

2023 HOWELL SUNDAY FARMERS' MARKET

Understandings, Code of Conduct, Rules

(participating in the Farmer's Market requires each vendor to read and accept these rules in their vendor application)

Understandings:

1. It is understood by the vendor that the Farmers' Market Manager reserves the right to reject a vendor application, if in the manager's best judgment; the goods and merchandise are not compatible with the overall concept of the market, or there is a need to limit the number of vendors selling the same or similar products.
2. It is understood by the vendor that the Farmers' Market Manager has the authority to oversee and enforce all market rules and guidelines. The manager has the right to refuse a vendor's participation at any time, for any reason the manager feels is appropriate and reasonable.
3. It is understood by the vendor that all fees are to be paid in advance (including any inspection fees) with the exception of daily fees.
4. It is understood by the vendor that all fees are non-refundable whether the vendor shows or not. They are also non-refundable if the market closes early due to inclement weather or any other unforeseen emergency situations.
5. It is understood by the vendor that the Howell Area Chamber of Commerce is not to be held responsible in any way for any loss of vendor property by theft or weather.
6. It is understood by the vendor that only the Market Manager can assign spaces. No sub-leasing is allowed. A vendor may not designate who uses their space if they are not present.
7. It is understood by the vendor that no stakes may be driven into the pavement, lawn, dirt or flowerbed areas. It is further understood that no vehicles are allowed on the courthouse lawn or sidewalks.
8. It is understood by the vendor that if the decision is made to change a market rule, seasonal vendors will be given a seven day notice before the new rule goes into effect. All others will be notified in a timely manner depending on their circumstances.

Code of Conduct

- A) All participants in the Howell Farmers' Market are expected to behave in a professional manner while setting up for the market, during the hours of operation of the market, and during the one hour spent closing down the market.
- B) A grievance regarding another vendor's pricing habits, displays, conduct, or other complaint specifically related to the person's involvement in the market, should be directed to the Market Manager--not to the vendor in question.
- C) Threatening behavior toward any person—whether verbal or physical will not be tolerated. Destruction of personal property or threats to damage property, abusive language, yelling, or

sexual harassment will not be tolerated. Any of the parties involved may be asked to leave the market. A probationary period may be implemented by the Market Manager, or the parties involved may be permanently barred from participating in the market.

Rules

1. All plant, nursery stock, and fruit and vegetable growers are required to have a verification inspection by Howell Chamber of Commerce personnel, or a designated representative. This verification will be good for 5 years, unless a written and signed complaint is received by the market manager. If a written complaint is filed with the market manager, a re-verification will take place within ten days. Confirmed violations can result in a probationary period for the vendor or a loss of market privileges. The vendor will be responsible for the \$25 cost of the re-inspection. If the re-inspection shows that the complaint was not valid, then the vendor initiating the complaint will pay the \$25 charge for the re-inspection.
2. This market is not an outlet for resale or wholesale agricultural products or other merchandise. Items for sale should be home grown, produced or hand-crafted. They should not be manufactured, factory produced or grown by another farmer. **NOTE: Produce should not be purchased from wholesalers or other growers for the purpose of reselling at the market Any EXCEPTION to this rule would not be permitted without the PRIOR approval of the Market manager at least 5 days before the item is brought to market. At that time the name of the original manufacturer/grower and their contact information MUST BE SUPPLIED to the Market manager. The Manager has the final say as to whether or not the item/produce would be allowed. If approved the product/produce would have to be clearly labeled with the name of the other farmer identified for the purpose of transparency for the customer. Failure to follow this process will result in the denial of any outside products/produce being allowed into the market by the offending vendor and/ or immediate dismissal from the market with no refund of balance of yearly fee.**
3. Vendors are responsible for their own sales tax, licensing and permits required by local, state and federal governments. Vendors are expected to abide by all Michigan laws and governing agencies. Copies of all applicable licenses and permits are required each year, and will be kept in the vendor's file at the Howell Area Chamber of Commerce office.
4. All vendors with a reserved space must be at the market, or have contacted the Market Manager by 7:45 a.m. the day of the market. If the manager has not been contacted by 7:45 a.m. the manager has the right to fill the space.
5. Vendors must be set up and ready to sell by 8:30 a.m. Once you have committed to the market on any given Sunday you are expected to stay for the duration of the market day (9am to 2pm). No vendor should pack up or attempt to leave the market prior to the 2pm closing time.
6. Vehicles must be out of the market area by 8:45 a.m.
7. Vendors set their own prices. Prices should be fair to the consumer, and considerate of other vendors. Blatant and purposeful undercutting of other vendors is not allowed.
8. All vendors will be responsible for any injury to themselves, other vendors, or the public, while moving merchandise in or out of market.

9. All food shall be clean, wholesome and safe for human consumption and shall be handled, stored, transported, and offered for sale in a sanitary manner according to Department of Agriculture and Livingston County Health Department guidelines and licensing.
10. Displays, canopies, and items for sale should not block the view or walkway of nearby spaces and should be able to be entirely contained within a vendors own space.
11. The Farmers' Market has permission from the City of Howell and Livingston County for the use of State Street, Clinton Street and the grounds of the Livingston County Courthouse from 6am – 3pm. In accordance with this agreement and out of respect to the residents on State Street and our local retailers, vendors must have their spaces emptied of product and cleaned up by 3pm. Vehicles must be removed from the center of State Street by 3:00pm.

All Farmer's Market applications require the reading and acknowledgement of these rules and codes of conduct to exhibit and participate in the Howell's Sunday Farmers' Market.