

WESTLAND FARMERS MARKET 2022 MARKET POLICIES

The Westland Farmers and Artisans Market is managed by the Westland Chamber of Commerce.

VENDOR FEES, APPLICATIONS, SPACES, AND SIGNAGE:

- Vendor fees are non-refundable, except in the case of documented (in writing) circumstances that unexpectedly don't allow a vendor to continue to participate for the remainder of the season. These include major illness or sudden relocation, but do not include factors such as sales being lower than expected or other market opportunities arising.
- Vendor applicants are accepted to sell at the market at the discretion of Market Management. Market Management has the final decision as to who sells at the market, to create a balance of product mix available to customers. To maintain this balance, the order of priority for product types are: Fresh Produce, Plants, Herbs & Prepared Foods, and Crafters. Currently we allow 3 of each type of vendor (not including farmers) but reserve the right to change policy at any time. Vendors can be removed from the market after the market season begins due to violations of any market policies, or other reasons as determined by the Market Management.
- The Market Management will keep a waitlist for vendors for whom space is not available for their product type as initially requested. If space opens up and the vendor accepts it, Market Management will then deposit the check. If the vendor chooses not to accept the spot, or a space never opens, Market Management will void the payment.
- Non-Profits can apply to be vendors as long as they are not selling anything. It is not guaranteed that they will be approved to be at the market or allowed to attend the weeks that they wish. They are allowed to be at the Market twice for free. If they wish to attend more, or sell items, they are subject to all fees, rules, and policy like any other vendor.
- All vendors are **REQUIRED** to turn in coupons, tokens, and total sales tally at the end of each market day to the Market Management. Vendors are **REQUIRED** to report all sales including cash sales for every week. Those vendors who choose to count cash sales after they leave the market can turn those sales figures in the next week. You may **NOT** wait to turn in coupon and tokens until the end of the season, turn them in at the end of each market day. The Westland Chamber keeps detailed records on weekly sales, those numbers are kept confidential and only used for market evaluation. Vendors unwilling to share ALL sales data will not be welcome at the market. Your cooperation with this issue is appreciated.
- **PARKING:** Vendors will park in the south parking lot. Parking in the lot by the Pavilion is for market customers only. Vendors will not be allowed to park next to their tents or market pavilions, exceptions will be made for farmers **ONLY** and those with handicap stickers. Vendors will be able to off load vehicles close to their spot as long as all vendors are out of the market area by 2:45 pm for safety reasons. Once you are done unloading your items, vendors must move their vehicle to the south parking lot.
- Permanent vendor spaces will be assigned to pre-paid full season vendors. Vendors with reserved spaces must notify the Market Management if they are not attending the market by at least 3 days before market day. More advanced notice is preferable. Unexcused absences may result in loss of the reserved space for the remainder of the season or potential expulsion from the market and forfeiture of vendor fees. Posting on social media that you will not be attending the market, is not considered notice, you must contact the Market Managers directly via email or phone. Please contact by phone on Thursdays as Market Managers are not in the office.
- The Market Management reserves the right to adjust **ANY** vendor stall space on the day of the market to maximize the market space and make an inviting space for customers. (e.g. if there have been vendor cancellations, to move the stalls closer together, to follow current health guidelines, etc.).
- All vendors are expected to arrive at the market at between 1:00pm and 2:30pm on Market Day. **Reminder that all vehicles must be moved out of the market area by 2:45pm.** Be prepared to sell the whole four hours of each market day unless completely sold out or vendor has made prior arrangements with the Market Management. Please call the Market Management if you are going to be late or an emergency arises. Leaving early without prior arrangements may jeopardize vendor permission to participate in the Market or your spot may be reassigned.
- Vendors may not sublease his or her space/spaces.
- Vendors **MUST** display required signage at their stall on every market day. This signage includes:
 - Prices on all items

- Ingredient and identification labels on all packaged products
- Applicable licenses and permits
- Produce vendors only: location of produce origin (grown in Michigan or grown outside of MI)

VENDOR PRODUCT GUIDELINES:

- All food products must be packaged, stored, and displayed per Michigan Department of Agriculture and Rural Development and Wayne County Public Health guidelines.
- Michigan-grown produce is preferred at the market (i.e. grown yourself or resold Michigan-grown produce). Ideally, Non-Michigan Produce should not exceed 25% of your table space and should be labeled clearly.
- Vendors selling prepared foods **MUST** include a label listing ingredients and identifying potential allergens per the Michigan Food Laws. Vendors are required to also have an operating license on hand at each market day.
- **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.** Guidelines are available at www.michigan.gov/cottagefood or the link on our website. You will not be able to sell your products if they are not properly labeled. *If Market Managers find that you are selling items not approved by Michigan Cottage Food Law, you will be asked to remove items and take them to your vehicle.*
- **All non-food items must be hand-crafted in Michigan, though materials don't need to be from Michigan.** Reselling of imported items or items not made by you or your family are prohibited.
- All new products not listed on your vendor application must be pre-approved by the Market Management prior to the market day either by email or phone call.

VENDOR CONDUCT GUIDELINES:

- Customers are encouraged to respectfully ask about their food and food sources. You are expected to be prepared to openly and honestly share this information. The integrity of the market relies on it.
- Vendors are expected to be respectful to customers, vendors and Market staff. If a problem arises, please contact the Market Managers immediately.
- Vendors must adhere to all city, county, state, and federal laws and regulations. Vendors are required to follow all current State, County and City health guidelines.
- Children accompanying vendors must be under their supervision at all times.
- Market Management values your opinion and feedback. We are here to help you have a profitable season. Therefore, vendors are expected to partake in the Vendor Survey at the end of the season.
- **The Westland Farmers Market is a smoke-free environment.** No customers or vendors will be permitted to smoke or vape any substance within 10 feet of all vending areas.
- Each vendor is expected to clean his or her space at the end of each day and to keep it neat during the period that the market is open, and dispose of all rubbish (including corn husks and other compostable waste) and recycling in appropriate receptacles.
- Vendors will **NOT** be able to bring their pets to the market. The Michigan Department of Agriculture and Rural Development has designated a market stand as a food establishment and therefore, pets are not allowed, except at any events designed for pets.
- 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.

VIOLATIONS:

Violations of these policies or generally good business conduct will result in:

- 1) A verbal warning from the Market Management
 - 2) A written warning from the Market Management (if violation continues or occurs again)
 - 3) Written notice of removal from the market signed by Market Management (if violation continues or occurs again)
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If you have questions about these policies or need further clarification please contact Market Management at **734-326-7222 or westlandchamber@gmail.com**.