



Policies for 2017 Season

About The Mattawan Market:

The Mattawan Market exists to provide education to the community regarding healthy eating and moving; promoting locally grown, fresh, high quality produce and products; and to provide local farmers, producers and artisans with an economic outlet within the Mattawan community.

Market Hours and Location:

The Mattawan Market will conduct 2017 in the park on Front St. in the Historic section of Mattawan. Market hours will be from 4pm to 7pm every Thursday during the market season. The Market season will begin Thursday May 18th and will end Thursday September 28th.

Who Can Participate:

In an effort to support Michigan's economy, the Mattawan Market is open to Michigan growers, producers and artisans only. Different special events will allow other types of vendors to be determined by the Market Manager.

Designation of Grower, Producer or Artisan:

Grower: 80 % or more of sales at Mattawan Market is from products grown by their business.

Producer: 80 % or more of sales at Mattawan Market is from products prepared food or drink, value-added products, MI Cottage Food eligible products, or processed goods resulting from animals raised by their business.

Artisan: 80 % or more of sales at Mattawan Market is from handcrafted products in limited quantity. These goods are the result of a process, using skilled trades or traditional methods, from idea to end product.

What Can Be Sold:

Products allowed for sale at the market include but are not limited to: Michigan grown fresh fruit and vegetables, herbs, plants, flowers, honey and maple syrup, fresh cider, Michigan made wines, cheese, eggs, or poultry and meat products, and prepared food or drinks, or hand-made non-food items. The Market Manager or designee reserves the right to restrict products that do not adhere to the spirit of the purpose of the Market. All products for sale must have their price displayed, clearly and at all times.

Vendor Space Assignments:



The Market Manager has the sole discretion in approving vendors for The Mattawan Market. The Market Manager will review applications and notify vendors of whether or not they have been approved to participate. The Market Manager takes multiple factors into consideration in approving vendors which includes, but is not limited to, the following:

1. Unique or unusual products that enhance the overall cultural competency (relevance to the community) and diversity at the market, without creating excessive supply as assessed by the Market Manager
2. Quality and origin of products and display
3. Space availability at The Mattawan Market
4. The Market Manager reserves the sole discretion of approving participants for the Mattawan Market

Vendor 10' X 10' Booth Payment:

Seasonal Vendors: Approved signed application and \$275.00 payment are due by April 15th, 2016. If vendor requires two spaces an additional \$225.00 is required per season.

Weekly Vendor Fee with Advance Notice: Approved signed application and \$15.00 are due 7 (seven) days prior to market participation.

Daily Vendor Fee: Approved signed application and \$20.00 are due no later than 3:30 pm during market day.

Utilities are available on a case by case basis and must be prearranged with the Market Manager. If utilities are used a fee of \$5 per market day is required prior to market day.

There will be no refunds.

Attendance:

The success of The Mattawan Market is dependent on the consistent attendance of all scheduled vendors. In order to plan and successfully promote The Mattawan Market, vendors are expected to partner with the Market Manager in communicating any anticipated absences no later than 1 (one) week prior to anticipated absence. If the vendor is has not contacted the Market Manager or has not set up assigned vendor space within 30 minutes after market start time, the vendor has forfeited use of assigned space for that market day without refund. The space will become available for rental by a daily vendor 30 minutes after the start time of market. If the vendor no shows more than two times they will be referred to the vendor accountability process.

Vendor Market Evaluations:

Vendors at the Mattawan Market MUST complete an evaluation for the Mattawan Market's use after each market. Failure to complete and submit an evaluation for the Mattawan Market may result in a loss of privilege to participate in future markets. All information requested on the survey must be provided, including the total dollar value of the products sold at that market. At the end of the market, the survey



should be turned in to the Market Manager or can be emailed within 48 hours. Input from vendors, especially the sales figures and personal comments about the event, go a long way towards helping the Mattawan Market secure future funding to promote Michigan food and agriculture products through events like these. Participation in the survey is appreciated and will remain confidential.

Set up and Tear Down:

Set up is from 1:30pm to 3:30pm. Vendors should be ready to greet and sell to customers by 3:30pm. Tear down is from 7pm to 9pm. Everything, including garbage, must be removed from Market grounds by 9pm. Early tear down is not permitted and will be referred to the vendor accountability process.

Tables, Tents and Carts:

Vendors are responsible for bringing their own tents/canopies. All tents must be free standing and weighted with 25 pounds per tent leg. Vendors will receive one written warning for unweighted tents, future attendance without weighted tents will result in removal from that market date without refund. No stakes can be driven into market grounds. Vendor is responsible for furnishing all equipment and supplies, including carts to transport goods from unloading zones to their assigned booth space. Failure to follow any of these policies and vendor will be referred to the vendor accountability process.

