

Morning Market Guidelines

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Morning Market at The Venue at 501

1. Saturday market hours at The Venue are 9:00 a.m. to 1:00 p.m., all indoor market.
2. **Venue doors will open at 8:00 a.m.** All selling areas must be cleaned and vacated by 1:45 p.m. If vendors have special needs for set-up and take-down, they are required to contact info.thevenueat501@gmail.com for special arrangements.
3. Stalls are \$30 a spot or \$100 for all four markets, with the exception of the two large stalls in the front window, which those are \$40 a spot per day, or \$150.00 for all four markets. The booth sizes and locations are noted in the market layout format.
4. Vendors are required to clearly label the origin of their products, on all signage in a visible location for each product,
5.
 - **USDA Certified Organic: must submit evidence and certifications before selling any item under this claim.** <https://www.usda.gov/topics/organic> Vendors must display their certificate at the market.
 - **Processed/Packaged/Value Added Foods:** must comply with Michigan Department of Agriculture and Rural Development (MDARD) Food Safety Regulations regarding food processing and handling. (Pickles/pickled items, salsas, sauces, meats, other) https://www.michigan.gov/documents/mdard/Food_Safety_at_Farmers_Markets_Fairs_and_Festivals_MASTER1_397206_7.pdf

Cottage Foods: produced by vendors under Cottage Food Law (baked goods, dry mixes, granola, other) All items to be sold must be labeled according to Michigan Cottage Food Law <http://www.michigan.gov/cottagefood>. **All Cottage Food vendors are required to provide proof of food safety. training: ServSafe Certification OR MSUE online video.** https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law

- **Ready to Eat:** prepared food for onsite consumption must comply with Central Michigan District Health Department Temporary Food establishment licensing rules, <https://www.cmdhd.org/temporary-food-events>
 - **Artisan, Specialty, Crafter:** homemade produced by vendor from raw materials, no manufactured or factory made items. A sales tax license is required for those selling non-food items. A sales tax license may be obtained by contacting https://www.michigan.gov/taxes/0,4676,7-238-43519_43529-155505--,00.html or 517-335-7508.
1. Vendors are required to comply with all Michigan Department of Agriculture Rules and Regulations. Contact them with questions at 800-292-3939. A copy of licenses must accompany the Vendor Registration Form for items such as perennial plants, maple syrup and any processed foods. A sales tax license is required for those selling non-food items. A sales tax license may be obtained by contacting https://www.michigan.gov/taxes/0,4676,7-238-43519_43529-155505--,00.html or 517-335-7508.
 2. **Meat and Poultry** All meats and poultry to be sold at the market must be owned and raised by the farmer selling them. All meats and poultry to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. All meats must be processed in a USDA-inspected slaughter facility. A USDA seal of inspection must appear on all packages of meat originating at such a plant. Small poultry producers raising fewer than 20,000 birds may have their birds processed either at a USDA- or MDARD-inspected facility. Product must be labeled appropriately, and producers must have a copy of the MDARD license on hand at the market. All meats and poultry must be sold packaged and frozen and must be stored at 41°F or below. All meats and poultry must be labeled with the farm name and address.
 3. **Fish** All fish products to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. All fish must come from a commercial fisherman or a licensed distributor; the license must be provided to the Market Manager. Fish must be sold frozen and stored at 41°F or below.

4. **Eggs** All eggs to be sold at the market must come from birds owned and raised by the farmer selling them. All eggs to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. Eggs must be clean, packaged in clean cartons, and stored at 45°F or below. Each carton must be labeled with the farm name, address, phone number and a “best by” date (within 30 days of the packing date).
5. **Dairy Products** All dairy products, including cheese, yogurt, cream etc., to be sold at the market must meet Federal, State and local preparation, licensing, labeling and storage regulations. All dairy products must come from a licensed dairy; the license must be provided to the Market Manager. All dairy products must be stored at 41°F or below.
6. **Baked Goods** All baked goods must be “homemade” prepared using as many local ingredients as possible. Premade or box mixes are not permitted. Vendors must provide a list of locally-sourced ingredients, as well as receipts if requested, upon applying and must display signage at the market with locally-sourced ingredients listed with the farm or business from which it was sourced. All baked goods must be prepared in a licensed kitchen unless such items meet the criteria identified in the Michigan Cottage Food Law; the license must be provided to the Market Manager. All products prepared under Michigan Cottage Food Law: Must be non-potentially hazardous that do not require time and/or temperature control for safety, as defined under the Law. See http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-2405770.html for more information. Must be properly packaged and labeled with all information specified by the Law (see above link). Must be pre-approved by the Market Manager. Must be sold by the producer who prepared the goods. **All Cottage Food vendors are required to provide proof of food safety training: ServSafe Certification OR MSUE online video.**
https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law
7. **Plants and Flowers** All potted plants, herbs, bedding plants, nursery stock or cut flowers sold at the market must be grown by the vendor selling them. No wholesale or brokered products will be allowed. All growers or businesses selling nursery stock or herbaceous perennials must be licensed by the state of Michigan. See https://www.michigan.gov/mdard/0,4610,7-125-1569_16993_16998---,00.html for more info.

