

Pullman FARMERS MARKET  
Thursdays, June – September 2-6 PM (12 Markets)  
Pullman Town Square, 5593 109<sup>th</sup> Ave. Pullman, MI 49450  
269.263.6093  
FARMERSMARKETPULLMANMI@gmail.com



## VENDOR REQUIREMENTS

### **Market Mission**

The mission of the Farmers Market at Pullman, MI is

- to provide healthy food choices for all residents
- to provide growers and producers the opportunity to sell directly to the public
- to promote the nutritional, environmental, and community health benefits of sustainable living
- to honor and value the history and character of Pullman, Michigan.

### **Selling Requirements**

The Market is open to Michigan farmers, food producers and artisans that grow and produce within 50 miles of Pullman. Priority will be given to returning farmers and food producers.

We value our non-food vendors but restrict the number of spots available to 20% of the total number of vendors on a given Market Day.

Distributors of Michigan made and produced products are subject to Market Management approval.

Multi-level marketing companies do not meet the selling requirements.

Applicants must provide proof of compliance with applicable licensing and insurance requirements and verify that all products comply with the above selling requirements.

Eligible vendor applications will be approved at the discretion of Market Management staff based on whether the product is already available at the Market, the ability of the vendor to meet expected demand, and space availability.

Eligible vendors that are not approved will remain on the waitlist for future consideration.

### **Vendor Product Requirements:**

- All food products must be processed, packaged, stored, labeled and displayed per USDA, Michigan Department of Agriculture and Rural Development (MDARD), and Allegan County Public Health rules and regulations.

- Vendors selling items under Michigan Cottage Food Law must adhere to MDARD requirements. More information is available at [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood)
- All meat sold at the Market must be processed at a USDA inspected and approved facility.
- Vendors selling prepared foods MUST include a label listing ingredients and identifying potential allergens and comply with all applicable laws.
- Reselling of items not grown or produced by vendor or the vendor's family is not allowed.
- All non-food items must be hand-crafted by the vendor in Michigan. Although materials are not required to be Michigan sourced, Michigan sourced products are given first priority.

### **Farm Checks**

In order to protect the integrity of the Farmers Market, and our mission, farm visits may be performed. This also provides an opportunity for Market Staff to learn more about the farm, and gain resources for promotional purposes.

### **Licensing & Certifications**

All vendors are required to provide copies of all required licenses with the application.

#### Insurance

All vendors must provide proof of insurance prior to attendance as listed below.

Food vendor requirements: provide a copy of your liability insurance certificate (minimum of \$500,000 or \$1,000,000 for vineyard owners), listing Pullman Town Square as an additional insured as listed below.

Pullman Town Square, 5593 109th Ave. Pullman, Michigan 49450

Attn: Pullman Town Square Farmers Market

Under the Description of Operations, please list as stated: Pullman Town Square Farmers Market

Non-Food Vendors: Provide a summary of your homeowners or renters insurance (declaration page) with vendor name/address listed.

## **Outdoor Market Requirements**

### Sampling

All food samples served at the Market must be prepared in a State Certified Kitchen. Preparation of food on-site is prohibited. All food samples served must be kept at the proper temperature during the Market. See the “Guidelines for Providing Safe Food Samples at Farmers Markets” at MDA.gov or contact MDARD or Allegan County Public Health for details.

### **Set-Up and Take-Down**

The Market Manager or designee assigns stall spaces. Please have your setup completed by 1:45 PM. Out of concern for the safety of vendors and consumers, no vehicles are allowed in the Market space after 1:45 PM on Market Day. All vendors must clean up their space and vacate the premises by 7:00 PM.

- Vendor spaces are 10ft x 10ft. All tables, signage and displays must be within the space assigned.
- Displays are expected to be neat, clean, and in good repair.
- Displays cannot block nearby spaces and/or create hazardous conditions.
- All food must be kept a minimum of six inches off the ground.
- Vendors must display required signage at their stall every market day including prices on all items and all packaged items labeled as required by law.
- All vendor tents must be promptly safely secured against weather conditions.

### **General Rules of the Market**

Vendor booths must always be supervised by a responsible representative 18 years or older. All vendors are expected to stay for the duration of the market (2 – 6 PM). Your market space must always be attended to.

- The market is a rain or shine event. If the Market Manager officially closes the Market due to threatening weather or emergency situations, vendor vehicles may enter the Market space to load after customers are safely out of the area.
- Vendors may not sublease or share their assigned spaces.
- Smoking is NOT permitted in the selling area.
- No animals are allowed in or within close proximity to food tents or any food area except as otherwise required or allowed by law.
- Except for approved Vineyard Owners, alcoholic beverages are not permitted at the Market.

- No loitering, soliciting or placement of signage is allowed unless approved by Pullman Town Square Farmers Market Manager.
- All garbage and trash must be removed from the stall area by the vendor and taken away. Vendors may not use trash receptacles placed around the market.
- Pullman Town Square reserves the right to reject a vendor application if, in the Market Manager's judgment, the goods and merchandise are not compatible with the overall concept of the market or fail to comply with the rules and regulations of the market.
- If you will not be attending a scheduled outdoor Market Day, a representative must call the Market Manager at 269.263.6093 and leave a message, or email FARMERSMARKETPULLMANMI@gmail.com the day (Wednesday) before the weekly Market, so adjustments can be made.

### **Termination of Market Membership without refund**

- Failing to submit a current, valid liability insurance certificate with Pullman Town Square listed as an additional insured (food vendors only).
- Failing to show up on 3 scheduled market dates without Market Manager Approval.
- Providing false or inaccurate information pertaining to the origin or production of goods sold at the Market.
- Failing to follow the vendor requirements listed.

### **Customer Satisfaction**

Vendors are directly responsible for customer satisfaction of product, including resolving any customer issues.