Loading Zones:

Vendors are permitted to pull in by their vendor location and unload. They will then have to relocate their vehicle to the vendor parking spot.

Parking:

Vehicles may be parked in designated places only.

Pets:

Pets are restricted from the vendor area.

Vendor Licenses:

If it is required that a vendor be licensed, a copy of their license MUST accompany their application. To find out more about required food licenses please visit http://www.michigan.gov/mdard/0,4610,7-125-1569_16958_16974-11873--,00.html

Vendor General and Product Liability Insurance:

Vendor shall bear the sole responsibility and liability for any of their items sold at Market. It is encouraged that all participants carry liability insurance for their products, business or enterprise.



Food Safety:

Eggs, meats, cheeses, and other processed or prepared foods and drinks must meet all Federal, State, and County regulations while in route to and on site at The Mattawan Market. Any vendor producing organic products needs to comply with Act 316 registration requirements. If vendors advertise organic produce, a State Certification of Registration must be displayed and the Market Manager must be provided a copy of Certificate.

Vendors selling prepared, processed or edible foods must provide the Market Manager with a copy of MDARD license or a copy of the Michigan Cottage Food Label for all required products. It is the sole responsibility of the vendor to maintain adherence to Federal, State and County laws regarding the production, transportation and sale of goods.

Sampling:

All samples served at the Market must be prepared and labeled in accordance with local and state guidelines which apply to food service and sale. Active food sampling may occur within the immediate vicinity of the assigned stall space and must be approved by Market Manager. For details refer to Michigan Cottage Food Law Sales or the sample guidelines found at http://www.michigan.gov/documents/mda/MDA_FdSmplngFarmMkts5-09_279110_7.pdf

Hawking Prohibited:

Hawking is defined as aggressively selling goods in public places by calling out to people from your assigned vendor space. Hawking is not allowed at the Mattawan Market. Vendors should stay within their assigned booth space when selling or sampling products.

Vendor Grievance Policy:

The Mattawan Market strives to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a reasonable price. The Market Manager or designee has the right to deny or restrict any vendor or vendor representative access to the market for failure to follow policies of The Mattawan Market. Problems, complaints, or concerns must be directed immediately to the Market Manager or designee. Any grievance that can't be resolved by the Market Manager or designee may be submitted in writing along with \$25.00 to The Mattawan Market board of directors for settlement. If the board of directors validates your claim your check will be returned. All grievances will receive a written response within two weeks.

Vendor Accountability Policy:

The Mattawan Market strives to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a reasonable price. The Market Manager or designee has the right to deny or restrict any vendor or vendor representative access to the market for failure to follow these policies written by its board of directors. We strive for accountability with a three warning system: verbal, written, and restriction from further markets. Each warning will be given in writing and explained in person to the vendor.



Trash:

Each and every vendor shall remove any and all debris caused by the operation of his or her participation from the stall and immediate surrounding site. Each and every vendor shall also insure that proper control is exercised to eliminate paper and debris from blowing off their stall table onto market grounds. All seller items must be weighted to withstand adverse weather conditions.

Vendor Daily Market Space Checklist:

- Vendor is set up by 3:30pm and tore down no earlier than 7:00pm and no later than 9:00pm
- The name of each Vendor should be posted above their stall
- Clean and quality products and display are present.
- All products for sale must have their price displayed, clearly and at all times.
- All sales by weight or measure will be weighed on scales or measured in containers approved by the Inspector of Weights, Scales, and Measures, Michigan Department of Agriculture.
- Any vendor selling prepared, processed or edible foods must provide Market Manager with a copy of MDARD license or a copy of the MI Cottage Food Label for all required products.
- The Market Managers strives to provide clear information about methods and practices involved in growing, producing or crafting products. We ask that Vendors be prepared to provide this product information to customers and Market Managers as requested.
- All products not grown, produced, or crafted by a vendor's business must be accurately labeled with the location of the product's originating business and available for customers to see at all times.
- Anyone producing organic products, handling organic products or certifying organic operations in Michigan, needs to comply with Act 316 registration requirements. If vendors advertise organic produce, a State Certificate of Registration must be displayed and Market Managers must be provided a copy of Certificate.
- Tent is free standing and weighted with 25 pounds per tent leg

Mattawan Food Pantry:

The Mattawan Market partners with the Mattawan food pantry and would appreciate the donation of any food item that a vendor is not able to sell during the market. A box will be available weekly for your donations. Thank you in advance for your consideration and generosity.

Emergencies and Weather:

The Market Manager or designee will contact each vendor's emergency contact via their emergency number listed on the application to notify vendors of any emergency or weather related issue. Force majeure: in the event of war, terrorism, acts of god, fire, loss of electricity, gas, water, cable, or other utility or any other circumstances that are out of The Mattawan Market's control there will be no refunds.