



Dixboro Village Green, Inc. 2018 Operating Guidelines



Market Mission Statement

The Dixboro Village Green, Inc., (DVG) a registered nonprofit 501(c)(3) organization, has just completed on its seventh year of operating the Dixboro Farmers' Market, the Dixboro Artisan Market and Cars on the Green. The three goals for Dixboro Village Green, Inc. continue to be:

- Operate a financially sustainable Dixboro Farmers' Market.
- Foster a sense of community in Dixboro and the surrounding area.
- Provide a place for additional community events through the renovation of the Dixboro School and the preservation of the Village Green.

The Dixboro Farmers Market, an event operated by DVG, is dedicated to supporting local growers and producers through the creation of a vibrant marketplace that is welcoming to all members of our surrounding community. The market aims to preserve both the area's agricultural history and foster innovation, while meeting the demands of area residents for additional opportunities to purchase local, fresh food.

Market Day, Time, and Site

1. The Market is held every Friday (May - October) from 3:00 p.m. until 7:00 p.m. on the Dixboro Village Green next to the historic schoolhouse.
2. The 2018 market season starts on Friday, May 25th and will end on Friday, October 26th.
3. The market will be closed on Friday, July 6th for the Independence Day weekend.
4. Set-up must be completed between 2:00 p.m. and 3:00 p.m. for safety and for Market operations. If a vendor wishes to bring additional items to their stall during Market hours, the vendor must carry those items from their parked vehicle.
5. Most vendors will be able to park their vehicles on the village green in back of their stall, weather permitting. If the grass is exceedingly wet, vendors will be allowed to unload next to the village green and then park their vehicles in the church parking lot. However, some vendors will be required to unload their vehicles at their stall and then park in the church parking lot for the duration of the market.

Products

The Dixboro Farmers' Market is not liable for any non-compliance with USDA, Michigan Department of Agriculture (MDA), or Washtenaw County Department of Environmental Health regulations.

Re-Selling

- a. If you wish to sell an item that is not grown or produced by YOU, a written request must be submitted to the Market Manager.
- b. The written request will be taken to the board for approval - PLEASE ALLOW A MINIMUM OF A WEEK TO RECEIVE AN ANSWER FROM THE BOARD.
- c. If you are selling a product not listed in your application or a product that is not grown/produced by you, the Market Manager (or a volunteer/intern) could ask you to pull that product from your line-up. If you are warned twice you will be asked to leave the market and will not be invited back.

Michigan-Grown Produce

- a. Produce MUST be grown by the vendor.
- b. Produce must be fresh and of high quality. Produce must be sold in its harvested raw form, without slicing.
- c. Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- d. Produce labeled "organic" must have been grown on farms with organic certification. Otherwise, produce may be labeled "naturally grown" if using organic methods.

Michigan-Grown Flowers, Plants and Trees

- a. Plants and cut flowers must have been grown by the vendor.
- b. Licenses required: Michigan Sales Tax License; Nursery Stock or Growers License (for perennials, shrubs, etc)

Michigan-Processed Foods and Baked Goods

- a. Processed food is any food product not sold in its natural raw state. Examples: jelly and jams, sauces, salsa, processed honey, cheese, vinegars, cider, maple syrup.
- b. All processed foods and baked goods must be made by the vendor in a licensed food establishment or in accordance with the 2010 Michigan Cottage Food Law.
- c. Samples of food products given to the public must be handled as outlined by State and/or County regulations.
- d. License required: Business License; Food Establishment License or representation of qualification under the Michigan Cottage Food Law

Michigan-Raised Meat, Poultry and Eggs

- a. Products must be of high quality, properly refrigerated/frozen and properly labeled. Only products raised by the vendor may be sold.
- b. Meat must have been processed at a USDA inspected facility.
- c. Poultry must have been processed at a USDA inspected facility or MDA inspected facility.
- d. Vendors selling eggs must comply with USDA rules, if applicable to the vendor.
- e. Product labeled “organic” must have been raised on farms with organic certification. Otherwise, product may be labeled “naturally raised” if using organic methods.
- f. License required: Organic Certification (if applicable)

Vendor Stalls

A stall is defined by temporary markers on the village green. The size of each stall is approximately 12' x 12'.

