



Richland Farmers' Market 2024 Season

Hello Friends!

It's that time again; the Richland Farmers Market is BACK! We look forward to seeing all of our returning vendors along with many new faces.

Last year was such a successful year; did you know that **7,800 people walked through the Market** throughout the 2023 season?! That is 1,000 more than the year previous! We could not have made this happen if it wasn't for all of our seasonal vendors who spent each Wednesday afternoon here at the RACC supporting us.

We will be open **Wednesday afternoons, 3:00-6:00 p.m., May 15th to September 18th. NO MARKET JULY 3.** If you sign up to be a **seasonal vendor**, you also get the opportunity to have your space guaranteed at a bonus market! **Harvest Market will be Wednesday, October 16, from 3:00-6:00 PM.** As a season vendor, you will not pay for this space. Weekly vendors who wish to participate will pay \$15.00.

Vendors will be setting up along our paved trail, (beginning at 2:00 p.m.). There is access to restroom facilities on-site in the Community Center. There is running water outside and electricity at some select locations.

- **Spaces are assigned on receipt of application and payment. Priority is given to returning vendors, Farmers with produce, and those that need power as the locations where power is accessible are limited.**
- **The fees for 2024 are \$180.00 for a Premier Seasonal assigned space, or \$15.00 per week for a spot (location not guaranteed).**
- **Due to the high demand and limited space, applications will be reviewed and approved by market staff. This is to ensure the integrity of the market.**

All vendors are expected to review the Richland Farmers' Market regulations, and sign and return the agreement by May 1, 2024.

We are excited for the upcoming season! We are always adding new programs and farmers to keep it fresh!

If you have any questions, please reach out.

Email: richlandfarmersmarket@gmail.com

Richland Area Community Center 9400 E CD Ave. Richland, MI 49083 269-629-9430

Richland Area Community Center Richland Farmers' Market Rules & Regulations 2024 Season

- **Vendors are expected to remain open during the entire length of the market, No tearing down until close of market.** If all products are sold out please remain on site to take orders for the following week. However, inclement weather may force the market to close early.
- **Vendors must pay before their set up time. Please come to the information booth and speak to market staff to pay for your weekly fee.**
- Vendors are expected to provide their own tables, tents, chairs, bags, change (money) and displays. Additionally, each vendor should display a sign in the stall area that identifies the name and location of the business. **Vendors must post prices in full view of the consuming public; lettering must be clearly legible.**
- Stands are to be kept hazard-free and attractive. The vendor **must remove trash and litter** from any source before their departure. **It is your responsibility to take your trash out to the dumpster in the parking lot.**
- Arts and Crafts are permitted as long as the product(s) are handmade by the seller. **All crafts or handmade goods must be approved by the market staff before attending the market.**
- All produce must be stored and displayed at a reasonable distance above the ground (minimum of 18 inches), with the exception of watermelons, pumpkins, flowers in containers, or other items in water for freshness. All produce should be local, mature, but not overripe, void of decay, and harvested within 48 hours.
- Vendors shall conduct themselves in a pleasant and courteous manner with customers and other vendors at all times.
- **Brokered produce** and products **may not exceed 20%** of the total stall. **Brokered produce must be labeled at the market with the farm where it originated.** Commercial, mass produced items are only allowed if locally owned and produced by the vendor in Michigan. We encourage any brokered produce be grown in Michigan.
- Eggs, cheese, and meat must meet all Federal, State, and local storage regulations while on site. **Vendors producing canned or cooked goods from a licensed kitchen must provide a copy of the license.**
- Bags or baskets intended to be used for market shopping can be sold as long as they are products from a single origin location, or modified in a way that makes them original products.
- A vendor space is defined as 12 feet wide and 30 feet long. There is space to park your vehicle at your space, but not a vehicle plus a trailer. Vendors may rent a maximum of two spaces.
- Vendors must be **pre-registered & pre-approved** by the Richland Farmers' Market. **Absolutely No drop-ins.**
- Each week, **premium spaces that are empty at 2:40 p.m.** will be made available to other vendors. Unassigned spaces are provided on a first come – first serve basis, **and will be assigned by the Manager.**
- We reserve the right to have items removed from the space if different from the original approved application, or if they are non-compliant with State of Michigan rules.
- Any grievance regarding the pricing habits, displays, or conduct of another vendor should be immediately directed **in writing** to the market staff.
- Richland Area Community Center and Richland Farmers' Market assumes no responsibility, and shall not be liable for any damage or injury, including illness related to food purchased from vendors at the market. **No refunds.**

Weather Policy – Rain or Shine!

