



## **MARKET POLICY**

Updated April 2023

### **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:**

- Every Thursday from the last Thursday in May through the last Thursday in October from 3:00 pm – 6:30 p.m.

#### **Location:**

- James Couzens Memorial Park –13751 Main Street, Bath, MI 48808. (Between Main Street and Webster Rd. across from Bath Middle School.)

#### **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 Recreation Coordinator.
- Artisan Vendor – Sells non-food products handcrafted by the vendor. Not more than 20% of vendors may be artisan vendors. The Township 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.

### **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 Recreation Coordinator in consultation with the Recreation Advisory Committee.
- Prepared foods with the understanding that all necessary up-to-date labeling, licensing, and food safety requirements must be met. It is the responsibility of the vendor to ensure these requirements and to provide copies of all current licenses to the market manager.
- All products must be clearly labeled with description and price.
- All products are subject to approval by the Recreation Coordinator in consultation with the Recreation Advisory Committee
- Other products may be added to the market on a case-by-case basis depending on needs, recommendation, suggestions, or demand that increase the overall viability of the market as a whole

### **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. 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. 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 set-up and tear down of all of their equipment.

### **Stall Fees and Sizes:**

- Season rate: \$230 (\$10 per stall per day).
- Daily rate: \$15 per stall.
- Stall Size: 10 feet wide by 20 feet deep (A maximum of 3 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 the entire summer market season.
2. Stalls will be allocated to food producers first. Artisan vendors will be a maximum of 20% of vendors.

3. One-time and drop-in vendors will be assigned stall space designated by the Recreation Coordinator.
  - Stall assignments will be made only after payment has been received.

The Recreation Coordinator will determine stall assignments and the market lay-out.

### **Stall Cancellations:**

Vendors who cancel their reservation for a season must do so in writing to the Recreation Coordinator 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. Market vendors will not be permitted to drive on the grass within one half hour of the market opening.

A vendor must notify the Recreation Coordinator one hour before the start of set-up 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 Recreation Coordinator as soon as possible. "No-shows" cause a disruption to the market lay-out and the opening of the market. Vendors may not start removing items from their stall(s) until the closing of the market. Removing products before market closing may result in being banned from future markets.

### **Market Cancellation:**

The Market will be canceled in the case of a man-made or natural disaster, or extremely severe weather (i.e., tornado warning). The Recreation Coordinator will be responsible for making the decision to cancel the market and will notify the vendors as soon as possible. If the market is canceled, vendors will not be allowed to set up a stall. 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 the market is limited. We ask all vendors to limit themselves to one vehicle per market space. 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.

### **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.
- Contact the Recreation Coordinator with complaints and suggestions.

- Contact the Recreation Coordinator whenever there is an unresolved conflict with a customer or another vendor.
- Follow all market rules.

**Vendor Rule Violations:**

Vendors found in non-compliance of market rules will receive the following discipline: 1<sup>st</sup> offense: Verbal Warning; 2<sup>nd</sup> offense: Written Warning; 3<sup>rd</sup> 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 Recreation Coordinator 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 rules. Problems, complaints, or concerns must be directed immediately to the Recreation Coordinator. Any grievance that cannot be resolved between a vendor and the Recreation Coordinator may be submitted in writing to the Township Deputy Superintendent for settlement.

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

Guests may attend and set-up a table or booth at the market for community education or information purposes at the discretion of the Recreation Coordinator. A Guest Application Form shall be completed and submitted to the Recreation Coordinator 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.

**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 p.m. to 8:00 p.m. from May through October. 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:

Bekah Slocum

Bath Charter Township

Recreation Coordinator

14480 Webster Rd.

P.O. Box 247

Bath, MI 48808

Office: (517) 641-6728

Cell: (517) 281-7402

Fax: (517) 641-4170

Email: [farmersmarket@bathtownship.us](mailto:farmersmarket@bathtownship.us)



VENDOR APPLICATION FORM  
SUMMER 2023

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

Business Name: \_\_\_\_\_

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

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

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

Daytime Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

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

**Vendor type:** Please check all applicable categories and then **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: \_\_\_\_\_

Representative Vendor: \_\_\_\_\_

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

**Market Dates:**

Check full summer market or specific dates under daily selection. Season rate per stall: \$230. Daily rate per stall: \$15.00

**Full Summer Market** (23 weeks) \_\_\_\_\_

**Daily Selection:** (After your vendor application has been approved, you may attend the market on a "drop-in" basis by contacting the Recreation Coordinator before 12 p.m. on the Wednesday before the market.)

May 25 \_\_\_\_ June 22 \_\_\_\_ July 20 \_\_\_\_ Aug 17 \_\_\_\_ Sept 14 \_\_\_\_ Oct 12 \_\_\_\_

June 1 \_\_\_\_ June 29 \_\_\_\_ July 27 \_\_\_\_ Aug 24 \_\_\_\_ Sept 21 \_\_\_\_ Oct 19 \_\_\_\_

June 8 \_\_\_\_ July 6 \_\_\_\_ Aug 3 \_\_\_\_ Aug 31 \_\_\_\_ Sept 28 \_\_\_\_ Oct 26 \_\_\_\_

June 15 \_\_\_\_ July 13 \_\_\_\_ Aug 10 \_\_\_\_ Sep 7 \_\_\_\_ Oct 5 \_\_\_\_

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

I, \_\_\_\_\_ hereby give my consent to be photographed/videotaped while participating in any activity offered by the 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 made payable to Bath Charter Township for my stall fee

**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:

Bekah Slocum  
Bath Charter Township  
Recreation Coordinator  
14480 Webster Rd.  
P.O. Box 247  
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Office Phone: (517) 641-6728  
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