

2020 New Buffalo Farmers Market Rules and Regulations

Mission Statement

The New Buffalo Farmers Market is dedicated in providing fresh, healthy foods, artisan goods, local businesses, and community organizations a place to sell to the local community and visitors to our area.

Market Governance

NBFM is committed to creating a diverse marketplace with the highest quality, locally produced products available. Although NBFM must reserve unconditional discretion to accept or refuse anyone as a NBFM vendor, the market considers many factors when evaluating vendor applications. All decisions are final from the New Buffalo Business Association.

Factors in Acceptance

- **Farm Products** – produce, meat, eggs, etc brought to the market should be over 80% grown in local agriculture/horticultural locations. Producers may display "value-added" products (such as salsas, jams, salad mixes, honey, 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 vendors are subject to inspection, or other verification, of capacity to produce by the New Buffalo Business Association and/or **The Michigan Department of Agriculture and Rural Development (MDARD)**
- **Non-Farmers** - there is a limited amount of spaces for non-food based vendors. Applications will be assessed and priority will be given to locally sourced, hand-made products, or agriculturally based products.
- **Local Businesses and Community Organizations** – local businesses and non-profit entities are encouraged and will be given every opportunity to participate in the market.
- **Kids Market** – children, under the age of 16 yrs old, are encouraged and will be given every opportunity to participate in the market selling home-made items or produce.
- **Product Balancing** - duplicate products may be denied entry, although product exclusivity is never promised, the New Buffalo Business Association may exclude a product or vendor if they determine that a product is over-represented at the Market. Products that are unique or unusual are desirable.

Location and Hours

- The NB Farmers Market pick-up is located in downtown New Buffalo on E. Merchant St.
- Hours of operation: every Friday beginning **June 19th through Sept 4rd, 9 to 11 am EST, rain or shine.**
Other dates after season - TBD. The New Buffalo Business Association may extend the market hours to accommodate patrons and season.

Market Products

The following items are allowed to be sold through the Market:

- Fresh vegetables and fruits, starter plants, flowers, bedding plants, fresh or dried herbs, baked goods, preserves, and other farm products such as honey, dairy products, eggs, meats, and syrups.
- Local business and non-profits offering goods/services, approved by the New Buffalo Business Association.
- Hand-made artisan products and crafts are to be sold by the artist or known representative only.
- Food vendors providing edible food for immediate consumption – must adhere to Berrien Co. Health Department regulations.

Product Definitions

- All fruits and vegetables should be Michigan or NW Indiana grown. If not, items must be clearly marked as to place of origin and less than 20% of entire product offering.
- All other food products must be labeled as to content, origin and producer. Vendors **MUST** follow the Cottage Food Laws – see link below for Michigan state laws.
- 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. All lettering on signs are recommended to be at least 2 in. in height and clearly legible.
- Produce must be fresh. The selling of spoiled, overripe or unusable products is not allowed.
- **Please refer to the Michigan Dept of Agriculture of details:**
<http://www.michigan.gov/mdard/0,4610,7-125-50772---,00.html> (General information)

Product labeling and certification

- Vendors should provide clear, written information about production methods, which can be available to any consumer who requests it.
- All meat and dairy products must be labeled in accordance with laws as processed food products.
- Detail any part of the processing not done by the vendor and provide appropriate documentation of any second party processor or co-packer. Approval of some products that are processed by a second party or a co-packer may be considered on a case-by- case basis.
- Packaged, processed foods must be labeled in accordance with applicable laws. Bulk dried foods must also be labeled appropriately. Vendors wishing to sell processed foods must provide labeling with ingredients, process location, sales date. Labeling requirements, review information here
- **Please refer to the Michigan Dept of Agriculture of labeling details**
http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html#Labeling (Labeling)

Compliance with health, safety, and related laws

- Vendors and their employees are responsible for knowing and complying with federal, Michigan state, and local health regulations and licensing requirements governing the production, distribution, and sales of their products.
- **Please refer to the Michigan Dept of Agriculture for details**
http://www.michigan.gov/mdard/0,4610,7-125-1568_2387_46671---,00.html (Safety)

COVID-19 – State of Michigan Guidelines

Please ensure you have read and understand the MI State COVID guidelines – read here
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527874--,00.html

