



## **MISSION STATEMENT**

The Bath Farmers Market promotes healthy lifestyles, encourages entrepreneurship, supports our local economy and provides opportunities to celebrate and market the talent, knowledge and skills of farmers and artisans.

## **GUIDING PRINCIPLES**

- Provide the opportunity to connect local farmers with consumers
- Strengthen our community through education and skill sharing
- Promote and grow our local economy
  - Increase access to a variety of healthy food choices
- Provide a gathering place to build a stronger sense of community

## **MARKET INFORMATION**

Market Season and Hours of Operation: Year round

- Summer market: 1st Thursday in May through the last Thursday in October from 3:00pm – 7:00pm.
- Winter market: 1st Thursday in November through the last Thursday in April from 3:00pm – 7:00pm. Closed Thanksgiving Day.

### **Location:**

- Summer market: James Couzens Park –13751 Main Street, Bath, MI 48808. (Between Main Street and Webster Rd. across from Bath Middle School.)
- Winter market: Bath Community Center – 5959 Park Lake Road, Bath MI 48808.

### **Vendor Definitions:**

- Direct Vendor – Sells products solely grown or produced by the vendor.
- Representative Vendor – Offers food and agricultural products for resale directly from the farm or producer. Items must be grown and/or produced in Michigan and **labeled with the city of its origin**. A letter from the source of products approving the Representative Vendor to sell their items must be on file with the Market Manager.
- Artisan Vendor – Sells nonfood products handcrafted by the vendor. Not more than 20% of vendors may be artisan vendors. The Board may make exceptions for “special event” markets. Potential artisan vendors will be presented to the Board for a juried selection.

### **Vendor Requirements:**

- Current State of Michigan licenses (if applicable).
- Organic certification (if applicable).
- A product list and brief description of production practices.
- **Cash sales reporting is required as of Summer Market 2018. Cash sales can be turned in at the closing of the market weekly or at the end of the market season (New as of Summer 2018 Season).**

### **Products:**

- Fresh vegetables, fruit, flowers, baked goods, canned goods and other farm products such as dairy products, eggs, meats, syrups and honey.

- Artisan products such as art and craftwork with approval from the Farmers Market Board.
- All products must be clearly labeled with price and location grown.
- All products are subject to approval by the Farmers Market Board.

**Bath Farmers Market (BFM) Liability Insurance Statement (New for Summer 2018 Season):**

While in the past the BFM has required vendors to carry liability insurance to vend at the BFM, the BFM board has waived this requirement for the 2018 Summer Market based on feedback from some special event vendors and Bath Township residents in an effort to encourage more vendors at the summer market. The BFM board still **strongly encourages** vendors to carry both product and general liability insurance for their business(es). The primary purpose of liability insurance is to protect the vendors, the vendor's business interests and equipment, and the vendor's personal assets (including finances and property). If you would like to talk more about where and how to obtain liability insurance and suggested coverage ranges for your business please feel free to contact the BFM manager or board members

**Product Quality:**

Only fresh quality products are acceptable. The selling of spoiled, overripe, unusable or outdated products is prohibited.

**Product Labeling and Definitions:**

All items available for sale must be clearly identified as to their origin and price. For direct vendors, origin may be displayed once. For representative vendors, origin should be identified for each product. All signage must be clearly legible.

**Pricing:**

It is expected that vendors offer their products for sale at a fair market price. Collusion and/or deceptive pricing will not be tolerated.

**Equipment Requirements:**

Vendors are responsible for equipment needed for selling products at the market. Equipment must be clean, in good condition, and hazard free. Tents, umbrellas, canopies and other items that are vulnerable to wind must be properly secured with 25lbs per leg. All items for sale must be displayed at least 18" from the ground with the exception of non-edible items such as pumpkins, plants, and artisan items. Vendors are responsible for setup and tear down of all of their equipment.

**Stall Fees and Sizes:**

Summer market: (outdoors- James Couzens Park)

- Season rate: \$260 (\$10 per stall per day). o Daily rate: \$15 per stall. o Stall Size: 10 feet wide by 20 feet deep (A maximum of 3 stalls allowed per vendor).

