



2018 Market Guidelines

Tuesdays 4:00pm - 7:00pm | May 22nd – October 23rd

Market Mission Statement

The Cobblestone Farm Market (a function of the Cobblestone Farm Association) is a community sponsored market organized and operated through collaboration between community members and the Cobblestone Farm Association. Its primary mission is to create a welcoming space for our community to share food, family, friendship, and fun. We come together to grow and celebrate social, cultural and environmental capital around the people who cultivate, harvest and prepare our food. Cobblestone Farm Market is committed to supporting local organic growers and producers through the creation of a vibrant marketplace that is welcoming and accessible to all members of our community. The Market also aims to reflect and honor the history of the Cobblestone Farm through the ways the Market functions.

Market Day, Time and Site

The 2018 Market is held every Tuesday, starting May 22nd and ending October 23rd from 4:00 pm - 7:00 pm. The market is located on the grounds of the historic Cobblestone Farm House located in Buhr Park, 2781 Packard Road, in southeast Ann Arbor.

Market Management

A group of community members forming the Market Committee along with the Market Manager are responsible for overseeing the Cobblestone Farm Market. The Market Manager coordinates the market operation of the market including communications with vendors, collecting fees, accepting complaints from customers and vendors. The Market Manager has the authority to interpret and enforce the Market Guidelines along with resolving any disputes or addressing vendor non-compliance.

Vendor Mix

The Cobblestone Farm Market reserves the right to limit the number and types of vendors present in order to create a well balanced market. Vendor applicants are accepted at the market at the discretion of the Market Committee.

Vendor Fees

Cobblestone Farm Market will be open for 22 Tuesdays for the 2018 season. Vendors can choose to apply and pay for the market using one of three ways:

1. Seasonal Pass: \$220 (22 weeks @ \$10/day with payment due on or before 5/22/2018)
2. 4 Week Pass: \$50 (4 weeks @ \$12.50/day with payment due on or before 1st week of attendance)
3. Daily Fee: \$15 (In the event of a missed market without 24 hours notice, a \$15 deposit will be required to cover future no-shows)
4. *Deposit is refunded at the end of the season, unless the vendor cancels less than 24 hours before a market. In this case, the deposit is applied to that market.

Fees are non-refundable, except when unexpected circumstances prevent a vendor from participating for the remainder of the season. These circumstances must be documented (in writing). Examples include major illness or sudden relocation, but exclude factors like sales being lower than expected or other opportunities.

Vendor Attendance Policy

- **Daily Vendors:** All vendors must give a minimum of 48 hrs notice for missing any market for which they are scheduled. Failure to give 48 hrs notice will result in being charged the \$15 daily fee. Any vendor who fails to attend and has not given notice for 2 market days forfeits their place at the market for the remainder of the season.
- **Seasonal/4 Week Pass holders:** All vendors must give a minimum of 48 hrs notice for missing any market to which they are scheduled to attend. Any vendor missing 2 markets without notice will forfeit their Seasonal or 4 week pass (including the fee) and will become a Daily Vendor and must abide by the Daily Vendor Policy

Vendor Applications

- All new and returning vendors must complete an annual application.
- Vendors are requested to add the Cobblestone Farm Association, 2781 Packard Road, Ann Arbor 48108 to your Liability Insurance and provide us with documentation showing this addition along with a copy of your Liability Insurance Declaration Page.
- All vendors must submit copies of up-to-date permits/licenses including Michigan Department of Agriculture and/or Food and Dairy Division or any other applicable licenses with your application. Please also attach recent inspection results. Non-profit groups, please attach evidence of 501(c)(3) status.

Market Day Procedures

The market is located in an open grassy area on the Cobblestone Farm property.

- **Vendor space** will be designated by the market manager with consideration for vendor needs and the flow of the market.
- **Setup** must be completed by 3:45 pm. For safety purposes, all vehicles must be removed from the market site by this time. Vendors are encouraged to unload at their designated space, park their vehicle, and return for set-up. Any unloading after 3:45 must be done from the parking lot (carts are available for this purpose).
- **Takedown** starts at 7pm. If a vendor has made prior arrangements to leave before market closing, items must be carried to their parked vehicle.
- Vendors are expected to provide and transport their own tables, chairs, and tents (if desired). **Weights are required as a safety measure for tents.** Sun protection, for yourself and your products, is highly recommended.