The Richland Farmers' Market is a **Rain-or-Shine** Market. You worked hard to get your products here, and customers are counting on the market being open, even if they need to bring umbrellas! So even if it's raining, assume we will be open, and bring the necessary equipment to protect yourself and your products on Market day —rain or shine—this is Michigan, after all!

That said, if we determine it is unsafe to hold the market due to ongoing **severe** weather or other factors, we may delay the set-up, or cancel the market. We will notify vendors swiftly via email and Facebook. Our policy is tied to the best information we have at the time a decision must be made, in order to keep people safe.

- **If a severe weather threat occurs prior to the opening of the Market** and there is reason to believe the threat will persist during the setup of the market, the Market opening may be delayed.
- **If severe weather conditions develop after the Market has opened**, please leave the Market area and seek shelter in your vehicle or inside the Community Center.

Please be sure to check our Facebook page frequently. **We will post any weather announcements on our group and public FB pages.** www.facebook.com/richlandfarmersmkt

Cottage Food Information

“Cottage Food” vendors must comply with State of Michigan guidelines, including restricting sales to approved food items and using an appropriate label. The basic information that must be on the label is as follows:

- Name and address of the Cottage Food operation.
- Name of the Cottage Food product.
- Ingredients of the Cottage Food product, in descending order of predominance by weight. If you use a prepared item in your recipe, you must list the sub ingredients as well. For example: soy sauce is not acceptable, soy sauce (wheat, soybeans, salt) would be acceptable.
- Net weight or net volume of the Cottage Food product.
- Allergen labeling as specified in federal labeling requirements.
- The following statement: **“Made in a home kitchen that has not been inspected by the Michigan Department of Agriculture”** in at least the equivalent of 11-point font and in a color that provides a clear contrast to the background.

The Richland Farmers’ Market staff reserves the right to reject vendors who are not in compliance with the Cottage Food rules, or based on problems arising from poor product quality or hygiene.

Facilities Use Policy

The Richland Area Community Center's (RACC) facilities are available on a first come, first served basis. The policies below are designed to better serve the community. The term 'Renter' used in RACC's policies, agreements and additional forms are meant to describe the Organization, the Contact Person signing any RACC Agreements, or Facilitators of the Event, rental or Program.

General Policies for the Use of the Community Center

Renter Qualifications: A Farmers' Market Vendor space may be reserved by the following: Pre-approved farmers, vendors, artisans, non-profit groups, sponsors and organizations. **No soliciting allowed.**

Representation: Renters are not sponsored or endorsed by RACC unless sponsorship is expressly approved in writing by RACC. In their written and distributed materials, groups shall not cause confusion or a misunderstanding as to sponsorship of their use of RACC's community space. Permission to use the facility does not constitute an endorsement by RACC of a group's philosophies, policies, or beliefs.

RACC reserves the right to schedule more than one group or activity in the facility at the same time.

Start & End Times: Set up, tear down and clean-up of a rented space is the responsibility of the Renter and **must** be accomplished within the block of time reserved. **(2:00-6:30 p.m.)** Any time spent prior to, or after the reserved time, will result in an **additional charge**. Please have tear down completed before 6:30 as other community members also use this space after the market.

Clean Up: The rented space must be left in the same condition it was found or an additional cleaning fee will be assessed. **It is your responsibility to take your trash out to the dumpster in the parking lot.**

Photos may be taken throughout the season and used in Farmers' Market, sponsor and RACC promotional materials.

Damage: Renters are responsible for any damage to, or disappearance of RACC property occurring during their rental time. Damage includes, but is not limited to; accidental damage by the Renter or any person in their group or damage due to negligence of the Renter or any person in their group causing the need for repair or replacement of damaged property or missing articles. The appropriate fee will be billed to the renter and will include an explanation of the fee charged by RACC.

