



WELCOME TO THE 2022 CALEDONIA FARMERS MARKET!

OUR MISSION is to connect local consumers to local growers and artisans in a socially pleasing and economically stimulating environment where high quality goods are exchanged for the benefit of the entire community.

PURPOSE OF THE MARKET: We seek to create a social space where vendors, volunteers and shoppers can connect. We seek to offer a diversity of local products for sale at the market. Locally grown produce, locally produced cottage foods, and locally handmade craft products (100 mile radius) may be offered for sale. These include, but are not limited to, vegetables and fruits, dairy products, meat, fish, eggs, wool, baked goods, processed foods, seeds, honey, maple syrup, jams, jellies, wine, soaps, cosmetics, cloth crafts, wood crafts and products, dried flowers, herbs, and potted plants.

FEATURED GUESTS: Local groups, churches and non-profits will be permitted to participate (on a limited basis). Vendor fee of \$10.00 (half the day rate) will apply only when pre-approved fundraising is intended. Entertainment and educational displays and demonstrations will be permitted. Vendor fee does not apply. The market will not accept any vendors with political agendas of any sort.

The Caledonia Farmers Market will permit 1 vendor on a trail basis with proper paperwork and licensing to sell CBD products. The market board will not allow selling of hemp or marijuana seeds or plants, tobacco products, vaping paraphernalia and vitamins as these products are not compatible with our Mission Statement. The Caledonia Farmers market board of directors have deciding rights.

VENDOR GUIDELINES: Vendor participation in the market is limited by the space available at the market site. Once all the spaces have been assigned, a waiting list will be established for vendors seeking to participate. Established vendors receive first choice of market space; new, seasonal vendors will have next choice on a first-come, first-serve basis; day vendors will be assigned remaining space, if available, on a first-come, first-serve basis per board approval.

LOCATION: The Caledonia Farmers Market is held in the parking lot of the Caledonia Christian Reformed Church, the west side of M-37, 9957 Cherry Valley Avenue, Caledonia, MI, 49316, near the intersection of M-37 and 100th Street.

DATES AND HOURS: The market will be held each Saturday from May 21 - October 22, 2022
9:00a.m. to 1:00 p.m., rain or shine.

REGISTRATION FEE: All vendors pay a one-time registration fee of \$20.

FEES TO RENT SPACE:

***Full Season Rental (May - October): \$125 / 11x13 space**

***Summer 1/2 season (May - July) Half Season Rental: \$95/ 11x13 space**

***Fall 1/2 season (August - October) Half Season Rental: \$95 / 11x13 space**

***Day Rental: \$25 per day**

***1st Saturday of each month we will host flea market/ craft/independent sales vendors- these vendors still must adhere to all market rule and be accepted by the board**

VENDOR RESPONSIBILITIES:

- Each vendor is responsible for complying with Michigan Department of Agriculture regulations that pertain to the items he or she sells at the market.
 - Each vendor is responsible for representing his or her goods in compliance with local, state and federal regulations with regard to the origin and production of those goods (for example, with regard to labels that say “natural”, “organic”, “Michigan grown”, “handmade”, etc).
 - Value added products and Cottage foods are allowed as long as they are properly labeled in accordance with state and local rules and regulations.
 - Reselling is allowed only if the origin of the goods are clearly labeled with signage and with specific approval of the market board.
 - Each vendor, by signing this vendor packet, understands the Caledonia Christian Reformed Church is exempt from liability for any mishaps that may occur at the market.
 - Sales taxes are the responsibility of each individual vendor.
 - Each vendor is required to obtain general liability insurance and provide proof of insurance to the market board to keep on file for the season.
 - Vendors must furnish their own overhead covering, if desired, and must properly secure this covering in the event of inclement weather. Please note this is a windy parking lot. Please do not forget your weights.
 - Vendors must arrive at the market on time and complete their setup before the market opens. --Vendors are encouraged to ask early customers to wait until the market officially opens before selling items. You must be fully set up 15 minutes prior to market starting.
 - Vendors must stay until the market closes and must wait until close before they begin to take down displays and pack up merchandise. (Unless an emergency arises and the board approves of early dismissal)
 - Vendors must communicate with the market board if not attending on scheduled dates.
 - No-calls and no-shows compromise the success of the entire market. You may lose your spot for a no show or no call
 - Vendors must price all items in a clear and easily visible manner and display a clear and visible sign or banner of farm or business and city or town from where the products come.
 - Provide adequate trash containers if sampling product.
 - Vendors must price goods at fair market (retail) value so as to not undercut the profitability of other vendors.
- (In other words, no dumping of merchandise at unfairly low prices will be allowed. It's not fair to farmers and other vendors who rely on sales of their products for income.) THIS WILL BE ENFORCED. please intital_ * _____

