



2016 Vendor Handbook

Mission Statement

The mission of the Warren Farmers' Market is to provide a family destination that promotes a healthy living lifestyle through fresh product and educational experiences. In addition, the market will continue to establish itself as a gathering place that promotes a rich and diverse cultural community.

Vendor Definitions

1. Growers

Growers are defined as professional farmers, part-time farmers, and urban/suburban/rural growers. Growers' products shall include, but not be limited to: vegetables, fruits, seasonal plants/flowers, meats, poultry, seafood, dairy products. Items that will enhance vendors' products are permitted.

2. Craft Artist

Craft artists are defined as those making handcrafted decorative and/or functional items, such as, metal works, wooden bowls, glass, pottery, cards, jewelry, leather, textiles and woolen goods. Fine art items, such as paintings, prints, and photography are also included.

3. Prepared Food

Prepared food vendors are defined as those making foods that are ready to eat or serve. Such items include baked goods, ice cream, jams and jellies, honey, and canned goods. All prepared food vendors must be in possession of a valid State of Michigan Department of Agriculture license, and/or any other necessary licenses, in order to vend at the market. Vendors must comply with Macomb County Health Department guidelines. Home baked goods must comply with all rules and regulation set forth by the State of Michigan, including labeling and preparation of food, in ordinance with the Cottage Food Laws.

Eligibility

1. Vendors must grow or make their product.
2. Any resale items must be approved by the Market Master
3. **Any product that is not Michigan Made or grown must be labeled.**
4. On rare occasions, the Warren Farmers Market may allow products that enhance items sold at the market: example; Tupperware, spices, cooking utensils.
5. Vendors must comply with all Health Department Rules and Guidelines every week or they will not be allowed to set up.
6. All individuals whose goods are in compliance with market rules and guidelines who wish to participate in the market as vendors will be required to complete a Vendor Application form and submit with the application all applicable licenses pertaining to food processing establishments and all other required permits.
7. A vendor will not be allowed to participate in the market without submitting a completed application to the Market Master and agreeing to all terms of this handbook.
8. **Produce Vendors will only be approved if they commit to a full season.**

Upon Check-In:

1. Vendors must check in with Market Master prior to setting up to receive their space assignment. At this time, vendors must provide necessary market permits and Health Department licenses. Once all necessary permits are confirmed, Market Master will assign vendor a space.
2. Vendors should proceed to space assignment and unload vehicle from the street. After unloading, move vehicles as necessary, to vendor parking lot.
3. Vendors must properly set up spaces by no later than 9:00 A.M. NO EXCEPTIONS.
4. Market staff will come around to collect payments and issue receipts after 9:00 A.M.

Vendor Rules & Regulations

1. Space Assignments/Lease Agreements

- a. Only vendors with a signed and approved contract will be allowed to sell products at the market.
- b. The Market Master will determine assignment of all market spaces. Market management reserves the right to change space assignments, at any time, as deemed necessary for the general benefit of the market.
- c. For cancellations: Notify the market master immediately of all cancellations. Reservations are only guaranteed until the end of the vendor check-in at 8:30 a.m. Spaces will be reassigned if a vendor has not informed the market master of any difficulty in getting to the market on time. On Sundays call 586-574-4518 weekdays call 586-258-2004
- d. Rules may be modified at any time, as deemed necessary for the benefit of the market.

2. Rental Space

Rental spaces vary in measure, and will coordinate with the map of the market. Tent rental is available to full season vendors. Tent rental must be paid for at the beginning of the season and it limited to one tent per vendor.

3. Suitability of Merchandise

Market management has the authority to approve or disapprove any items to be sold at the market and reserves the right to refuse space to any vendor selling unsuitable merchandise. Please note, market management may approve or disapprove specific items and vendors to maintain desirable product ratios.

4. No Refunds

Once a vendor has paid a space fee, no refunds will be given under any circumstances. Vendors are not allowed to sublease market spaces to another vendor or individual.

5. State Sales Tax

The collection and filing of applicable taxes is the responsibility of the vendors.

6. Regulatory Requirements

It shall be the responsibility of the vendor to obtain all necessary permits, licenses, seals, meet licensing requirements, and to pay all taxes, fees, and other charges prescribed by Federal, State and Local laws in connection with the use of Market premises.

7. Inspections

a. The Michigan Department of Agriculture, and the local health department, police department, and fire department make frequent, unannounced inspections. Vendors are responsible for correcting all violations associated with their business operations.

8. Parking

After unloading inventory, vendors will move their vehicles to the vendor parking area as directed

9. Holding Space

No items shall be placed in an empty stand or space without prior approval from market staff.

10. Hazardous Property

No materials, substances, equipment, or objects shall be brought onto the premise that creates a safety hazard to life, limb, or property.

11. Smoking

Per MI State law, smoking is prohibited in the retail sales and food preparation areas.

12. Basic Rules

a. Vendors are responsible for leaving their vending spaces clean and orderly at the end of each market day.

b. The market will not be responsible for damage or loss of any personal belongings.

c. Children brought to the market must be kept under adult supervision at all times.

13. Expulsion from the Market

a. Sale of illegal merchandise.

b. Failure to adhere to Market Rules and Regulations.

c. Any behavior that sheds a negative light on the Market

Fees, Placements & Reservations at City Square Location

1. \$10 per space, per week.
2. There is a \$25 service charge for all returned checks. If a check is returned, all future payments must be made by money order or cash only.
3. Spaces are reserved by telephone, email, or in person at least 24 hours in advance. Spaces are given on a first come first served basis until sold out.
4. Vendors returning from a previous season **is not** guaranteed previous year's space(s).
5. Annual vendors will have assigned spaces. If the vendor does not show for three consecutive weeks, space is forfeited. Space can also be forfeited for the day if vendor shows up after 9am.
6. During special events, vendors are assigned spaces based on event needs. Usual space assignment is not guaranteed.
7. Please include electrical needs when making a reservation. Appliances are not to be directly plugged into outlets. Therefore, vendors using electricity must bring a 3 prong heavy-duty UL-listed outdoor extension cord. Household extension cords are prohibited as they are a violation of City Fire Code. Space heaters are also prohibited.

For any questions/comments please contact

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