Open Flames: Requests for open flames of any kind require advance approval by RACC.

Firearms, ammunition, and/or explosives on Richland Area Community Center property are prohibited. No sparklers or fireworks of any kind may be used on the grounds.

No alcoholic beverages are allowed on RACC premises.

No smoking or vaping is allowed inside or on the grounds of RACC property. According to Michigan state law, smoking is prohibited inside RACC facilities.

RACC is not responsible for loss or damage to exhibits or materials left in the center or for the personal property of those attending the event. All materials and personal effects must be removed upon completion of the event.

RACC is not liable for injury to persons or damage to property brought on the premises by members or agents of the renter. RACC does not provide accident or medical insurance.

Animals of any type require prior approval by RACC and are at RACC's discretion. We have a no pet policy at the market, to keep pets and visitors safe. *Service animals are always welcomed.*

RACC reserves the right to cancel any use of the community center spaces, and to suspend or terminate future use of said spaces, by any organization or group that violates these community meeting spaces policies.

By signing on the following page, I agree that I have read and agree to the terms and conditions set forth in the Richland Area Community Center Richland Farmers' Market Rules and Regulations.

Vendor Printed Name: _____

Vendor Signature: _____ **Date:** _____

Cash and checks are accepted. If you are paying for the full season, (\$180) credit/debit cards may be used in person at the RACC or online. Let us know if you would like the link to pay online; we will send you the link once approved.

Make checks payable to the **RACC**. Please put *Vendor Fee 2024* on the memo line. If applicable, please attach a copy of your current kitchen or related license.

Please mail application and fee to: Richland Area Community Center, 9400 E. CD Ave. Richland, MI 49083

Attn: Market Manager

Please note: To insure the integrity of our market, your application will be reviewed by market staff and you will be contacted when you are approved.

This part to be filled in by Richland Farmers' Market only.

Amount Enclosed: _____ *Ck# / Cash:* _____ *Initial:* _____

Liability Waiver and Release

The undersigned will be responsible for the use of the premises and is 18 years of age or older. In the use of the Richland Area Community Center and/or the Center's equipment, the undersigned (renter of record) shall be responsible for the behavior of those in attendance.

In consideration for the privileges of using these facilities, the undersigned also agrees to indemnify the Richland Area Community Center, its officers, agents and employees against any property or personal loss, damage and/or liability that may be suffered or incurred by the Richland Area Community Center, its officers and employees caused by, arising out of, or in any way connected with the use of the Richland Area Community Center or its property.

This agreement releases the Richland Area Community Center from all liability relating to injuries that may occur on location.

By signing this agreement, I agree to hold the Richland Area Community Center entirely free from any liability, including financial responsibility for injuries incurred. I acknowledge I have read, understand and agree to the terms set forth in this waiver and I forfeit all right to bring a suit against the Richland Area Community Center for any reason.

By signing below I acknowledge that I have received and agree to the Richland Farmers' Market Rules & Regulations, RACC's Rental Policies and Waiver of Liability.

Renter/Print: _____

Renter/Sign: _____ **Date:** _____

RACC/Received _____ **Date:** _____



Parking lot ↑

RACC building

music

C=Canopy only, no vehicle access. 12x12

Table=limited room, may not be able to have canopy or vehicle parked behind (usually shady areas)

V=Vehicle parked behind canopy or table 12x30

Spaces 1-21 and 38-41 will access their space from the parking lot, crossing the paved trail at the designated location, placing their canopies/tables along the trail, with vehicle parked in their space behind the canopy.

Spaces 26-37 will drive in at a designated location, through grass, along the east side of the building, placing their canopies/tables along the trail, with vehicle parked in their spot behind the canopy. These generally face west, with dappled shade, very pretty and visible.

Spaces 22C-25C can drive to the grassy parking area on the east side of the building, but can not drive to their space or park behind the space. Cars would be approx. 100 feet away, in the grassy field.

Vendor Overflow (38-41) are Not Assigned spaces.

Map is not to scale.

Vendor Overflow ↓

These spots have slight slope away from sidewalk

Basketball Court

Vendor access drive

Gazebo