ENFORCEMENT:

- A vendor's market membership may be terminated at the discretion of the market board when that vendor consistently fails to meet the Vendor Responsibilities outlined.
- The Market Board shall have the authority to interpret and enforce the market rules.
- The Market Board may deny a vendor the privilege of selling at the market on any given market day for misrepresentation of products, poor quality of products, nonpayment of fees, failure to comply with the direction of the market board, disputing the operation of the market, or any other violation of the vendor responsibilities or market rules.
- The Market Board reserves the right to reject a vendor application if, in the Market Board's judgement, the products are not compatible with the overall concept of the market or the product mix currently offered at the market.
- Conflicts between vendors that cannot be resolved by the parties involved should be discussed with the market board. If the Market Board is not able to resolve the situation, the party (s) involved must submit a written complaint to the board.
- The Market Board reserves the right to amend the rules as seen fit in the interests of the success of the market.

please intital _____

PLAN FOR MARKET SUCCESS:

- Put lots of thought into displaying your items creatively.
- Find ways to educate customers on why it is a good thing to buy local and buy fresh. --Keep all merchandise for sale off the ground and out of customers' way.
- Offer only your finest quality goods and services.
- No hawking.
- No smoking, chewing tobacco or vaping.
- No foul language, be courteous to other vendors and customers.
- Have a back-up plan in case of bad weather.

I (we), the undersigned, have read and agree to comply with the Caledonia Farmers Market "Vendor Responsibilities". I (we) take personal responsibility for compliance with all state regulations regarding the sale of goods at the Caledonia Farmers Market.

Vendor's Affidavit:

I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on the Vendor Application filed with the Market Board.

I/We understand that my/our Vendor Application must be updated and approved prior to selling any new items.

I/We understand that I/we am/are prohibited from supplementing my/our own products with any other products that are partially or totally produced by anyone else without clearly labeling those products as such and without Market Board approval.

I/We acknowledge receipt of a copy of the Caledonia Farmers Market Operating Rules in effect as of this date and agree to comply with them.

I/We further swear that all information provided to the Caledonia Farmers Market in or along with this Vendor Application by me/us on my/our behalf is complete and correct.

I/We understand and agree that violation or falsification of any of the terms of this affidavit may result in permanent loss of permission to sell any product at the Caledonia Farmers Market

please intital_____

VENDOR SIGN-UP SHEET - Deadline March 25, 2022

Please clearly print or type

Vendor Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: _____

E-mail: _____ Web Site: _____

EMERGENCY CONTACT Name & Number: _____

May we list you and display photos on the Caledonia Facebook Page? Y_____ N_____

If we are unable to accept your participation this season, would you like to be put on our waiting list so that we may contact you when there is an opening?

Main Vendor Identity -Choose One

Producer Artisan Crafter Cottage Foods Food Cart Vendor 1st Saturday of the month Vendor

Insurance Agent's Name: _____ Phone: _____

Type of insurance: _____

Please attach a copy of proof of insurance with vendor packet.

Products you will be selling at market. _____

Type of business _____ Sole Proprietorship total Years of Operation _____

Assumed Name total years of operation _____

Partnership total years of operation _____

Limited Liability Company total years of operation _____

Corporation total years of operation _____

Other (specify) total years of operation _____

I/We plan to setup and sell goods at the Caledonia Farmers Market:

I have read, understand and signed and initialed all the vendor responsibilities and agree to abide by them. I understand the farmers market board makes decisions in the best interest of the market as a whole.

Make checks payable to **CALEDONIA FARMERS MARKET**

Please mail to: Caledonia Farmers Market c/o Jami Goble secretary 11554 100th St SE Alto MI 49302

Please return vendor packet, signed and all pages initialed

Check for vendor fee, copy of insurance and license,if applicable, by the DEADLINE DATE

March 25, 2022 is the deadline

Vendor Signature(s) _____ Date

Vendor Name(s) (Please print):

