



2023 Battle Creek Farmers Market Policies & Guidelines

Market Overview

The Battle Creek Farmers Market will run on (Mid Week Market) Wednesdays 9am-1pm, starting May 17 – October 11 and (Night Market) Friday June 17, July 14, August 18, September 15, and October 13 5pm-8pm.

The Battle Creek Farmers Market strives to provide a vibrant, diverse and inclusive community gathering space. Creating access to fresh, affordable produce to all Battle Creek residents and promoting healthy living, nutrition, educational programming, arts and entertainment.

Mid Week Market Vendor Criteria – Wednesdays 9am-1pm

Vendors Allowed:

Fresh Produce, Meat & Seafood, Dairy, Eggs, Plants & Flowers, Baked Goods, Prepared Food, Naturally Made Items; Soaps, Lotions and Candles

Farmers - Whole Food Agricultural Products

Non - Farmers - Artisans, Food Trucks, Natural/Handmade Products

Night Market Vendor Criteria – Fridays 5pm-8pm

Vendors Allowed:

Fresh Produce, Meat & Seafood, Dairy, Eggs, Plants & Flowers, Baked Goods, Prepared Food, Naturally Made Items; Soaps, Lotions and Candles and Crafts

Farmers - Whole Food Agricultural Products

Non - Farmers - Artisans, Food Trucks, Natural/Handmade Products, Crafts



Booth and Vendor Information:

1. Fees for a 10'x10' space for the season (space is limited):
 - i. Wednesday Midweek Market; \$200/Market Season or \$30/Daily (22 markets)
 - ii. Friday Night Market; \$75/Market Season or \$30/Night (5 markets)
 - iii. Seasonal Midweek Market Vendors will be able to join the Night Market at no additional charge
2. Booths are assigned based on several factors, including participation and attendance in the market in the previous year; variety and diversity of products; adherence to Market Rules & Guidelines.
3. Full payment is due by May 5, 2023.
4. There is no booth sharing or subletting
5. There shall be no refunds for seasonal or daily participation payments.
6. Set-up must be completed by 8:45am on Midweek Markets and 4:45pm on Night Market
7. Vendors are responsible for their own set-up; tables, displays, pop-ups and must clearly display farm/business name, address, and telephone number at booth
8. All items, including garbage, must be removed before leaving the market
9. Vendors should be present at the market during the entire stated hours
10. Vendors, if eligible, will collect Battle Creek Farmers Market Script, Double Up Food Bucks, Project FRESH and Senior Project FRESH Coupons, NHBP Coupons, and BCFM Promotional Coupons.
11. Reimbursements for programs listed above may be turned in weekly. A 5% processing fee will be applied. Checks will be handed out at the following weeks market, unless otherwise agreed upon by vendor and market management.
12. Vendors must submit daily estimated sales. This will be anonymous. We will not be using your sales to report to any agency, we are applying for grants and need to know how much money is spent at the farmers market/dollars spent in the community.



2023 Battle Creek Farmers Market Vendor Policies and Guidelines

1. Vendors selling food or personal hygiene products (any product that is eaten or applied to a person, e.g., soap, lotion) **must provide market management with a current Certificate of Insurance**, indicating a minimum amount of \$500,000 product liability coverage, with Battle Creek Farmers Market named as an additional insured.
2. All vendors are required to sell in accordance with all applicable local, state, and federal regulations. For a full list of rules visit: www.michigan.gov/mdard or <https://mifma.org/>
3. Cottage Food Law eligible products must be properly labeled.
4. Non-Michigan produce and processed product are allowed, but a vendor that sells non-Michigan produce is not eligible to accept any Food Assistance Programs (SNAP, Project FRESH, Senior Project FRESH, Double Up Food Bucks, NHBP or similar coupon/token programs).
5. Vendors wishing to sell products by weight must have a certified scale.
6. Any sampling of products must be done in accordance with Michigan Food Law.
7. The Market Management reserved the right to remove items being offered for sale.
8. Prices are to be clearly displayed on signs or marked on each item to be sold.
9. Vendors must submit payment before space is used.
10. No pets, smoking or tobacco is permitted at vendor booths
11. The business relationship between market and vendor is “at will” and may be terminated at anytime without cause.
12. The market employees Secret Shoppers
13. Battle Creek Farmers Market is a rain or shine market. In the case of Severe Weather, Market Management will reach out to vendors before the start of the market. If Severe Weather occurs during market hours, shelter may be taken inside the Kellogg Arena.

RELEASE AND SIGNATURE:

I agree that my name and any photographs of me or my work and/or booth may be used for publicity purposes.

By signing this application, I expressly release the Battle Creek Farmers Market, their agents as well as the owners of the sites, of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of vendor space. I agree to hold the Battle Creek Advisory Board and the owners of the Battle Creek Farmer Market sites harmless of any loss or damage by reason thereof. I also agree to comply with all State and local regulations in the operation of my vendor space. I agree to and have read the BATTLE CREEK FARMERS MARKET POLICIES & GUIDELINES. The Battle Creek Farmers Market Advisory Board reserves the right to terminate this agreement at any time if you choose not to abide by the Vendor Policies & Guidelines (mentioned above) and to make changes to this agreement as needed.

Signature: _____ Date : _____