Vendor Products

The Cobblestone Farm Market is open to local vendors, with an emphasis on fresh organic produce, organic meats/poultry/eggs, healthy prepared foods, locally and organically grown plants and seeds, and homemade crafts/art items. "Local" means produced in Michigan or within 100 miles of Washtenaw County. Tables for nonprofit or community organizations NOT selling anything are free, but must apply and follow the same guidelines as other vendors. Nonprofits and community organizations, especially with a focus on healthy living, are encouraged to apply. Tables promoting political candidates or agendas are prohibited.

- Each vendor shall be solely liable, and the Cobblestone Farm Market shall not be liable for vendor compliance with USDA Michigan Department of Agriculture (MDA), Washtenaw County Department of Environmental Health or the 2010 Michigan Cottage Food Law regulations.
- All food products must be packaged, stored, and displayed per Michigan Department of Agriculture and Rural Development and Washtenaw County Public Health guidelines.
- Samples of food products given to the public must be handled as outlined by State and/or County regulation.

- Vendors must provide and display required signage at their stall on every market day. This signage includes:
 - Prices of all items
 - Ingredient and identification labels on all packaged products, including major allergens
 - Applicable licenses and permits
- All new products not listed on your vendor application must be pre-approved by the manager prior to the market day either by email or phone call.

Produce / Honey Vendors

- Only locally grown, organic (certification not necessary) produce may be sold at the market.
- The use of Round-up, chemical sprays, or fertilizers in the growing process are prohibited.

Meat / Poultry / Egg Vendors

- Products must be of high quality, properly refrigerated/frozen and properly labeled.
- Meat and Poultry must not be given artificial growth hormones or antibiotics, and must not be fed any GMO feed.
- Meat and Poultry must be processed at a USDA or MDA inspected facility.
- Vendors selling eggs must comply with USDA rules, if applicable to the vendor.
- Eggs not processed at a USDA inspected facility must be labelled as such with the address of where they're processed (usually the farm address).

Annual Flower / Perennials Tree Vendors

- Vendors selling perennials, shrubs, and trees are required to have a Nursery License and a Sales Tax License.
- Plants Vendors who sell annual flowers and plants are not required to have a Nursery License but are required to have a Sales Tax License.

Cottage Food / Baked Goods / Hot Food Vendors

- Prepared foods MUST include a label listing ingredients and identifying potential allergens per the Michigan Food Laws.
- In support of healthy eating practices, vendors selling prepared foods are strongly encouraged to use low or no added sugar, locally sourced organic ingredients, and whole/unrefined grains and flours.
- Bottled water sales are no longer permitted to reduce waste, water is available for vendors and customers at the info booth and in the barn
- Vendors selling items falling under the Cottage Food Law must adhere to Michigan Department of Agriculture and Rural Development policies including proper kitchen cleanliness standards, correct and accurate labeling of products, etc.

Information / Service Vendors

- The information or services must be in accordance with the mission and goals of the Cobblestone Farm Market.
- Information and service vendors are prohibited from promoting political agendas and/or candidates.

Artisan / Craft Vendors

We require artisans/craft vendors to include a statement with their application explaining how their work/craft fits the criteria below. The market team will review the craft via photos or in-person as well as the statement concerning how these criteria are addressed.

- Priority Given to:
 - Items are traditional, heritage crafts, and/or farming crafts. All cultural traditions welcome.
 - Crafts coming from eras represented by the Cobblestone Farm 1850s -1920s.
 - Vendor living within a mile radius of the market
 - Crafts that are useful, high quality and hand-made locally.

- Demos of crafts being made.
- Crafts made from locally sourced materials.
- Crafts using environmentally friendly materials e.g. non-toxic, safe, sustainable, able to be repurposed.
- Evidence of considerable time and effort invested to produce the finished item.

Vendor Conduct Guidelines:

- Vendors must adhere to all city, county, state, and federal laws and regulations.
- Vendor are expected to keep their site neat during the market and clean their site at the end of each day. Vendors will be expected to take home all items that were brought in, including items that were not sold, boxes, bags, etc.
- In support of the Market efforts toward zero waste, vendors are asked to create as little landfill waste as possible and are responsible for handling any they create. Our hot/prepared food vendors are strongly encouraged to use plates, cups, napkins, etc. made with **compostable/biodegradable materials**. Supplies at competitive pricing are available at Be Green Today in Ann Arbor (www.bgreentoday.com/) and through various online retailers. Market publicity will encourage customers to bring their own eating wares. We encourage vendors to help us remind patrons as well.
- Vendors are not permitted to smoke on the premises; smoking is banned in Buhr Park.
- No dogs are permitted in the market. (There is an area for 'Dog Parking' w/ a volunteer that watches them)
- While participating in the market, vendors shall not discriminate against any person on the basis of economic status, race, sex, color, national origin, religion, disability status, height, weight, marital status, gender identity or sexual orientation.
- Vendors can be removed from the market after the market season begins due to violation of any market Guidelines, or other reasons as determined by the Market Manager.