Part 2

1. No vendor shall operate outside the assigned area.
 2. All vendors must apply with the Market Manager at The Venue at 501. A completed application form and payment must be logged and a stall assignment made by the Market Manager in order for a vendor to be permitted to sell at the market. **Application Deadline: June 1st, 2019.**
 3. Selling areas will be available for a rental fee and may be made out The Venue at 501 and sent to The Venue 501 N McEwan St Clare MI, 48617.
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1. Payment – The Balance for the event must be paid by June 1st, 2019. All payments are non refundable.
 2. Vendors are limited to renting a maximum of 3 stalls at one market.
 3. All stalls will be offered by the following system:
 - First choice of stalls will be offered to vendors on a first come first serve basis, **when a completed application form and deposit is received by the Application Deadline (June 1st, 2019).**
 - When the payment is paid you can then make your selection on the chart of your stall placement.
 - If you decide to go with all four markets, you are locked into the same stall if payment is received in full.
 - If not you are more then welcome to pay for each stall as they happen, but payment must be paid for 2 weeks prior.

14. Vendors who know that they will be absent from the market on any particular day are asked to contact the Market Manager at info.thevenueat501@gmail.com

Part 3

1. All vendors must arrive by 8:00 a.m., or contact Morgan **at least 24 hours in advance** and inform the Market Manager of a later arrival. If the vendor does not arrive at the market by 8:00 a.m., and fails to contact the Mt. Pleasant Parks and Recreation office at least 24 hours in advance, the Market Manager has the option of renting the stall to another vendor **for that week only**.
2. A vibrant market depends on the presence of our vendors. Vendors are expected to be at the Market every Market day and stay all day. If a vendor must leave before closing time, the Market Master must be notified in advance, and the vendor must ensure that the packing up of his/her stands, movement of materials out of the market area, and movement of vehicles does not cause a market disruption.
3. Vendors will be provided one 8ft or 6ft table each depending on the space and if they would like to rent more tables that is an option for a fee. Eight foots will be 10 dollars and 6 foots will be 5 dollars, while supplies last.
4. Before leaving the market, **all vendors must clean their assigned stall areas. All trash and garbage must be removed from the area by the sellers.** If The Venue must clean an area, the vendor will be charged a cleanup fee.
5. We do not provide a dumpster for large items they must go home with you.
6. Anything offered for sale on the market shall be open for inspection at all times.
7. No produce or fruit is to be displayed directly on the ground.
8. No spoiled or decayed produce or fruit may be sold.
9. Food sampling must be done with adherence to Michigan Department of Agriculture and Central Michigan Health Department requirements. All vendors offering food samples must realize that they are responsible for the safety of the food samples being offered. The vendors offering samples must take precautions to make certain that food samples are handled and displayed properly to prevent contamination.
https://www.michigan.gov/documents/mda/MDA_FdSmplngFarmMkts5-09_279110_7.pdf
10. Each person selling food at the market shall present a clean appearance at all times and shall keep his/her hands clean at all times.
11. Signs - Only signs indicating the name or location of your establishment and signs describing your product and price will be allowed. The Market Manager reserves the right to prohibit a sign or signs for any reason.
12. Dogs are not allowed. Service animals are allowed.

Part 4

1. Vendor shall bear the sole responsibility and liability for any of their items sold at the market. The Venue at 501 assumes no responsibility and shall not be liable for any damage or injury.
2. 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