



Dear Market Vendor:

Thank you for your interest in the 2018 Lathrup Village Farmers Market! We are looking forward to an outstanding season. The Lathrup Village Farmers Market is sponsored by the Lathrup Village's Downtown Development Authority (DDA). In order to cultivate a successful market, the DDA will provide vendors with a vibrant, high traffic marketplace to sell goods. We will coordinate advertising and promotion, serve as an information clearing house, accept credit/debit cards and participate in food assistance programs. Participation in all applicable food assistance programs by vendors is expected. Information and complete instructions on market operations and expectations will be provided.

Please take note of the following points:

- The full market season is every Wednesday, May 16 through October 10. The market hours are 3:30pm until 7:00pm. for the entire season.
- Seasonal vendor fee for the market (May 16-October 10) is \$216 for one 10'x10' space. Request for electrical access and tent rental must be made at time of application.
- Daily vendor is an option for someone who would like to participate in the market but does not want to commit to every Wednesday. The fee for a daily vendor is \$20/market day (maximum charge. Daily vendors must inform the Market Manager 24 hours in advance. Payment is made on the day of market attendance.
- There will be a mandatory vendor meeting for all 2018 participating vendors on Wednesday, May 2,

2018. E-mail your completed application no later than Friday, May 4, 2018 to:

[recreation@lathrupvillage.org](mailto:recreation@lathrupvillage.org).

Or mail to:

**Lathrup Village Farmers Market 27400 Southfield Road Lathrup Village, MI 48076**

Sincerely,

Molly Tamsen

Market Manager, Lathrup Village Farmers Market



### **I. Mission:**

The mission of the Lathrup Village Farmers Market is to support local farmers, growers, and artisans; to make available wholesome, quality food and goods; and to provide a festive marketplace that benefits the Lathrup Village community.

### **II. Market Season:**

The full 2018 market season will begin on Wednesday, May 16 and run through Wednesday, October 10. Market location is at the Lathrup Village Municipal grounds, 27400 Southfield Road, Lathrup Village, MI 48076. Market hours for the entire season are 3:30pm - 7:00pm

### **III. Participant Definitions:**

*Vendor:* A person authorized and registered to sell at the market.

*Farmer/Grower:* A person who has grown, raised, or gathered a product that is sold directly to the consumer by themselves, their employee/s, or family member/s.

*Producer:* A person who creates handmade items that can be consumed, such as breads, jams/jellies, syrup, maple syrup, honey, etc.

*Artisan:* A person who creates handmade items that cannot be consumed, such as paintings, glass, jewelry, metals, wearable art, fibers, personal care products, etc.

*Market Manager:* The person designated and authorized by the City of Lathrup Village and the Lathrup Village Downtown Development Authority to manage all aspects of the market, coordinate market programs, and to enforce the policies of the market.

*Market Cashier:* The person responsible at the market for cash-handling, processing of credit card/EBT transactions, and redemption of food assistance programs.

*Downtown Development Authority Staff:* Maintenance staff and administrative support individuals who work at the market as employees of the Lathrup Village Downtown Development Authority.

**27400 Southfield Road / Lathrup Village, MI 48076 / 248-557-2600 x224 / [recreation@lathrupvillage.org](mailto:recreation@lathrupvillage.org)**



#### **IV. Policies:**

1. Only those vendors that have obtained authorization from the Market Manager may participate in the farmer's market. Each vendor space must be controlled by the registered vendor or their representative, as provided in writing on their application.
  
2. The outdoor seasonal market vendor fee is \$150 per 10' X 10' space, maximum of two (2) spaces per vendor, paid in advance. The monthly market vendor fee is \$60 per month. Monthly vendors must inform the market manager one week prior. Payment is due on the first market day of the month. The daily market vendor fee is \$20 per day, paid on day of market attendance.
  
3. Each vendor is required to sign and return the VENDOR APPLICATION, VENDOR POLICY AGREEMENT, along with any required photographs and licenses.
  
