



PONTIAC FARMERS' MARKET RULES AND REGULATIONS

If you are a vendor, event user, participant, performer, or associate, these rules apply to you. Please make sure you read the following carefully.

The following **Rules and Regulations** apply to all users of the facilities. Please note which apply to you and which do not.

Attendance In the best interests of the Farmers Market, all vendors are expected to be at the Market on the days they have contracted from the time the market opens until closing. If this expectation conflicts with the business requirements of individual vendors, management must be notified so that accommodations may be agreed upon. Any vendor leaving more than 30 minutes prior to close or arriving more than 30 minutes past open will be fined \$25 unless the absence is due to an unexpected emergency. Non-payment may result in cancellation of the contract or denial of future applications.

Cleanliness At the end of each market day, event, use, fund raiser, or program, the vendor/user(s) are expected to clean their entire area. Vegetable matter, papers and boxes must be removed. Outside vendors must remove everything, including tents, tables/chairs, trash, etc.

All vendors are expected to break down their own cardboard and remove it. Wooden and wire produce crates must be removed from the market by the vendor. Deposit of these containers in the dumpsters is prohibited.

No grease may be poured into any drain, inside or outside. Vendors using the market washtubs must clean the tubs after use. Violation of these cleaning and disposal regulations will, after a verbal and/or written warning, result in a \$25 fine.

Closing All vendors/users must have cleaned their space and vacated the market no later than **one hour** after closing.

Emergencies and First Aid All vendors are required to have in their possession a basic first aid kit. If an injury occurs that requires further care please call 911 first and then notify the management office.

General Guidelines

Discourtesy to patrons or other vendors, obscene language, shouting or hawking of wares will not be tolerated. It is expected that these issues will be handled immediately in a mature fashion, and contained as much as possible so as not to disrupt the market or event experience.

No physical alterations may be made to any space without approval of the Market manager.

Non-disparagement Vendors and/or their agents and employees shall not disparage, demean or make negative comments about, in any form or fashion, other vendors or their products or spaces, market staff or the Market itself. Conduct meant to harm someone's reputation and/or business will not be tolerated. This includes all social media outlets.

Inclement Weather In the event of inclement weather, the Market Manager will decide if the market will close or if a scheduled event must be postponed. This decision is solely vested in the market manager. If the market is open, but conditions in your area are too dangerous for you to get here, simply notify market management. Please watch for updates on the group text and/or Pontiac Farmers Market Facebook group page.



Insurance Vendors are required to have signed the general market insurance waiver or to hold a current \$500,000 liability policy. It is the **responsibility of the vendor** to keep the market office copy up to date.

Late or No Shows Vendors who are running late or not coming **must** notify a market manager. Text one of the market managers if you know you are going to be late or unable to make it to the market.

Licenses All vendors are required to display the appropriate MDA, Health Department, and/or Sales Tax licenses, and to have the required insurance (\$500,000 Liability). Daily vendors are required to carry the same appropriate licenses.

Prices and Points of Origin – Transparency All products must carry signage indicating their origin. “Homegrown” means the seller grew the product. “Michigan” means grown (not packaged) in Michigan. Other points of product origin are acceptable, but signage must be truthful. This specifically applies to PRODUCE, meat and poultry inside and outside.

The Pontiac Farmers’ Market understands that many growers also broker some products at some point during a season. Our goal at the market is not to eliminate this practice, but to ensure that our customers understand which products are grown and which products are brokered. Products not grown in Michigan must be clearly marked as to their point of origin. “Homegrown” means grown on the seller’s farm, not a neighbor’s or relative’s. Michigan grown means Michigan grown.

Products It is expected that, wherever possible, vendors will grow or make the products they sell, and that during the Michigan growing season, products will be Michigan grown.

We reserve the right to encourage brokering vendors to provide alternative products if we have an excess of the product on the market brought by growers. (i.e. no brokering blueberries in August during peak blueberry season)

SNAP (Bridge Card), WIC, Project FRESH

Project Fresh, Senior Project Fresh, and Head Start Coupons may be accepted by eligible vendors. They are turned in to the market office and redeemed periodically. Vendors wishing to accept Bridge Cards must have their own ACS machines and pay a phone line usage fee. Most vendors accepting credit or debit use Square or a similar smart phone app. Bridge Card receipts are deposited directly into the vendor’s bank account.

Signage

Your sign must be tasteful and removable and CANNOT obstruct the view of your neighbor’s spaces. Preferably signs will be **PARALLEL** to the aisles not perpendicular to them. **The Market Manager will be periodically checking vendor spaces for obstructions.**

Parking Vendors must park within the designated space. There will be no parking of any vehicles at the pavilion unless permission is granted by the market manager. Remember, if you allow your employees to park close to the market it makes it more difficult for your customers to get to your stall.

Illegal Substances There is a ZERO tolerance for illegal drugs on this property. Do not come to the market under the influence of drugs or alcohol. Do not keep drugs or alcohol on your person or in your vendor space or vehicle. Do not receive or distribute illegal substances ON THIS PROPERTY. If you are found to be doing any of these things you will immediately be asked to leave the market and risk losing your business space here at the market.