Policy Enforcement Guidelines:

- First Occurrence: Market Manager will review rules and regulations regarding the violation and discuss expectations of adherence in the future with vendor in question.
- Second Occurrence: Vendor will be required to leave for rest of that market. No fee will be refunded.
- Third Occurrence: Vendor will be temporarily suspended from market until violations are proven not to occur again. No fees will be refunded.
- Fourth Occurrence: Vendor will not be able to attend further markets for the current season. No vendor fees will be refunded

Snap/EBT and other benefit programs

All Vendors selling produce and packaged food must accept EBT/SNAP benefits and Double Up Bucks. The market will provide patrons with \$1 and \$2 tokens for the amount of their benefits they wish to use. Reimbursement checks for token payments will be sent to vendors biweekly.

- No vendor will charge more for products bought with EBT tokens.
- Vendors will not provide any change for EBT/SNAP tokens

Credit Cards

Vendors are strongly encouraged to accept credit cards. The market will provide Credit Card services for vendors who do not. Patrons will receive \$5 patron tokens for the amount of credit they wish to use. Reimbursement checks for token payments will be sent to vendors biweekly combined with SNAP/EBT reimbursements.

Additional Resource for laws / licenses:

- Michigan Department of Agriculture website www.michigan.gov/mdard
- Nursery Licensing and Inspection www.michigan.gov/mdard/0,4610,7-125-1569_16993_16998---,00.html
- Cottage Food Laws can be found at www.michigan.gov/cottagefood
- Sales Tax License information can be found at: www.michigan.gov/taxes



2018 Vendor Application

Tuesdays 4:00pm - 7:00pm | May 22nd - October 23rd

Procedure to become a farmers' market vendor:

1. Read the 2018 Cobblestone Farm Market Guidelines (see below).
2. Completely fill out the vendor application and sign, initial and date where applicable.
3. Return the signed and completed application form and agreements **by email** with scanned digital copies of all applicable licenses and permits or **by mail** with photocopies of all applicable licenses and permits.

Scan and Email to:	Mail to:
vendors@cobblestonefarmmarket.org	Vendor Application - Cobblestone Farm Market 8375 Dixboro Rd, South Lyon, MI 48187

Application Processing

1. When we have received your complete application including all photocopies of appropriate insurance, permits and licenses, it will be submitted to the CFM Committee for review and approval.
2. You will be notified by the Market Manager of our decision by the first week in April (if not sooner). Applications received after April will be processed one week from the submission date.
3. If your application is approved, you will receive communications pertinent to vendors, such as site placement, parking options, and set-up and take-down procedures as well as opportunities to participate in continuing to shape the market so that it works for everyone.

Questions to: vendors@cobblestonefarmmarket.org or 734-478-4772

2018 Vendor Application

Vendor Information

Vendor/Entity Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Work Phone: _____

Website: _____

Facebook: _____ Twitter: _____

Type of Entity:

Individual Family LLC Sole Proprietorship Corporation

Partnership Cooperative Nonprofit Community Group Other

Primary Contact Information

Name: _____ Email: _____

Phone: _____ Do you receive texts at this number? Yes No

List worker's name(s) who will attend regularly: _____

Market Rates

There are 22 scheduled market days in the season. No fees are charged for opening day or closing day. Please apply for your plan below:

_____ Seasonal Pass: \$220 (22 weeks @ \$10/day with payment due on or before 5/22/2018)

_____ 4 Week Pass: \$50 (4 weeks @ \$12.50/day with payment due on or before 1st week of attendance)

_____ Daily Pass: \$15 (In the event of a missed market without 24 hours notice, a \$15 deposit will be required to cover future no-shows)

*Deposit is refunded at the end of the season, unless the vendor cancels less than 24 hours before a market. In this case, the deposit is applied to that market.

Market Dates and Attendance (Applications will not be approved without expected schedule)

I plan to attend all market dates _____		I plan to attend all market dates after _____	
I plan to attend specific dates (check all that apply):			
May	___22 ___29	August	___7 ___14 ___21 ___28
June	___5 ___12 ___19 ___26	September	___4 ___11 ___18 ___25
July (no market 7/3)	___10 ___17 ___24 ___31	October	___2 ___9 ___16 ___23

Liability Insurance

All **produce and meat** vendors are required to have liability insurance. We are also requesting that vendors add the Cobblestone Farm Association, 2781 Packard Road, Ann Arbor 48108 to your Liability Insurance and provide us with documentation showing this addition along with a copy of your Liability Insurance Declaration Page. Please contact us if you have any questions regarding liability insurance.

