredients, process location, sales date. See more here please review information here
- ***Please refer to the Michigan Dept of Agriculture of labeling details http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html#Labeling (Labeling)***

Compliance with health, safety, and related laws

- Vendors and their employees are responsible for knowing and complying with federal, Michigan state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- Vendors providing samples of their products must comply with the laws governing market sanitation and health issues with The Berrien County Health Department.
- ***Please refer to the Michigan Dept of Agriculture for details http://www.michigan.gov/mdard/0,4610,7-125-1568_2387_46671---,00.html (Saftey)***

General Rules and Regulations

- Vendors and all equipment and products must be in place no later than 30 minutes before Market opening time. You must remain until the end of the day. If you are not able to attend that day or need to leave early, please let the Market Manager know as soon as possible. **No- shows will be given notice and if it is repeated more than three times, their stall and fees will be forfeited.**

- Vendor that shows up after 3:45pm on market day will not be allowed to drive their vehicle into the market – all items will need to be walked into market space.
- Vendors will unload vehicles and move them to parking area. No vehicles will be left in the market passageways during the Market.
- All vendor stalls must be managed by owner or staff, 18 years or older.
- Vendors will leave passageways clear for customers. Signs must not project out further than vendors stall or tables unless approved by Market Manager.
- Be polite! No swearing or smoking allowed. Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way. When aisles are particularly crowded, standing in the aisles while providing samples to customers is not permitted.
- There will be no pets in the market stall area as your food or produce booth is considered a temporary food establishment by MDA.
- Misrepresentation of products is not allowed. All products offered for sale must conform to any necessary federal and state laws and health rules.
- Vendors are discouraged from giving produce or other items away for free or at below- cost pricing, thus undercutting potential sales of other vendors. This does not include sampling.
- Vendor is responsible for obtaining any necessary MI licenses needed for the sale of their products.
- NBBA is not responsible for vendors, their equipment, or vendor products.
- NBBA reserves the right to accept or reject any vendor application and can terminate vendor's participation at any time at their discretion.
- **Market will stay open Rain or Shine. Market Manager will call market if severe weather.**
- All Vendors must sign the Farmers Market Agreement and adhere to rules and regulations.
- Market Manager reserves the right to inspect stalls during Market hours.

Grievance Policy

To report a conduct or product violation, contact Market Manager with the following details:

- a. Violation date, time and location of incident.
- b. What rule was broken and by whom.
- c. Names and telephone numbers of other witnesses.
- d. Grievance must be in writing and a fee of \$10.00 per incident. A written response will be given to all named within 2 weeks of signed complaint. If no action is found to be needed, complainant will be refunded full amount. Should complaint require action, violator will be charged \$50.00.

About the New Buffalo Business & Community Association

We are the 501(c)6 membership organization representing over 140 business and community members. Our mission: The New Buffalo Business Association is a partnership of business and community members focused on events and activities to make our city by the lake a vibrant place to visit or call home. To learn more about our organization, board, and events please visit www.newbuffalo.org

2018 New Buffalo Farmers Market Vendor Application
May 31st – Sept 6th ~ Thursdays 4pm-8pm ET

The New Buffalo Business Association presents the 3rd season of the New Buffalo Farmers Market. Every Thursday a variety of vendors participate in a street fair atmosphere of food, art/crafts, clothing, produce, business services, products, non-profits, and live music or performance. The market can accommodate over 50 booths and food trucks, all set up in an outdoor space of downtown New Buffalo. Please complete this form to apply for the 2018 Season.

FAQs for Vendors:

- You may choose from any or all dates
- Hours are from 4pm – 8pm each Thursday (EST)
- Location in downtown New Buffalo
- Market will take place, rain or shine
- Booth size is 10 x10, unless otherwise determined
- Electricity available, only if arranged prior to market date
- Vendors may not share space unless prior approval by Market Manager
- There is no guarantee on placement of booth space each market
- Vendor fees are non-refundable
- Food trucks are required to supply electrical cords/water and have health certificate/business license

Please make sure to fill out the entire application, along with your signature, to be considered.

*NAME: _____

*ADDRESS: _____ City _____ State _____ Zip _____

*CELL PHONE#: _____ PRIMARY PHONE# _____

*EMAIL: _____
(most correspondence will be done by email so provide the address you check the most)

Web Site: _____

Social Media Page(s):

Facebook: _____

Instagram: _____

Description of your business and/or product:

If produce, is it locally sourced or grown yes _____ no _____ describe _____

If produce, is it organically grown yes _____ no _____ describe _____

NEW VENDORS ONLY:

- Email up to three photos or provide link to social media or web page showing your products or business. These photos will help us in approving your application. Photos may be used in promotional material.
- Once our team has completed the jury process you will receive a second email with your acceptance status, map, set up and schedule details.

Vending Dates

Please check all the boxes that apply or all dates, if you plan to vend the entire season. Event set-up will begin no earlier than 2:00pm and take down will end no later than two hours after the market closes. *Special Day

May - *Thursday 31st ___ (Opening Day/Market Bag Giveaway)

June - Thursday 7th ___ Thursday 14th ___ Thursday 21st ___ Thursday 28th ___

July - Thursday 5th ___ (July 4th wk/Bag Giveaway) Thursday 12th ___ Thursday 19th ___ Thursday 26th ___

August - Thursday 2nd ___ *Thursday 9th ___ (S&S/Bag Giveaway) Thursday 16th ___ Thursday 23rd ___ Thursday 30th ___

September - Thursday 6th ___ (Closing day/Band/Bag Giveaway) All 15 Dates ___

Do you require Electric for your booth (cords are required) Yes ___ 110 ___ 220 ___

FEES BASED ON 10X10 SPACE

- 🍏 NON-PROFIT/COMMUNITY SPACE (PROOF OF STATUS) FREE
- 🍏 NEW BUFFALO BUSINESS (CITY/TOWNSHIP) SPACE \$10.00
- 🍏 VENDOR TENT SPACE (FARM/ART/PRODUCT) \$25.00* 7 or more dates discount - \$20 per wk
- 🍏 VENDOR MOBILE SPACE (NON-FOOD) \$30.00* 7 or more dates discount - \$25 per wk
- 🍏 FOOD (MOBILE/TENT) SPACE - CONTACT CATHI FOR PRICE - PRICE BASED ON HEALTH DEPT LICENSE
- 🍏 ADDITIONAL 10X10 SPACE NEEDED \$5.00 per day or \$50 for season

TOTAL AMOUNT DUE \$_____

***If you need to make payment arrangements or pay by credit card for your space fees please contact Cathi Rogers, Market Manager at events@newbuffalo.org or 312-965-9114**

Please initial and sign the statements below, we will not consider for space until application is completed.

I have read and understand all the New Buffalo Famers Market rules provided in this application. Any federal, state and local laws pertaining to my business type have been reviewed and I have completed any and all requirements prior to attending the market. _____ **(initial)**

I understand that neither the New Buffalo Business Association or the City of New Buffalo, or it's employees, agents, or volunteers are responsible for lost, stolen, or damaged items contained in individual booths. I further agree not to hold the City of New Buffalo or the New Buffalo Business Association liable in case of injury or accident which may result from my participation in the market.

SIGNATURE: _____ DATE: _____

PLEASE RETURN SIGNED APPLICATION AND PAYMENT TO:
NBBA/FARMERS MARKET, PO Box 453, New Buffalo, MI 49117
OR email to events@newbuffalo.org