



2019 MARKET SEASON **Rules and Regulations**

2019 Vendor application and table fees and information:

Full Season 11 Market Days:..... \$50 For 2019 Season.

Single Saturdays:..... \$5 For 2019 Season.

ABBREVIATIONS

Market Manager: MM

The Market Off Broad: MOB

Broad Street Events: BSE

GENERAL GUIDELINES

The Market Off Broad will be open each Saturday from **9:00 A.M. until 1:00 P.M.** beginning **July 27th, 2019** through **October 5th, 2019**. The MOB intention is to offer locally grown vegetables, fruits, flowers, plants, baked goods, dairy items, prepared foods and craft items to the Chesaning Area residents and visitors. The sale of any other goods is prohibited without the explicit permission of the MOB or designated representative. The MOB expects honest and accurate representation by our vendors of their goods. This includes proper and when applicable, lawful, labeling of their products and prices.

It is the responsibility of each vendor to follow ALL local, state and federal regulations and laws. The MOB or those given authority by the BSE Board have the right to refuse any vendor on an individual basis on any given market day.

The MM, under the authority of the BSE Board, shall have full charge of enforcing all MOB rules and regulations. It will be the MM's responsibility to make decisions when special circumstances arise.

RULES AND REGULATIONS

- 1) The market will be open rain or shine from **Saturday, July 27th through Saturday October 5th 2019 from 9:00 a.m. until 1:00 p.m.** In case of severe weather, the MM may determine an earlier closing.
- 2) No vendor shall set-up without first paying for the rental and submitting the application for the provided space.
- 3) All vendors are required to be set up by **9:00 a.m** and be out of the street by **2:00 p.m.** Set up begins at 8:00 a.m.
- 4) All vendors are responsible for accurate product pricing, labeling, and product origin signage. It must be clear, legible, attractive and in place BEFORE the opening of the market each day.
- 5) All vendors are required to display a sign that clearly identifies their operation and location. If you are unable to provide signage, the MOB will provide this for you and bill you accordingly.
- 6) **NO EARLY SALES!** The market will be opened by the MM with an opening announcement.
- 7) All vendors must occupy spaces that are available and assigned by the MM. No vendor will be allowed to reserve on a daily basis any given space. The MM will assign each vendor a given space. Seasonal vendors will be given the same space for the entire season.
- 8) Once a vendor has committed to the market on any given Saturday, he/she is expected to be on time and to remain open until the market closes for the day or until goods are sold out.
- 9) All vendors must clean up the debris around their space at the end of each market day. Disposal of all garbage a vendor creates while at market is their responsibility and must be removed by days end. *Failure to comply will result in a vendor being billed a minimum of \$10 per occurrence.*
- 10) Vendors are designated as “Seasonal” and “Daily”. Seasonal vendors may not sub-rent their space.
- 11) Seasonal rental applications are available until **July 1st, 2019**. Daily spaces are available as space allows, at the discretion of the MM. Daily vendors should reserve space one week prior to to market day.
- 12) Vendors who need additional spaces must pay the full fee for that space. A cap on spaces may be determined by the market manager.
- 13) Vendors are responsible for their own Michigan sales tax, licenses and permits required by local, state and federal governments and shall abide by all Michigan laws governing them or their products; and be compliant with Michigan Cottage Industry Laws.
- 14) Vendors with baked goods are required to have a canopy and goods must be prepared and properly wrapped and labeled in compliance with the Michigan Cottage Industry Laws
- 15) Fresh meat, dressed poultry, livestock or frozen products must have written approval from the BSE board BEFORE they may be sold. Appropriate licensing and inspection documents must be from the proper agencies and MUST be provided to the MOB.
- 16) Price gouging or undercutting “reasonable market prices of other vendors” WILL NOT be tolerated.
- 17) Vendors will refrain from “hawking/barking” to entice customers. It is unacceptable to call out, follow customers and yell price points to get potential customers to the vendor space.

- 18) Produce must be displayed at least 18 inches above the ground with the exception of watermelons, pumpkins, flowers in containers or other larger items determined by the MM.
- 19) All items sold must first be approved by the MM or the BSE Board at least one week prior to the market Saturday at which the items will be sold. Seasonal items need to be approved only once at the beginning of the season.
- 20) Vendors are expected to conduct themselves in a courteous fashion. No foul, profane or abusive language will be tolerated. We expect each vendor to be respectful and helpful to customers. Vendors are to refrain from public comments that criticize or complain about other vendors or market operations, which includes, market opening times. Vendor complaints should be directed to the MM in PRIVATE. Violators of this rule will be asked to leave for the day with no refund of rental fees. Additional occurrences could result in revoking vendor privileges with no refund of fees. Issues that cannot be resolved between the vendor and the MM may be submitted in writing to the BSE board for settlement.
- 21) **In consideration of their participation, vendors shall assume all risk of injury or damage while on market premises and shall release and hold harmless the Village of Chesaning, The Market Off Broad and the Broad Street Events Organizations. Vendors must provide safe conditions for the public and are encouraged to obtain their own insurance against all liabilities.**

VIOLATIONS/NON-COMPLIANCE

Anyone not complying with the rules and regulations listed above will be notified by the Market Manager, Executive Director or BSE board of disciplinary action. The following are the markets disciplinary steps and will be implemented without exception!

- 1st infraction: Verbal warning from the Market Manager, Executive Director and/or BSE Board.
- 2nd infraction: Written warning from the Market Manager, Executive Director and/or BSE Board.
- 3rd infraction: Written notification of suspension of market privileges with **NO refund** of any fees from the BSE Board of Directors.

I the undersigned have herby read and agree to the above terms and conditions.

Name

Date

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