

2008 LEELANAU FARMERS MARKET RULES



1. The 2008 dates & hours of operation for the Leelanau Farmers Markets are:

Suttons Bay:	May 17 – October 18	Saturdays	9:00 am – 1:00 pm
Empire:	June 14 – September 27	Saturdays	9:00 am – 1:00 pm
Leland:	June 19 – September 4	Thursdays	9:00 am – 12:00 pm
Glen Arbor:	June 17 – September 2	Tuesdays	9:00 am – 1:00 pm

2. The daily rate will be assessed on all vendors not paying an annual rental fee regardless of whether they sell any product. Daily spots will be assigned on a first come, first serve basis, ½ hour before starting time, by the Market Master. The normal daily fee is \$15 and should be given to the Market Master. In 2008 there will be an introductory \$5 daily fee at all markets for first time vendors. Daily vendors should fill out the attached application form send it to the Leelanau Farmers Market address on the form or give it to the Market Master on or prior to the start of selling at the markets.
3. The seasonal fee for a reserved spot is \$150 for Suttons Bay, \$100 each for Leland, Glen Arbor and Empire. The seasonal rate for all locations is \$250. There is no booth fee for sending product from Suttons Bay to Empire on Saturdays if you have paid an all location rate. Annual fee vendors should complete the attached application form and mail with payment made out to the "Leelanau Farmers Markets" and send to address on the form on or prior to the start of selling at the markets. To keep the previous year spot or request the reservation of a specific spot for the season, vendors will need to return their applications by Friday, June 1st. After June 1st, previous year reserved spots may be reassigned by the Market Master on a first come, first serve basis. Market Masters will have a layout map from which to pick spots. Market Masters will make all efforts to accommodate specific spot requests within the limits of the market configuration and space. No refunds of annual fees will be given once the season starts.

Market Masters can deduct up to two normal daily fees from the seasonal rate if a daily fee vendor decides to purchase seasonal fees after being a vendor for 1-2 times.

4. In order to claim their weekly reserved spot, a seasonal fee vendor needs to be present 15 minutes before start time, unless previously arranged with the Market Master. The spot will be rented out to daily vendors after that time. Only the Market Master can assign spots. A seasonal vendor cannot designate who gets their spot if they are not present, nor can they sublet their spot. Market Masters reserve the option to adjust spots during the season to accommodate the number of vendors, space available and market efficiency. **Vendors, please call the Market Master when you know you will not be at the market.**
5. We want the Leelanau Farmers Markets to be known as the source for quality products. Vendors are expected to have quality products. Displaying overripe, spoiled or unusable products is not permitted. Vendors are also required to comply with all Michigan Department of Agriculture Rules and Regulations. Contact them for questions at 922-5210.
6. Items eligible for sale in the market include:
 - fruits, vegetables, field crops
 - plants, flowers (fresh or dried)
 - honey, maple syrup, foods
 - eggs & meat products
 - coffee (will enhance the market atmosphere)
 - Local Homemade Crafts
 - Local Art

All products must be grown or produced locally. Local is defined as within 60 miles of the Leelanau County Farmers Market that the vendor is selling at. Processed foods must be made locally or produced from locally grown products and meet MDA requirements. Any other items offered for sale that are not listed above must be supportive of the goals for the Leelanau Farmers Market and are at the discretion of the Market Master.