Designated walkways must be kept clear and vendors requiring electrical service should see the Market Manager to determine availability.

Stall Fees

- a. The **Seasonal Farmer Vendor** rate for one stall is \$10 per market or a total of \$220 (22 markets total). **Payment for a Seasonal Vendor must be paid on or before opening day of the 2018 market season. Seasonal Vendors will have the opportunity to pick the area they wish to vend, as indicated on the lot maps below.**
- b. The **Daily Vendor** rate is \$15 per market, payable on the day of the market attended. Daily vendors NEED to contact the Market Manager by Wednesday prior to the Friday market, to determine if space is available and to reserve that space.

Stall Assignment/Location

- a. We will have three different market layouts for the 2018 season. Each layout is dependent on other activities happening at the same time, the weather, and/or the condition of the village green prior to a market.
- b. Accepted Season Vendors will have the opportunity to choose the area they wish to vend. Ultimately, the decision of where to place vendors is at the sole discretion of the Market Manager.
- c. **For 2018, there will be a VERY limited amount of vending spaces located in the shade. There is no guaranteed of a spot in the shade. Please come prepared!**

Table & Tent Rental

- a. We will have a limited amount of tables and tents for rent. Each tent is \$10 per market. Each table is \$5 per market.
- b. The market staff will set each tent up, **AFTER YOU ARRIVE**, and take it down, prior to you leaving. Please allow only the market staff to handle the table and tents.
- c. Please speak to the market manager to request a table or tent.
- d. Availability is not guaranteed.

Signage and Labeling

- a. You **MUST** have a sign on your table to tent with your company name.
- b. We will have a sign at the entrance to the market with your company name. Please double check the spelling as we will only print the vendor signs once.

Market Regulations

- a. Vendors are responsible for cleaning all trash and waste within and around their stall. Garbage bins on the village green may be used.
- b. Vendors are not allowed to smoke in Market stalls.
- c. No dogs are permitted in the Market stalls.
- d. No political solicitation is permitted.
- e. Solicitation and the distribution of literature unrelated to Market products or the Mission of the Market are not permitted; an exception to this rule is allowed for non-profit vendors or local business vendor.
- f. Vendors must not engage in disruptive conduct. Any disagreement between a vendor and the Market Manager must be handled in a respectful and professional manner, and away from stalls and customers. Disagreements between a vendor and customer must also be handled professionally so as not to harm the image of the Market.
- g. No vendor shall refuse to comply with a direction of the Market Manager, nor interfere with the administration of the Operating Guidelines as interpreted by the Market Manager.

Applications

1. All new and returning vendors must complete an annual application.
2. Products which the vendor plans to sell must be listed on the application and approved by the Market Manager. Additional products brought to the Market which were not listed in the application must be approved by the Market Manager.
3. All vendors must provide copies of appropriate business licensing with their application, i.e., certificate of assumed name (also known as your "DBA" or "doing business as" name), articles of incorporation, and/or sales tax license.
4. All vendors must possess liability insurance and provide proof of coverage. The insurance policy should have \$1,000,000 of general liability.

Non-compliance

1. The Dixboro Farmers' Market reserves the right to refuse acceptance of any vendor or item that is not in keeping with its Mission or Operating Guidelines.
2. For non-compliance with these Operating Guidelines or the Mission of the Market, a vendor may be asked to leave and will not be permitted to return until permission is granted by the Market Manager.
3. The DFM Steering Committee reserves the right to investigate any allegations of non-compliance with these Operating Guidelines or the Mission of the Market.

Market Management

1. The DFM Steering Committee is a group of community members, vendors, church members, and other interested parties, along with the Market Manager, who, by their commitment to the Market and their experience, have exhibited the interest and skill in keeping the Market viable and active.
2. The Market Manager handles all administrative responsibilities of the Market including, but not limited to: communicating with vendors, organizing special events, providing publicity for Market (banners, newspapers, website), distributing and approving applications, organizing volunteers, collecting fees, accepting complaints from customers or vendors, resolving disputes, approving payments, etc.
3. The Market Manager is hired by the DFM Steering Committee and the Dixboro Village Green Board and oversees the Market on Market days. The Market Manager has the authority to interpret and enforce these Operating Guidelines, along with resolving any disputes or addressing vendor non-compliance.

