

# **2011 Novi Farmers' Market & International Street Fair**

## **Rules & Guidelines**

March 2011

### **Location & Hours**

The market will be held (outdoors) on the premises of Fuerst Park (corner of Ten Mile & Taft Rd.)  
Enter off Taft Road  
Every Saturday, 9:00 a.m. – 2:00 p.m. June 18 thru October 29

### **Who can sell at the Market**

To encourage economic growth and state pride, the Novi Farmers Market is open to Michigan Producers and Artisans only. All produce must be grown within the State of Michigan. Both Producers and Artisans must be directly involved in the growing and production of their items. No second hand, wholesaled, or commercially produced items will be allowed.

### **What can be sold at the Market**

The following products are permitted for sale and must be made or grown by the participating vendor or an approved representative:

- Michigan grown fruits, vegetables, plants, flowers
- Michigan apiary products
- Michigan made and/or grown by the seller food items, including but not limited to meat, cheese, dairy, eggs, baked goods, juice, jams, jellies, relishes, salsa, maple syrup, sauces, vinegars, and cider
- Artisan/Crafter items including but not limited to: jewelry, ceramics, oils, water colors, photography, metalsmithing, iron works, woodworks, candles, pottery, dried flowers, wreaths, garden décor, soaps, and mixed media. These are to be offered for sale by the artist/producer of said goods or their designated representative. Reselling is prohibited.

### **Farm Checks**

Farm checks may be performed at the discretion of the Market Master and Farmers' Market Committee. This is to ensure and protect the integrity of the Novi Farmers' Market. Failing to provide accurate information pertaining to the location of goods grown will result in termination from the market with no refund of stall fees. A one-time market inspection fee may be imposed.

### **Licensing & Certifications**

Vendors are responsible for their own sales taxes, licenses, fees and permits for operation, and will abide by all local, state and federal laws. Food, food item, and produce vendors must provide a copy of all current licensing from the Michigan Department of Agriculture and/or Oakland County Health Department along with any pertinent liability insurance with their application.

### **Sampling**

All samples served at the Market must be prepared in a State Certified Kitchen. Sampling procedures must be approved by the Market Master. Preparation of food onsite is prohibited without proper licenses. See [MDA.gov](http://MDA.gov) or Oakland County Health Department (248.858.1280) for details.

### **Your Market Membership**

All vendors wishing to participate in the Farmers Market must complete the full application and

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submit it along with copies of all current Michigan licenses and insurances to the Market Master. Failing to provide the proper articles at the time of applying will result in a delay in approval or consideration to the Farmers Market. Artisan/Crafter Vendors must submit photographs of items to be sold and of retail display. Sellers of consumables may be asked to submit samples. Vendors must have a pre-approved application on file before they attend the Market. Spaces are allocated based on type of membership, planned attendance, and availability.

### **Vendor Attendance**

The success of the Market is dependent on the consistent attendance of all scheduled vendors. In order to plan and successfully promote the Market, vendors are expected to partner with the Market Master in communicating any anticipated absences well in advance. **If the occasion arises that a vendor will not be able to attend on their scheduled day(s), a 5 day notice (for non-emergencies) is required to allow adequate time for the Market Master to schedule a replacement. In the case of an emergency however, contact should be made with the Market Master as quickly as possible. Accumulating three (3) non-excused absences during the market season will result in a loss of reserved space at the market with no refund of stall fees.**

### **Set-Up / Take-Down and Site Information**

Vendors are responsible for the set-up and take-down of their stalls.

- **Set-up begins at 7:30a.m.**
- **All vendors must be set-up and ready for business no later than 8:45 a.m.**
- **Vendors not checked in by 8:30 a.m. will forfeit the reserved space for the day and said stall space will made available to other vendors.**
- **All vendor vehicles must be out of the Market area by 8:30 a.m.**
- Late arrivals risk loss of access of vendor vehicles for off-load.
- Market stalls are on an asphalt/concrete street and are approximately 10' x 10'.
- All vendors must supply their own equipment, i.e., tents, tables, chairs, brooms, etc.
- Tents must be properly anchored with weights to avoid injury. Stakes may not be driven into the pavement, lawn, or dirt areas of the Market premises.
- Cooking of food items on Market premises without prior approval is prohibited.
- Bathroom facilities and water supply are available on Market premises and will be open from 8:30 a.m. until 3:00 p.m.
- All food items are to be displayed on a table. Any food items placed on the ground must be enclosed in a container, i.e., box, basket, etc.
- Displays are expected to be neat, orderly and in good repair. Tables must be freshly painted or covered with a clean cloth and in good repair.
- Displays cannot block nearby spaces and/or create hazardous conditions. Any questions or disputes regarding space should be directed to the Market Master.
- All tables and displays must be within the space assigned.
- **No early departures.** Once you have committed to the Market, you are required to stay and tear down may not commence until 2:00 p.m. Please plan your inventory accordingly.
- Vendors moving vehicles into the Market to load before 2:00 p.m. will receive one verbal warning. For each violation thereafter, the vendor will be subject to suspension (or may be suspended) from the Market.
- Each vendor is responsible for keeping his or her own space clean and attractive and staying within his or her designated area. Failure to maintain space upkeep and cleanliness may result in disciplinary action. Upon closing of the market, spaces are to be cleaned and swept by the vendor. Vendors are responsible for bringing their own equipment/brooms for clean-up. Trash is to be hauled away from the market site or deposited into the dumpster by

the vendor.

