

2020 Vendor rules and regulations for The Outpost Marketplace

This document is designed to assist vendors with guidelines and information. This document contains logistics for the market, as well as rules for setting up and operating your booth. All vendors are responsible for reading this and abiding by it. If you have any additional questions about the information contained in this document, please contact the Market Manager, at (269) 206-0900, or kalhavenoutpost@gmail.com

2020 Market Hours of Operation Opening Day Saturday, June 13th, 2020

The Market is open to the public from 3pm to 7pm Saturdays Through September 26th, 2020

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At this time we do not have an ATM on property. There is one available at Phoenix Kwik Stop at the corner of CR 687 and Phoenix Rd (CR 388).

The Market is located in the back of the property at the Kal-Haven Outpost near the playground and volleyball court.

The Kal-Haven Market Mission:

To provide a safe place to promote economic growth for Michigan grown, made and produced goods.

Criteria for Vendor Selection and Governance:

We are committed to creating a diverse marketplace with the highest quality Michigan produced products available. The Kal-Haven Outpost reserves unconditional rights to accept or refuse anyone as a vendor - the market considers many factors when evaluating vendor applications.

Acceptance Requirements:

Farmer: Products brought to the market must be grown in Michigan. Farmers are considered those who produce at least 80% of the products that they offer for sale. Agriculture/ horticultural producers may display "value-added" products (such as salsas, jams, salad mixes, etc.), as long as a substantial portion of the ingredients are wild gathered or grown by the vendor and that all applicable state health department regulations are followed. All products **MUST** be produced by the farmer and not purchased by the farmer and not purchased or made by an outside source. There should be **NO** reselling of produce or any agricultural products of unknown origin. All vendors are subject to inspection, or other verification, of capacity to produce by the Market Manager.

Non-Farmer: Applications will be assessed and priority given to locally sourced and made products and

agriculturally based products. A non-farmer is considered to be a craftsperson/Artisan which is someone who creates a product such as candles, apparel, jewelry, photography or other fine arts. All products must be created by the person selling the product or a friend/family member of that person. All vendors of such items must be approved by the Market Manager and have a sales tax license on file with the market.

Food Trucks: Applications will be assessed and priority given to locally sourced and made products. All vendors must be approved by the Market Manager and have a sales tax license and appropriate vendor/health inspections/licenses on file with the market.

Product Balancing:

Duplicate products may be denied entry- though product exclusivity is never promised, the Market Manager may exclude a product or vendor if he/she determines that a product is over-represented at the Market. Products that are unique or unusual are desirable.

General Requirements for all business types

Market Management reserves the right to deny a vendor's application or to prohibit anyone from selling at the market, or to prohibit any product from being sold at the market.

1. **Application and Agreement:** All prospective vendors must complete and sign a vendor application and agreement as well as the acknowledgment of the rules and regulations form.
2. **Application Fee:** All vendors, must submit the appropriate fee prior to arrival on day of market. Booth space will not be considered reserved until payment and all supportive paperwork is received, i.e., application, proof of insurance (on the required Accord 25 form) and pertinent licensing required for the product(s) being sold.
3. **Product Declarations:** Vendors are required to submit a complete list of all products they wish to sell with their application. Vendors must have pre-approval from Market Management before selling any product.
 - Note: If a vendor wishes to add to their original list, they must contact Market Management for approval before they wish to sell the product(s).
4. **Documentation:** All vendors must provide The Kal-Haven Outpost with copies of all relevant documents (liability insurance, organic certification, etc.) upon their submission of application. Copies are to be available in vendor's booth during market.
5. **Insurance Requirement:** The Kal-Haven Outpost is not responsible for any loss or damage incurred by vendors. Liability insurance, naming "The Kal-Haven Outpost" as an additional insured, is required for all vendors (\$1M). Proof of insurance must be submitted with application or on market day.
6. **Conduct, Compliance & Customer Service:** All vendors are expected to act in a courteous and professional manner. Positive vendor conduct is required toward customers, fellow vendors, market staff, and volunteers. Timely submission of vendor application, fees and proof of insurance. Vendors may not publicly belittle other vendors, products or markets. Customer questions should be answered factually and knowledgeably.
7. **Product Quality:** Vendor must maintain high product quality (fresh, flavorful, and ripe). Clean and attractive displays are recommended. Labeling must follow legal requirements (weight, ingredients, etc.)
8. **Food Safety:** Vendor must adhere to the highest standards in safe food production and handling.
 - Each vendor is responsible for knowing and adhering to all laws pertaining to their products, including labeling requirements, sanitary practices, temperature regulation,

sampling requirements, etc.

