

2016 CLAWSON FARMERS MARKET

VENDOR LOGISTICS, GUIDELINES, FEES, AND APPLICATION

CFM Market Hours & Dates of Operation

2016 CFM will be held on Sundays between the hours of 9:00 AM and 1:00 PM beginning Sunday May 22nd through Sunday September 11 (closed July 3 and Sept 4) located in the parking area at the Clawson City Park.

Vendor Logistics

Vendor stalls are 10ft X 10ft (Approximately one parking space.) and will be assigned at the beginning of the season at the sole discretion of the CFM; vendors may apply for as many stalls as needed for proper display of products, goods or services. Vendor stalls are located in the North section of the South Parking area off Elmwood in the Clawson City Park parking area.

Vendors are responsible for set-up and clean-up; set-up will begin at 7:30 AM, all vendors must be checked in and set-up no later than 8:45AM. All vehicles must be removed by 8:45 AM, except for produce/bread vendors or those pre-approved by the CFM. Clean up will start at 1:01 PM and we ask vendors to be removed by 2:00 PM.

Vendors must supply their own equipment (examples: canopy/tent, chairs, tables, etc.) Please Note - It is highly recommended by the CFM that you have a canopy/tent, a chair and bottled water for personal consumption, remember this is an open air event.

Vendors are responsible for keeping their stalls clean and attractive during market hours and for cleanup of their stalls after the market closes, including removal of garbage and sweeping up all debris. Vendors whose products generate waste must provide trash containers for customer use. City of Clawson refuse and recycling containers will be located by market area, please feel free to use these, however not to the exclusion of the other participants. Vendors not keeping stalls clean and attractive may be subject to loss of participation privilege at the CFM.

Vendors must provide appropriate containers for beverages, and follow all health code regulations when handling produce and prepared foods. You may specify which dates you would like to participate; full season commitments are not required. A discount will be given to vendors for full season participation.

There will be no access to public water or electricity (Special needs may be accommodated, please ask.), public restrooms are located in the adjacent Clawson City Park.

Vendor Guidelines

All food and food products offered for sale shall be from sources approved or considered satisfactory by the Oakland County Health Department and the Michigan Department of Agriculture.

All vendors shall post a sign with their name, location of their business at their stall (all signs are subject to the approval of members of CFM Steering Committee or Market Master).

CFM has the right to terminate vendor participation at its sole discretion. No refunds will be given in the event of termination.

The receipt of an application is not a contract between the vendor and the CFM It does not guarantee your participation.

All Organic products for sale at your space must display a sign identifying it as certified or local organic. This is to assure that proper product labeling protects the producer & consumers from false advertising.

Vendors that fall under the "Cottage Food" Law for the State of Michigan must comply with State of Michigan Department of Agriculture rules and regulations; for complete information see: <http://michigan.gov/mda>. The CFM requires that "Cottage Food" vendors supply a list of food products for sale and a copy(s) of any and all labels to be placed on items for sale.

Emergency Procedure

In case of emergency call 9-1-1.

For non emergency need of Police service call (248) 525-3477. You will be connected to the City of Troy Dispatch, request for a City of Clawson Police Officer to respond to your location. In case of severe weather (tornado or severe lightning) leave the area and go to a nearby building until the severe weather passes. If you are unable to get transportation away from the area, call 9-1-1 and request assistance from the Clawson Police Department.

Important Information for all Vendors

Vendors are responsible for complying with the state and local health department and licensing regulations governing the production and sale of their products. If applicable, vendors are responsible for reporting and collecting all sales tax. Vendors must have all required permits and/or licenses and provide copies of said documents to the CFM prior to the start of market day. Examples include plant/nursery licenses and licensed kitchens for processed foods. Vendors of certified organically grown produce must have a copy of current organic certification. Vendors who fail to comply with applicable state, federal and local regulations may be subject to removal from the market and forfeiture of stall fees. For additional information regarding certifications, permits and/or licenses, contact: Organic Certifications Michigan Weights and Measures

Colleen M. Collier Michigan
Michigan Department of Agriculture
P.O. Box 30017
Lansing, MI 48909
(517) 373-0280

Weights and Measures Association
940 Venture Lane
Williamson, MI 48895
(517) 655-8202

www.michigan.gov/wminfo

www.miwma.com

Food Safety State of Michigan & Oakland County Health Department

Food Safety
Michigan Department of Agriculture
Food and Dairy Division
Cadillac Place
3066 W. Grand Blvd. 3rd Floor, Ste 300
Detroit, MI 48202
(313) 456-1300

Oakland County Health Department
Environmental Health Department
Temporary Food Establishment License
1200 N. Telegraph Rd.
Pontiac, MI 48341-0432
(248) 424-7028
www.oakgov.com/health

Pesticide and Plant Pest
Management Division
(313) 456-1360

State of Michigan
Michigan Department of Agriculture
<http://www.michigan.gov/mda>

Vendor Fees

Booth fee May 22, 2016 date is \$10.00 per stall.

Booth fee Jun 3 5th to September 11th is \$20.00 per stall / per date.