7. Produce not grown by the vendor must be labeled with name of grower and county of origin. The label must be visible to the public.
8. If selling products that require a license, the vendor must show the license to the Market Master. All vendors need to follow MDA & Health Dept. Food Handling & Sanitation Rules. See Market Master for applicable rules.
9. The dumping of produce or other products in the trashcans by vendors is forbidden. The vendor is required to take home everything that they don't sell including boxes, bags, etc.
10. Each vendor is expected to clean their assigned spot at the end of each day and to keep it neat during the period that the market is open. It's important to have a good community image. Image is key in continuing to receive market permits.
11. Vendors participating in the Project Fresh & Senior Fresh Programs are expected to become familiar with the rules and procedures of these programs (MSU Extension will have details). Vendors are asked to turn in or send Project Fresh & Senior Fresh coupons directly to MSU Extension.
12. The Market Master has the right to deny a vendor the privilege of selling at the market. Reasons may include lack of license, misrepresentation of products, non-payment of fees, poor quality of products, leaving area littered or disorderly conduct. Vendor can appeal the Market Master decision to the Leelanau Farmers Market Committee at a later date.
13. In Leland, Suttons Bay and Glen Arbor, produce will be displayed behind vehicles or across the walk way in some instances. Vendors are responsible for providing any sun or weather protection and tables to sell from. **Various easy to use & setup umbrellas or covering products are available at local stores and are encouraged so the market can continue in inclement weather.** No holes can be put in pavement areas. In Empire, see Market Master for display setup.
14. The Leelanau Farmers Markets Committee plans to promote the markets in a variety of ways including but not limited to:
 - a. Advertisements in local papers, radio, and tv
 - b. Taste the Local Difference sponsorship with Michigan Land Use Institute
 - c. Placing new rack cards in numerous businesses and locations in the county including vendor booths
 - d. Listing of locations and times on the farmers markets website (leelanau.cc/farmersmarkets.asp)
15. Vendors needing restroom facilities during operational hours can see the Market Master for directions to restrooms.
16. Leelanau Farmers Market Committee will have liability insurance for the markets.
17. All vendors are invited and encouraged to attend the Annual meeting, held each Autumn. Board members that provide oversight to the Leelanau Farmers Markets are elected at this Annual Meeting. Vendors and members of the public are eligible to serve on this Board. Contact MSUE regarding this opportunity (231-256-9888).

18. The 2008 Leelanau Farmers Market Masters are:

Glen Arbor, Leland & Suttons Bay

James Zeits
2627 S Zeits Road
Lake Leelanau, MI 49653
231.499.3550
streeturchin@gmail.com

Empire

Reuben Chapman
P.O. Box 568
Empire, MI 49630
231.326.5000
reubenchapman@centurytel.net

19. Contact Information:

Leelanau Farmers Markets

C/O MSU Extension
8527 E. Government Center Dr., Ste 107
Suttons Bay, MI 49682
Phone: 231/256-9888; Fax: 231/256-8331
Email : msue45@msu.edu
Web : www.leelanau.cc/farmersmarkets.asp

LEELANAU FARMERS MARKETS
Application Form 2008

Name: _____

Business name
(if applicable): _____

Address: _____

City _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ E-Mail Address: _____

Vendor Fees:

(check appropriate box)

Location(s)

- | | | | |
|--------------------------|--|---------|-------|
| <input type="checkbox"/> | Seasonal Fee for Suttons Bay | \$150 * | _____ |
| <input type="checkbox"/> | Seasonal Fee for Leland | \$100 * | _____ |
| <input type="checkbox"/> | Seasonal Fee for Glen Arbor | \$100 * | _____ |
| <input type="checkbox"/> | Seasonal Fee for Empire | \$100* | _____ |
| <input type="checkbox"/> | All Location Seasonal Fee | \$250* | _____ |
| <input type="checkbox"/> | Daily vendor fees (due to Market Master each week) | \$ 15 | _____ |
| <input type="checkbox"/> | One-time Introductory Fee | \$ 5 | _____ |

* Due no later than when vendor starts selling.

List the products you plan to sell & approximate timing:

If selling products other than produce, vendors should check with the Michigan Department of Ag - Food Division (231-922-5210) regarding licensing requirements prior to selling at the Leelanau Farmers Market.

I, the undersigned and all my representatives, agree to abide by the Leelanau Farmers Markets Rules, which I have reviewed.

Signed: _____ Date: _____

Return this completed form with payment to:

Leelanau Farmers Markets
C/O MSU Extension
8527 E. Government Center Dr., Suite 107
Suttons Bay, MI 49682
Phone: 231/256-9888; Fax: 231/256-8331