

Village of New Haven Fall Farmers Market

2016 Season Market Rules, Regulations & Guidelines

Dates: Sundays, September 25, 2016 – October 23, 2016

Times: 9am-1pm

Vendor Set Up Times: 7:30am – 8:45am

Vendor Tear down does not begin before 1pm, and must be complete by 2pm.

Location: New Haven Medical Center parking lot, 58144 Gratiot Ave, MI 48049

Safety Regulations

1. Vendor will avoid all hazards and make safety there first priority.
2. Smoking is NOT allowed in the market selling area.
3. Any electrical extension cord MUST be used in a safe way (taped down if necessary) so as not to create a tripping hazard for vendors or customers.

General Rules

1. Consumption or sale of any controlled substance(s) is not permitted in the market building or on the market grounds.
2. Consumption and/or sale of alcoholic beverages will be allowed on a case-by-case basis following the State of Michigan and the Macomb County police department's policy for the consumption and sale of alcoholic beverages.
3. Vendors will be responsible for any injury to him/herself, other vendors, and/or the public while moving merchandise in or out of the market.
4. Abusive language will not be tolerated in on the market grounds.
5. No one may beg, loiter, solicit, or place any poster, advertisement or billboard on the market premises without approval of the Market Manager.
6. No one may sell or attempt to sell any merchandise or animals on the market grounds without the express permission of the Market Manager
7. The New Haven Farmers Market is not liable for theft or damage of any merchandise before, during or after market hours.
8. The New Haven Farmers Market and the New Haven Medical site assume no responsibility and are not liable for any injuries which may occur within an individual vendor space. Vendors are expected to keep their merchandise in reasonable order and allow easy access to products by customers.
9. The NHPRC reserves the right to remove any vendor who is deemed unmanageable by organizers.

Market Manager Responsibilities

The Market Manager performs all related duties to maintain and operate an efficient market in the best interest of the market, all vendors, and the general public.

1. Enforces days and hours of operation.
2. Assigns vendors spaces.
3. Collects rental fees from vendors if needed, maintains records and accounts, and co-ordinates all financial activities.
4. Oversee the parking of vendor's vehicles on the market grounds.
5. During closing, inspects vendor spaces to ensure vendors have left the area in a clean and orderly condition.
6. Verifies that all local, state, and federal laws are observed, all licenses and permits are valid and current for each vendor, and maintains files of same.
7. Locates new vendors and registers goods to be sold by these vendors so as to provide a variety of merchandise to the public.
8. Address violations of the rules and regulations with vendors.
9. Market Manager reserves the right to refuse/have vendor take down products or services that do not fit into NHPRC Market theme i.e., quality, messages, product or imagery.

Vendor Responsibilities

- A. All vendors shall use the premises in strict accordance with the market rules and regulations and standards.
- B. Vendors must provide safe conditions for the public and are encouraged to obtain their own insurance against all liabilities.
- C. Each vendor shall obtain and furnish the Market Manager with a current and valid copy of any and all licenses and permits necessary for their operation.
- D. Vendors must have their space(s) completely set up and ready for operation at the scheduled opening of the market.
- E. Vendors shall not vacate the market before the official closing time for any reason without the express permission of the Market Manager. After the scheduled closing of the market, all vendors must vacate the market within 1 hour.
- F. Farmers/Vendors shall sell at the market only fresh, sound, healthy and or wholesome produce and products. All food shall be from sources approved or considered satisfactory by the local health officials and the Department of Agriculture, and shall be clean wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption. Only food prepared in an approved facility or properly prepared and labeled under the Cottage Food Laws shall be offered for sale on the premises.

G. Vendors who do not plan to sell on their selected date must notify the Market Manager at least 24 hours in advance of the selling day so the space may be offered to waiting vendors.

H. At the conclusion of the farmers market, vendors must clean up their space and haul away any trash that they have generated, or secure it in a plastic bag and drop it off in the trash receptacles located on the market grounds.

I certify that I have read and agree to adhere to these rules and regulations.

Signature Date

Printed name

New Haven Farmers Market- Wendie Collier, Market Manager

Please make checks payable to:

The Village of New Haven and return to:

57775 Main

P.O. Box 480429, New Haven, MI 48048

For: Fall Farmers Market Personnel Only

www.villageofnewhaven.org/