9. Contact MDARD for Information and Assistance Contact the Michigan Department of Agriculture and Rural Development at 1-800-292-3939 or visit <http://michigan.gov/mdard> MDARD also has a Farm Market FAQ guide, which you can see at <http://tinyurl.com/nbynmdp> (or search “Farm Market” at [Michigan.gov/mdard](http://michigan.gov/mdard))
10. **Additional Notes:** No obstacles may be placed in aisle or frontage that could cause a pedestrian to fall. Coverings (tents) shall be anchored by heavy weights (at least 25# per leg) or ground stakes. In the event that extension cords or hoses are used, they MUST be routed outside of the pedestrian space and brightly colored.

Market and Vendor Requirements Vendor Identification:

1. Each booth space must prominently display a sign clearly identifying the farm or business by name and the location of the farm or business. All descriptions of products must be accurate and truthful.
2. Organic vendors Must:
 - Provide Kal-Haven Outpost with copies of their organic certification.
 - Post their organic certification in their stalls if vendor claims organically grown product.

Product labeling and certification

1. Vendors should be able to provide clear information about production methods, which can be available to any consumer who requests it (certified organic- must provide written information).
2. All meat and dairy products must be labeled in accordance with laws as processed food products. Vendors wishing to sell processed foods must list all products to be sold at the market on their application. List all sources of ingredients in the products to be sold at the market.
3. Detail any part of the processing not done by the vendor and provide appropriate documentation of any second party processor or co-packer.
4. Packaged, processed foods must be labeled in accordance with applicable laws. Bulk dried foods must also be labeled appropriately.

Compliance with health, safety, and related laws

1. Vendors and their employees are responsible for knowing and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
2. Vendors providing samples of their products must comply with the laws governing market sanitation and health issues. Fair and honorable marketing practices
3. Vendors are discouraged from giving produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. This does not include sampling.
4. All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board.
5. Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way. When aisles are particularly crowded, standing in the aisles while providing samples to customers is not permitted.

Site Set-Up and Safety Electricity

1. All electrical equipment must be pre-approved by Market Management.
2. Vendors requiring electrical power are responsible for providing their own outdoor brightly colored extension cords, placed outside of customer traffic.
3. Tables-Vendors must supply their own booths or tables. Booths and tables must not be a hazard to the public or other vendors.
4. Canopies- Vendors with on-premise prepared foods and baked goods are required to have a full canopy covering their booth. An umbrella is satisfactory if it is sufficiently weighted and covers the entire table area.
5. Tent anchoring- No matter the weather, all canopies or other booth covers are required to have weights or anchoring on all legs sufficient to keep the covering in place during windy conditions.
6. Parking, unloading and on-site driving - To allow for customer parking, vendors should use good discretion when parking their vehicles. Market Management will help with parking for the first few markets
7. Do not drive into the market until the specified time.
8. Follow street driving and parking laws. No reckless driving.

Space assignment and stall appearance

1. The Market Manager assigns stall spaces to vendors. Vendors with their stall assignments may occupy their spaces upon arrival. Reserved spaces not occupied 30 minutes prior to opening will be considered open for the day and may be rented to a daily vendor, unless previous arrangements have been made and approved by Market Manager.
2. Vendors should make reasonable efforts to have enough product to sell for the entirety of the market time 3pm-7pm
3. Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes, including cleaning up any debris and removing trash. If anything a vendor sells or distributes produces trash, the vendor has a trash can available for customer use. Do not use the Kal-Haven Outpost's on-site trash receptacles to offload large boxes, unused produce, etc.

Note: A small amount of less-than-desirable produce may be given to the chickens, they love it!