4. In addition to the Lathrup Village Farmers Market policies, it is the responsibility of the vendor to comply with all local and state regulations and ordinances governing farmers market sales.
  - a. This includes obtaining appropriate licenses and submitting copies with their application.
  - b. Sellers of perennial plants are required to provide a copy of their current license to the Market Manager, obtained from the Department of Agriculture, at least one week prior to the first day of selling the perennial plant.
  - c. All vendors must clearly mark all prices for all items.
  
6. Receipt of a completed application does not guarantee the applicant a spot at the market. The Market Manager is responsible for the final selection of vendors and reserves the right to accept or reject any applicant based on:
  - The market policies.
  - Appropriateness of product to the market mission.
  - Market attendance record
  
7. In the event of more vendors than space available, vendor selection will be based on status. Seasonal will always have their same booth, (good standing) monthly vendors will be placed second and daily vendors will be placed lastly in order they rsvp'd.



8. The Market Manager is responsible for all vendor space and location assignments. The market set up shall be completed in a manner that, based on the judgment of the Market Manager, is for the good of the overall market experience.

9. The Lathrup Village Farmers Market issues Market Money for use from a shared credit/debit machine. All vendors are required to accept Market Money. The market also participates in a number of food assistance programs, including SNAP/EBT benefits, Double-Up Food Bucks (DUFEB), Project FRESH, and Market FRESH. Vendors are expected to participate in all applicable food assistance programs. Eligible vendors who choose to accept SNAP/EBT benefits, Project FRESH, Market FRESH coupons, and Double Up Food Bucks tokens are:

- Required to submit signed agreement forms prior to participation in the market.
- Display required signage for each alternative payment program each market day.
- Clearly mark prices on all products.
- Vendors will be reimbursed by the Lathrup Village Farmers Market for these sales.

10. All agricultural products sold must be germinated, grown, raised or gathered by the vendor, their employee/workers or family members and in accordance with Michigan Department of Agriculture regulations.

11. Food products produced under the Michigan Cottage Food Law must conform to the regulations set forth in that legislation. All processing and packaging must be done by the vendor, in their home, and have required labeling. Review regulation at the MDARD website, Michigan Cottage Food Laws. [http://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)

12. All non-food artisan products sold at the market must be original and created by the artist. Acceptable works include: all media painting, photography, fibers, glass, jewelry, metals, wearable art, personal care products, etc. No kits, imports, or re-sale items are permitted.

13. Only signs pre-approved and authorized by the Market Manager may be displayed. All farmers/growers must provide information to the consumer as to:

- Name of farm/s that produced the products.
- Where in Michigan each farm is located.
- All signage required by the Michigan Department of Agriculture
- Food assistance programs signs
- Prices on products



14. Vendors are responsible for:

- Their own set-up and clean-up. All stands, tables, and products must be transported to and from the market each market day.
- All vendors agree to keep displays and sales area clean and attractive.

15. Vendors must arrive no later than 3:00pm and be set up no later than 3:30pm

16. All vendors must set up their booth prior to 3:30pm. Vendors may park on or near the market site to unload and reload. No vehicles are allowed to remain on the market plaza or the adjacent parking spaces north of the plaza during market selling hours. For the safety of customers and vendors, vendors must wait until 15 minutes past the close of the market to bring vehicles back on the plaza. Vendors who must close their booth prior to the close of the market are required to remove their goods and equipment by hand.

17. Customers/vendors may not bring/keep pets on the market plaza. Pets left in a vehicle are subject to enforcement by the Lathrup Village Police Department.

18. All vendors are expected to act in a professional manner and treat customers, other vendors and all market and city staff with respect.

19. Failure to follow market policies or any dispute about market policies should be brought to the attention of the Market Manager. The process for all market policy violations and disputes are as follows:

a. Policy violations by vendor:

- i. First Offense: verbal warning from Market Manager.
- ii. Second Offense: Written warning and vendor forfeits their next scheduled
- iii. Thirds Offense: Final warning with dismissal from market for remainder of the season (all fee forfeited)

- b. Customer Complaints: Any customer complaint received by the Market Manager concerning a vendor at the market will be documented on a complaint form provided to the customer by the Market Manager or Market Cashier. The vendor against whom the complaint was filed will receive a copy of the complaint before the next market day.