Winter market: (indoors- Bath Community Center)

- Season rate: \$250 (\$10 per stall per day. Closed for Thanksgiving)
- Daily rate: \$15 per stall
- Stall size: 8 feet wide by 8 feet deep. One 8foot table (or 2 6 foot tables in an L-shape will be provided.) A maximum of 2 stalls allowed per vendor.

### **Stall Reservations and Assignments:**

Stalls will be assigned to approved vendors based on the following criteria: 1. Direct vendors then representative vendors who have paid the season rate for both the summer and winter markets. 2. Direct vendors then representative vendors who have paid the season rate for the summer or winter market. 3. Stalls will be allocated to food producers first. Artisan vendors will be a maximum of 20% of vendors. 4. One time and drop in vendors will be assigned stall space designated by the Market Manager. 5. Stall assignments will be made only after payment has been received. The Market Manager will determine stall assignments and the market layout.

### **Stall Cancellations:**

Vendors who cancel their reservation for a season (summer or winter) must do so in writing to the Market Manager at least one week prior to the start of a season. A refund of 75% of the season rate will be given. No refund will be given after one week prior to the start of a season. Subletting of stalls will not be allowed.

### **Market Day:**

The Market will be open rain or shine. Vendors are expected to have equipment, products and signage in place at the opening time of the market. Summer market vendors will not be permitted to drive on the grass within one half hour of the market opening unless given prior approval. A vendor must notify the Market Manager one hour before the start of setup if they know they will be late to hold their reserved stall(s). Afterwards, the reserved space may be assigned to another registered vendor. A vendor that is scheduled to be at the market, but is unable to attend, is asked to notify the Market Manager as soon as possible. "No shows" cause a disruption to the market layout and the opening of the market. Vendors may not start removing items from their stall(s) until the closing of the market.

### **Market Cancellation:**

The market will be open rain or shine. The only exceptions will be in the case of a manmade or natural disaster, or severe weather (i.e. tornado warning). The Market Manager will be responsible for making the decision to cancel the market and will notify the vendors as soon as possible. If the market is cancelled, vendors will not be allowed to set up a stall in summer, or enter the Community Center in winter. If the market has already been set up and a severe condition develops, vendors will be directed to an appropriate shelter.

### **Vendor Parking:**

Parking at both the summer and winter markets is limited. We ask all vendors to limit themselves to one vehicle per market space. At the summer market parking is available in the stall. Only one vehicle per stall is allowed. Additional parking is available at the school parking lot across the street. At the winter market, after unloading products, parking is available at the back of the market parking lot or in an alternative area.

### **Vendor Code of Conduct:**

- All vendors are required to have, follow and display a copy of all Federal, State and local licenses necessary for products to be sold.
- All vendors are to use safe food handling practices.
- Applicable vendors must comply with the Michigan Cottage Food Law.
- Keep stall space clean, neat and orderly during market hours.
- Remove all items from the market within one hour after market closing.
- Be courteous and respectful to everyone.
- Report cash sales weekly or at the end of the season.

- Contact Market Manager with complaints and suggestions.
- Contact Market Manager whenever there is an unresolved conflict with a customer.
- Follow all market policies.

**Vendor Rule Violations:**

Vendor found in noncompliance of market rules will receive the following discipline: 1st offense: Verbal Warning; 2nd offense: Written Warning; 3rd offense: one day suspension. Market Management reserves the right to impose any and all disciplinary steps based on the severity of the violation up to and including expulsion from the market.

**Grievance Policy:**

The Market Manager has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the Bath Farmers Market policy. Problems, complaints or concerns must be directed immediately to the Market Manager. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the Farmers Market Board for settlement. See the Bath Farmers Market Grievance Policy for additional details.

**One Time or Limited Time Community Education and Information Guests:**

Guests may attend and setup a table or booth at the market for community education or information purposes at the discretion of the Market Manager. A Guest Application Form shall be completed and submitted to the Market Manager prior to attendance at the market. Guests will not be allowed to sell or promote the direct sale of any products at the market. Those who sell items are considered vendors and must apply as such and pay market fees. Guests are responsible for their own tent/canopy and chairs for the summer market.