Vendor Product Guidelines

Vendors must comply with all local, state and federal regulations related to the production and selling of their product(s). Please provide copies of any necessary and applicable: licenses / certifications / permits, recent inspection results and nonprofit groups please attach evidence of 501(c)3 status.

Please fill out the table below with (Y/N) for your vendor type(s):

Produce / Honey Vendors <input type="checkbox"/> We raise/grow our own produce/bees <input type="checkbox"/> We have attached our organic certification <input type="checkbox"/> We do not have organic certification* <input type="checkbox"/> We have attached other licenses/permits	Meat / Poultry / Egg Vendors <input type="checkbox"/> We raise our own meat/birds <input type="checkbox"/> Our meat is processed at a USDA facility <input type="checkbox"/> We have attached our organic certification <input type="checkbox"/> We do not have organic certification*
Annual Flower / Perennials Tree Vendors <input type="checkbox"/> We raise/grow our own annuals/perennials <input type="checkbox"/> We have a sales tax license <input type="checkbox"/> We have a Nursery Stock/Grower's License <input type="checkbox"/> We have attached other licenses/permits	Artisan / Craft Vendors <input type="checkbox"/> We create our own crafts/product <input type="checkbox"/> We are submitting a statement <input type="checkbox"/> Our products meet the Artisan Requirements <input type="checkbox"/> We have a sales tax license
Cottage Food / Baked Goods / Food Vendors <input type="checkbox"/> We make our own food products. <input type="checkbox"/> We have a Food Establishment License <input type="checkbox"/> We are a 2010 Michigan Cottage Food entity	Information / Service Vendors <input type="checkbox"/> We are a 501c3 non-profit <input type="checkbox"/> We are not representing a political agenda <input type="checkbox"/> We have attached applicable licenses

Vendor Products / Information & Services

Please provide a brief description of what you plan to sell/do at the market. Use the table below for details.

Crop/Product	Date(s) Available	Crop/Product	Date(s) Available

Agreements

Initial all that you agree to and then sign below. Your signature indicates that you have read, understand and agree to the following as outlined in the 2018 Cobblestone Farm Market Guidelines. Failure to agree to the provisions below may affect our approval to participate at the market.

____ **Photography and Publishing Consent:** The undersigned allows photographs to be taken of individuals and the market stall by staff/volunteers of the Cobblestone Farm Market team and Cobblestone Farm Association and understands these photos may be published for print or internet advertising.

____ **Hold Harmless/Signature/Waiver of liability:** The undersigned does hereby release from all liability and agree to hold harmless the Cobblestone Farm Association and the market's Core Team for any injury or damage suffered or incurred by the undersigned or by employees, volunteers, or representatives of the undersigned in their activities upon the premises of Cobblestone Farm Market including but not limited to, any costs, including attorneys' fees, incurred by Cobblestone Farm Market in defense thereof.

____ **SNAP/EBT:** The undersigned will participate and adhere to guidelines regarding the SNAP/EBT program that apply to my organization as defined in the Cobblestone Market Guidelines.

____ **Credit Cards (optional):** The undersigned will utilize Cobblestone Farm Market to accept credit payments and adhere to Guidelines regarding the use of Credit Cards as defined in the Cobblestone Market Guidelines.

Priority acceptance given to vendors who process their own credit card payments.

Check Reimbursement Information: (for payments related to SNAP/EBT and Credit Card Acceptance)

Make Checks Payable To:	
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____ **2018 Cobblestone Farm Market Guidelines:** By signing below, I certify that I have read, understand and will adhere to all applicable rules and regulations as stated in the 2018 Cobblestone Farm Market Guidelines. I further understand that, should I or my organization or members fail to comply with these specific Guidelines, my participation in the Cobblestone Farm Market could be terminated.

Vendor Signature: _____ Date: _____

Print Name: _____

Co-Vendor: Signature: _____ Date: _____

Co-Vendor: Signature: _____ Date: _____

Return the signed and completed application **by email** with scanned digital copies of all applicable licenses and permits or **by mail** with photocopies of all applicable licenses and permits.

Scan and Email to:	Mail to:
vendors@cobblestonefarmmarket.org	Vendor Application - Cobblestone Farm Market 2656 Easy Street, Ann Arbor 48104

Questions to: vendors@cobblestonefarmmarket.org or 734-478-4772