About the New Buffalo Business & Community Association

We are the 501(c)6 membership organization representing over 140 business and community members. Our mission: The New Buffalo Business Association is a partnership of business and community members focused on events and activities to make our city by the lake a vibrant place to visit or call home. To learn more about our organization, board, and events please visit www.newbuffalo.org

2020 New Buffalo Farmers Market Vendor Application Friday, June 19th – Sept 4th – additional date TBD

Until further notice, the following COVID-19 vendor guidelines will apply for those vendors/businesses participating in the 2020 New Buffalo Farmers Market. These guidelines were drafted according to Governor Whitmer's Executive Order 2020-60 and recommendations from the Michigan Farmers Market Association. Please

contact the Co-Chairs of the New Buffalo Business Association Events Committee at Abby Voss-
abbykvoss@gmail.com or Audrey Tuzynski- goldcoastym@gmail.com with any questions or concerns. Vendor
and Customer safety is our top priority and we appreciate your understanding and cooperation. Thank you for
your continued support!

New Buffalo Farmers Market COVID-19 Vendor Guidelines
General Rules and Regulations for Pick-up/Delivery market for 2020 season

- All vendors/market staff must wear a mask/face covering
- We encourage vendors to limit staff to 1 maximum if providing pick-up or delivery services
- Only produce/food vendors will be allowed to be on-site for pick-up
- Local restaurants must provide a staff member for pick-up/delivery
- All other vendors must drop off item(s) before 8:30am ET Friday mornings
- All items brought for pick-up must pre-packaged, labeled and payment determined/recorded – Market staff is unable to except payments for items sold
- We encourage contactless payment, as well as pre-orders. We encourage businesses to use square/venmo
- If necessary, vendors/businesses should encourage 1 staff person to handle payment, and another staff person handle product – must use gloves for transactions
- There should be NO handling payment and product at the same time
- Maintain 6 feet between others, if not in car
- There will no preparation or consumption of food onsite

**Please make sure to fill out the entire application, along with your signature, to be considered.
Vendors are not accepted until Market Manager has sent confirmation.**

*NAME: _____

*ADDRESS: _____ City _____ State _____ Zip _____

*CELL PHONE#: _____ PRIMARY PHONE# _____

*EMAIL: _____

(most correspondence will be done by email so provide the address you check the most)

Web Site: _____

Social Media Page(s):

Facebook: _____

Instagram: _____

Description of your business and/or product: _____

If produce, is it locally sourced or grown yes ____ no ____ describe _____

If produce, is it organically grown yes ____ no ____ describe _____

If produce or food product, would you like to participant in CSA box yes ____ no ____

Vending Dates

Should the regular market open for 2020 – vendors fees will be applied and dates/space will be confirmed by Market Manager prior to market set-up.

June Friday 19th ____ Friday 26th ____

July Friday 3rd ____ (*July 4th wk*) Friday 10th ____ Friday 17th ____ Friday 24th ____ Friday 31st ____

August Friday 7th ____ Friday 14th ____ (*Ship & Shore weekend*) Friday 21st ____ Friday 28th ____

Sept Friday 4th ____

Other date TBD

All 12 Dates ____

FEES

To ensure a success and full offering to our customers, the market is only offering monthly and full season rates only

- NEW BUFFALO BUSINESS (CITY/TOWNSHIP) \$5.00 per week*
- VENDOR (FARM/ART/PRODUCT) \$10.00 per week*
- FOOD

TOTAL AMOUNT DUE \$_____

***Payment must be paid monthly or in-full. The NBBA can invoice through Quickbooks for credit card or Debit card payment. Checks should be made out to the New Buffalo Business Association**

Please initial and sign the statements below, we will not consider for space until application is completed.

I have read and understand all the New Buffalo Famers Market rules provided in this application.
Any federal, state and local laws pertaining to my business type have been reviewed and I have completed any and all requirements prior to participant with the market. _____ **(initial)**

I understand that the New Buffalo Business Association, or its employees, agents, or volunteers are not responsible for lost, stolen, or damaged items contained in individual booths. I further agree not to hold the City of New Buffalo or the New Buffalo Business Association liable in case of injury or accident which may result from my participation in the market.

SIGNATURE: _____ DATE: _____

PLEASE RETURN SIGNED APPLICATION:
email to abbykvoss@gmail.com