**Soliciting and Political Activity:**

All forms of organized or intended soliciting, proselytizing, or political activity are prohibited at the market. The James Couzens Memorial Park and adjacent parking areas are reserved for the Bath Farmers Market every Thursday from 2:00 pm to 8:00 pm from May through October, and the Bath Community Center and adjacent parking from 2:00 to 8:00 pm from November through April. Prohibited activities are not allowed in these areas during reserved hours. In addition, the Michigan Campaign Finance Act, PA 388 of 1976 prohibits the use of any Township funds, property, personnel or other assets to expressly advocate voting for or against a candidate or ballot question.

**Contact information:**

Bath Charter Township  
Melissa McKimmy  
Market Manager  
14480 Webster Rd.  
P.O. Box 247  
Bath, MI 48808  
Office: 517-641-6728  
Fax: 517-641-4170  
Email: farmersmarket@bathtownship.us



## VENDOR APPLICATION FORM Winter 2018

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Business name: \_\_\_\_\_

Applicant's name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home phone #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell phone #: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email address: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Preferred Contact Method \_\_\_\_\_

**Vendor type:** Please check all applicable categories and **include a product list and brief description of your products** (i.e., growing practices, etc.) All vendors are subject to approval by the Bath Farmers Market Manager and the Bath Charter Township Farmers Market Board.

Direct Vendor: \_\_\_\_\_

Direct/Representative Vendor: \_\_\_\_\_

Artisan Vendor: \_\_\_\_\_

**Winter Market:**

Check full winter market or specific dates under daily selection. Season rate per stall: \$250. Daily rate per stall: \$15.00 (daily rate fees will be collected at the end of each market day)

**Full Winter Market** (27 weeks) \_\_\_\_\_

**Daily selection:** (After your vendor application has been approved, you may attend the market on a "drop-in" basis by contacting the Market Manager before 12 noon on the Wednesday before the market.)

Nov 1 \_\_\_\_ Dec 6 \_\_\_\_ Jan 3 \_\_\_\_ Feb 7 \_\_\_\_ Mar 7 \_\_\_\_ Apr 4 \_\_\_\_

Nov 8 \_\_\_\_ Dec 13 \_\_\_\_ Jan 10 \_\_\_\_ Feb 14 \_\_\_\_ Mar 14 \_\_\_\_ Apr 11 \_\_\_\_

Nov 15 \_\_\_\_ Dec 20 \_\_\_\_ Jan 17 \_\_\_\_ Feb 21 \_\_\_\_ Mar 21 \_\_\_\_ Apr 18 \_\_\_\_

Nov 22 - Holiday Dec 27 \_\_\_\_ Jan 24 \_\_\_\_ Feb 28 \_\_\_\_ Mar 28 \_\_\_\_ Apr 25 \_\_\_\_

Nov 29 \_\_\_\_ Jan 31 \_\_\_\_

**MEDIA RELEASE**

**ADULT CONSENT TO PHOTOGRAPH/VIDEOTAPE & DISSEMINATE WITHOUT COMPENSATION**

I, \_\_\_\_\_ hereby give my consent to be photographed/videotaped while participating in any activity offered by Bath Charter Township including the Bath Farmers Market. In addition, I consent to the reproduction and use of any such photographs and videotapes by the Township for educational, public relations and promotional purposes and I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photographs, videotapes and use.

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

**Vendor Application Checklist:**

**I have read the Bath Farmers Market Policy and agree to comply with all stated procedures. I have attached all of the following:**

- \_\_\_\_\_ Product list and brief description of my/our production practices.
- \_\_\_\_\_ Copies of current State of Michigan licenses (if applicable).
- \_\_\_\_\_ Copy of my organic certification (if applicable).
- \_\_\_\_\_ A check for the season made payable to Bath Charter Township (daily rates will be collected weekly).

**Payment and a copy of all required licenses must accompany this application.**

I, the undersigned agree that the above information is true and accurate; and to abide by the Bath Farmers Market Policy and all Bath Charter Township ordinances which I have reviewed. I also understand that the information provided by Bath Charter Township may be amended during the market season.

Vendor signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submit to:  
Bath Charter Township  
Market Manager  
14480 Webster Rd.  
P.O. Box 247  
Bath, MI 48808  
Ph: 517-641-6728  
Fax: 517-641-4170  
Email: farmersmarket@bathtownship.us