- Vendors shall be required to maintain their space so as to provide for the safety of all customers, and shall not hold the Novi Chamber of Commerce responsible for any injuries sustained during Market hours.

### **Vendor Signage**

- The vendor must provide a Farmers Market display sign indicating the business name and city location. Other information may include address, phone, and product descriptions.
- Price list for items must be displayed.

### **Parking**

Vendors may park their vehicles near their stalls during setup. All vehicles must be moved by 8:30 a.m. to the designated vendor parking area. Please discuss any extenuating circumstances or parking needs with Market Master.

### **General Rules of the Market**

- If the Market Master officially closes the Market due to threatening weather or an emergency situation, vendors will be notified immediately and vendor vehicles may enter to load after customers are safely out of the area.
- Vendors may not sublease their space.
- Smoking is not permitted in the selling area.
- Alcoholic beverages are not permitted at the Market
- Use of abusive or foul language will not be tolerated on market grounds.
- Pets may not be brought into the Marketplace by vendors.
- The Market does not permit resale or sale of pre-manufactured goods. It is not an outlet for wholesale products.
- No televisions or stereo systems unless approved by Market Manager.
- No "outside solicitation." If there is solicitation of either vendors or customers in the Marketplace, please notify the Market Manager as soon as possible.
- The Market encourages a 'team' philosophy and a cooperative spirit. Vendors are strongly advised to refrain from openly criticizing or challenging other vendor's products, displays, pricing, etc. Any questions regarding another vendor's participation must be directed solely to the Market Master. Failure to comply may lead to suspension and or dismissal.

### **Termination of Market Membership**

The following guarantee termination from the Market without refund of stall fees:

- Failing to submit and/or display license and permits.
- Violation of Market Rules and Guidelines or State and Local Guidelines.
- Failure to show up on 3 market dates, without Market Manager approval/notification.
- Failure to show up by the designated time listed in the guidelines.
- The selling commercial goods or any other prohibited items.
- False production of goods.

### **Miscellaneous**

- Solicitations are not permitted within the Marketplace.
- Bicycles are not permitted on Market walkways.
- Ambulatory salespersons are prohibited from participating in the Market.

## 2011 Novi Farmers Market Vendor Application

Business Name (please print) \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Business Address \_\_\_\_\_ City, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

### Items to be sold: (Please check all that apply)

Produce List items: \_\_\_\_\_

Food List items: \_\_\_\_\_

Non-Food List items: \_\_\_\_\_

Artisan/Crafter List items: \_\_\_\_\_

(NOTE: Artisan/Crafter Vendors must include 3 photos for Market jury process)

### Seasonal Vendor (through October 29th)

Remainder of the Season \$22.50 per day (must pay for the remainder of the season in advance)

### Daily Vendor

Daily \$25 per stall (request dates from list below)

**Market Dates:** Please check all requested dates that that apply.

6-18  6-25  7-2  7-9  7-16  7-23  7-30  8-6  8-13  8-20  8-27  9-3  9-10  9-17  9-24  
 10-1  10-8  10-15  10-22  10-29

**Number of Stalls requested (maximum of 3):** \_\_\_\_\_

The Market Master, in conference with the Farmers Market Committee will determine, on an annual basis, the overall size of the market in terms of number of seasonal and daily vendors. Based on this number, the Market Master will select all vendors with a priority towards Produce, Florists, Food items, Arts, and Crafts, *in that order*, with an emphasis on those that are Michigan-made and/or locally-owned. The selection process will take into consideration the needs of the community, objectives of the market, quality, display and originality while minimizing product duplication.

### Payment:

Please mail payment (address below) along with a self-addressed, stamped envelope, your application, and any necessary insurance, license, and/or certification paperwork.

Make checks payable to the ***Novi Chamber of Commerce.***

Credit Card # \_\_\_\_\_ Zip Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Liability Insurance for all Food Vendors:** provide a copy of \$500,000 (minimum) Liability Insurance Policy. Please name the Novi Chamber of Commerce as an additional insured.

**Licensing & Certifications:** provide copies of all necessary licensing from the Michigan Department of Agriculture &/or Oakland County Health Department and the Michigan Department of Treasury.

**Compliance Agreement:**

By signing below, I agree, to the fullest extent permitted by law, for myself, my heirs, executors, administrators, and assignees, do hereby agree to defend, pay on behalf of, indemnify, and hold harmless, the Novi Chamber of Commerce, all sponsors, coordination groups, volunteers, individuals, and any other parties associated with this activity, from all claims, damages, demands, and actions, including all costs connected therewith, which arises out of my participation in this event.

I have read and fully understand the Novi Farmers Market rules and guidelines. I hereby agree to comply with these rules and regulations and all other Federal, State, and local regulations that apply. I understand full well that I will forfeit my right to sell at the Novi Farmers Market if I am found in non-compliance.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail signed application to:**

**Scott Stevenson, Market Master  
Novi Chamber of Commerce  
41875 W. Eleven Mile Rd.  
Suite 201  
Novi, MI 48375  
(248) 349-3743**

***Please address all questions to:***

***Market Master : Scott Stevenson  
Phone: 248.841.4959  
Email: scott@novichamber.com***