Non-Profit Organizations see information listed on page 5.

Promotional Discount Payment Option – This promotional discount rate only applies to vendors who wish to commit for the entire of the season; the discounted rate of \$12.00 per stall & date for a minimum commitment of five dates to the maximum commitment of fourteen. If you purchase two spaces we will provide a third space if needed for no additional cost.

*Entire season (14 dates) for a fee of \$12.00 per stall / per event date, (ex. 2 stalls entire season = \$225, 1 stall entire season = \$168).

*Promotional Payment **deadlines** are as follows: By April 30, 2015 you must submit payment to cover # of stalls X 5 event dates. By July 11, 2015 you must submit payment to cover # of stalls X 6 event dates.

*If you pay the entire amount by April 30, 2016 your fee is waived for the May 22, 2016 date.

***Fees must be paid in full prior to the event date, no money will be accepted on the date of the Market, \$20 late fee is applicable if fees are not received by due date without advanced notice to the Clawson Farmers Market.**

Checks must be made out to: Clawson Chamber of Commerce
(Memo Section – 2016 Clawson Farmers Market)

Crafters/Artisans

Please follow the above mentioned Vendor Rules and Regulations. Additionally, you must submit a web address or photos of your work (If you wish your photos to be returned, please submit a self-addressed stamped envelope with your application.) or in person review by a member of CFM Steering Committee.

Cottage Food

Please follow the above mentioned Vendor Rules and Regulations. The CFM requires that "Cottage Food" vendors supply a list of food products for sale and a copy(s) of any and all labels to be placed on items for sale.

Non-Profit Organizations

Non-profit booth fee is \$5.00 per stall and event date. Indicate on your Vendor application if you are a non-profit organization and circle the dates you wish to participate. Non-profits must provide CFM with proof of non-profit status.

Please Note: if you plan on selling any food items please follow the rules/regulations stated in this document and be in compliance with Government Regulations, Food Samples/Vendors, and Organic Certification.

PAYMENTS & APPLICATION

Mail payments & application to:
Clawson Chamber of Commerce
P.O. Box 217
Clawson, MI 48017-1500

Checks payable to:
Clawson Chamber of Commerce

Memo section: 2015 Clawson Farmers Market

Paypal or Credit Card VISA/MASTERCARD/AMEX accepted
Or you may call the Chamber office with your credit card 248.435.6500 or on-line at
<http://www.planetReg.com/E3159494011814>

Clawson Farmers Market Email Addresses and Contacts

Contacts

Mary Sames – clawsonchamber@gmail.com - 248.435.6500
Penny Luebs - pluebs@cityofclawson.com - 248.259.6208
Jerry Garrett (Blakes) - CFM Market Master - 586.894.3670

Refund Policy:

The Clawson Farmers Market expects a solid commitment from vendors in order to plan for and operate a highly successful market; this means that we would prefer to not have to refund any fees. However, we understand that unforeseen circumstances may arise that will prohibit vendors from fulfilling their commitments. In these cases, we will be happy to refund vendor fees. However, please know that you will need to present a Market Manager with written or verbal explanation of the reasons for not being able to fulfill your market commitment. We ask that all vendors exercise consideration for the Clawson Farmers Market when they are making their commitments to market dates.

Please Complete and Return the Following

Dates (Circle all applicable): May 22 June 5 June 12 June 19 June 26 July 10 July 17
July 24 July 31 August 7 August 14 August 21 August 28 September 11

Number of Stalls: _____ Total amount due: _____
Number of Dates: _____ Total paid to Date: _____ Paypal or Check
Business Name: _____
Contact Name: _____
Address: _____
State: _____ Zip: _____ Phone Cell: _____
Email: _____ Phone Work: _____
Applying as: Farmer _____ Crafter _____ Artisan _____ Non-profit _____
Prepared Food _____ Other (please describe) _____
Detailed booth description (please send photos if possible): _____

Please list on the back of this sheet of paper approximate items for sale and update the CFM throughout the season as your products may change seasonally.

Other Important Provisions:

These requirements must be met before this application can be approved. Please submit a copy of any licensing required of you by the Department of Agriculture and/or Oakland County Health Department. Provide a copy of State of Michigan Sales Tax information, if applicable. Provide proof of insurance for general liability if owned.

Please read, sign and return with payment:

All applicants may be subject to a background check by the Clawson Police Department prior to acceptance. The City of Clawson, Clawson Farmers Market or the Clawson Chamber of Commerce shall not be liable for any injuries, losses or damages of any nature sustained by any participant, vendor or sponsor or their heirs, administrators, successors or any other person or organization. By signing this form, the City of Clawson, Clawson Farmers Market and the Clawson Chamber of Commerce are hereby fully and forever released from any and all causes of action, claims and demands of any nature whatsoever arising out of this event. By signing this form, the undersigned affirms he/she is authorized to bind the named entity to the terms herein.

Date
Mail entry Form & Attachments:
Clawson Chamber of Commerce
P.O. Box 217
Clawson, MI 48017

Signature of Applicant

Printed Name
Title _____