Limits on Market Participation Exclusivity:

The market does not offer exclusive rights to any one vendor to sell any one product. However, if the Kal-Haven Outpost believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

Reselling: Buying products from another store, or other food operation and then selling those products is not permitted at the market.

Transfer of Space/Space allotment:

1. Vendors may not sublet stall space to others. Space is not to be shared with other vendors unless approved by Market Manager.
2. Prepaid fees are non-transferable to other market dates or vendors.
3. If a vendor sells his or her business, he/she may transfer his or her market spaces to the new owner, upon approval from Market Management.

Weather-related Market Cancellations

The Outpost Marketplace is open rain or shine. However, since the market is held in open-air venues, Kal-Haven Outpost reserves the right to close a market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers.

Vendor roster publication

The Outpost Marketplace supports an open policy in regards to publishing the vendor roster (unless the vendor requests not to be included). The roster is posted on The Outpost Marketplace event page, via Facebook, individual names will be released upon inquiry by the press or potential customers. Vendors are asked to indicate to Market Management if they do not wish the release of their information. The vendor roster will not be sold by the Kal-Haven Outpost to other prospective markets or competitors for the purpose of soliciting vendors.

Non-Compliance:

Some examples of non-compliance include but are not limited to:

1. Selling before the market officially opens.
2. Driving infractions.
3. Selling a product that does not meet standards for quality.
4. Unsafe product storage and handling.
5. Unsatisfactory stall appearance and stall maintenance.
6. Multiple customer complaints.
7. Failing to provide copies of mandatory licenses, permits and insurance policies to the Kal-Haven Outpost.
8. Failing to pay appropriate stall fees.
9. Uncooperative or improper conduct towards Market Manager, staff or volunteers.
10. Selling after the market officially closes.

Enforcement of the rules:

1. All rules of the market are enforced by Market Management or his/her designee, who have ultimate on-site authority. Complaints or problems should be directed to the Market Manager in a timely manner.
2. Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from the market. • The Kal-Haven Outpost reserves the right to visit and inspect the farm or business of any vendor and to request any documents verifying business.
3. If a vendor does not abide by the rules of The Outpost Marketplace or comply with federal, state, and local regulations applicable to market participation, the Market Management or designee may take any action deemed appropriate. Market Management reserves the right to make exceptions to these rules and guidelines at its discretion.

TYPICAL REPREMAND / ENFORCEMENT SEQUENCE:

1st offense: Verbal warning

2nd offense: Written warning

3rd offense: Potential suspension plus stall fees forfeited

Other Information

Vendor fees: Payment accepted by check, cash, credit or money order. Fees will be due no later than the Wednesday prior to market.

Market Policies: Animals are allowed, at the market. They must be leashed and pet owner is responsible for any mess, harm or damage caused by the animal.

" No Smoking": Vendors are not allowed to smoke in the market area at any time.

Radios: Vendors are not permitted to play radios or use other sound-generating electronics during market hours.

Buskers/Peddlers: Music buskers are not permitted. Unauthorized peddlers are not allowed to set up within the market.

Definitions:

Vendor stall selling space rented and assigned to vendors is 9' x 10', unless otherwise noted.

Double stalls defined as two contiguous 9'x10' vendor stalls. A limited number of double stalls are available. Fees for double stalls are calculated in multiples of the base fee for a 9'x10' for that market.

Community Booths: The Kal-Haven Outpost would be proud to offer the market as a resource community-based non-profits related to agriculture, farm-direct advocacy, food and nutrition, sustainability and preservation of open space. There is no charge for stall space, but group must provide their own tables/chairs/canopy if needed. No sales are permitted from community booths. Advance scheduling and pre-approval from the Outpost staff is required. Application completion is required and these organizations must comply with all market rules and will be considered vendors.

COVID-19 Operations – in effect until further notice

All Vendors are asked to:

- Maintain social distancing to the maximum extent possible.
- Help encourage attendees to also maintain 6ft social distance.
- Wear masks/face coverings at all times.
- Self-screen for any indications of infection and notify market managers of any positive tests.
 - If test positive, please notify market management immediately and a full refund will be issued (if paid). We want everyone to stay safe and healthy!