



## Downtown Houghton Farmer's Market Rules

### I. Mission

To provide both the regional producer and consumer an organized marketplace for the exchange of high quality and safe food. Our goals are to create a viable economic opportunity for producers, to promote and encourage the development of local small scale agriculture, and to provide educational opportunities in partnership with the Portage Lake District Library. In turn the market helps to promote and celebrate the downtown area.

### II. Time and Place

The DHFM will take place on Tuesdays. Market will be available for setup at 3:30 pm and open to customers from 4:00-6:00 pm. Starting and ending date will be set by the Farmer's Market Advisory Board upon application evaluation and recommendations. Location will be in the open lot west of the UP Kids. Northwest corner of Huron St and Lakeshore Dr.

### III. Who Can Sell

Only Vendors registered and approved in accordance with these rules may sell at the Market. Applications will be made available from [downtownhoughton.com](http://downtownhoughton.com). Application deadline is June 1st. Application can be emailed to [farmersmarket@cityofhoughton.com](mailto:farmersmarket@cityofhoughton.com) or mailed to:

Downtown Houghton Farmer's Market  
616 Sheldon Ave  
P.O. Box 606  
Houghton, MI 49931

*\*\*Applications will be required annually\*\**

Vendor preference is from residents of the Western UP region. Allowances will be made to those willing to bring products that add diversity or fresh off season from outside the region. These allowances will be decided by the market manager and the market advisory board. If space is limited, preference will be determined by the following factors:

- Product Balance/Diversity



- Timing of Acceptance
- Proximity to Market (Western UP residents will get first option)
- Seniority the Market Manager and Farmer's Market Advisory Board shall determine acceptance into the market at their discretion and based on creating a diverse market experience. Any appeals or disputes can be brought to the Farmer's Market Advisory Board. This board will make all final decisions. This board is made up of local business owners, vendors, downtown adviser, health professionals, and market customers.

#### IV. What can be Sold

Products preferred are 100% grown or produced by Vendor offering them for sale. If there's an option for a vendor to offer a product that will bring diversity or fill an unmet demand, that decision to allow such product will be made by the Farmer's Market Advisory Board. If vendor is allowed to bring such a product, sales from product will not exceed 40% of daily sales. Live animal sales is prohibited.

#### Raw Agricultural Products

1. Fruits, Vegetables, Cultivated Mushrooms, Cut Flowers & Grain.
2. Animal Products: Meats, eggs, and honey.

Vendor is responsible for proper handling, processing, storage, transportation, and licensing of product in accordance with Michigan Department of Agricultural and Rural Development (MDARD) rules.

3. Nursery Items: Winter hardy nursery stock, bedding plants, hanging baskets, potted perennial & annual plants.

Vendor is responsible for the appropriate Nursery licenses required by the MDARD

- Winter hardy nursery stock can be purchased from outside sources but must be grown for a minimum of 1 years by vendor.
- Bedding plants, hanging baskets, potted plants can be purchased from outside sources but grown for a minimum of 2 months by vendor.
- Vegetable starts must be grown from seed by vendor.

#### Value Added Agricultural Items

Some items in this category fall under MDARD Cottage Food Laws. This allows vendors to process some products in their home kitchen for sale at Farmer's Markets. Vendors who sell products under the Cottage Food Laws must be present in order to sell those products. Products that do not fall under the MDARD Cottage Food Laws must have licensing in accordance to MDARD rules.



1. Baked Goods: All production of baked goods must be done by vendor in a qualifying facility.
2. Value Added Fruits & Vegetables: Oils, vinegars, preserves, jams, dried fruits, syrups, juices, salsas, etc...
3. Cheese: Can be either made by vendor from animals vendor raised, made by processor from animals vendor raised, or made by vendor from animals another farmer raised (must specify).

### Wild Crafted/Foraged Items

Vendors must abide by all applicable federal, state and local health regulations. In addition they must adhere to federal guidelines on all labels. All wild crafted/foraged items must be 100% gathered by the vendor. Wild Crafted/Foraged items can fit under the other two categories. Raw Agricultural Products: Wild ramps or berries also Value Added: Wild berry Jam

### Artisan Crafts

All crafts must be produced by vendor using products that were raised, wild crafted/foraged, or harvested. The list below is to serve as examples and is not limited to. Crafts vendors will be limited and all products sold must get approval from the Farmer's Market Advisory Board.

1. Wool products: Wool products can be from animals raised by vendor or produced by vendor from another farmer raised (must specify).
2. Wreaths: Items used must be vendor raised or wild crafted/foraged.
3. Soap, Health & Beauty Care Products: All processes must be done by vendor. All products must contain vegetative ingredients that are grown or wild crafted by vendor.
4. Wooden Art: Must be made from wood that was gathered or harvested and processed by vendor. Spoons, bowls, drums, etc...

## V. Market Operations

### Set-Up

The Tuesday Market will be open for sales from 4:00 pm to 6:00 pm

Stall set-up begins at 3:30 pm. No set ups will be permitted before 3:30 pm.

If you are an occasional vendor, ask Market Manager to assign you a stall. Season vendors have priority to using their same stall location from week to week. Seasonal vendors will notify market manager if they are unable to attend the market for that week.



Vendors are strongly encouraged to supply their own tents/canopy and tables. These will not be provided by the market.

### Parking

Vehicles will not be allowed to enter or leave the designated market area after the start of the market, 4:00 pm. Vendors who decide to use their vehicle as a stand will have to stay until the end of market. Vendor parking will be designated and vendors expected to park in that designated area. Accessible customer parking and customer flow is crucial to the success of the market.

### Pricing

All vendors must have pricing and unit of sell posted for customers to easily see and read prior to selling products.

Pricing must be compatible and comparable with other vendors. Many vendors use the market as a way to make a living. Undercutting and dumping drastically will hurt the market and its vendors.

### Sampling

If you are to offer tastes of your products, you must adhere to guidelines set in place by MDARD

### Licensing, Permits, and Certifications

Vendors are responsible for obtaining any permits, licenses, or certifications that are required in order to sell products. Even products under Cottage Food Laws has some paperwork. All shall be submitted with the DHFM application. All shall be made available upon request during the market.

### Vendor Conduct

Vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel, and customers. Behavior that is bigoted or expressing hatred will not be tolerated. Vendor will be asked to leave immediately.

There is no smoking of tobacco products, e-cigs or consumption of alcohol in designated market area.

Trash - Keep market area clean. Pick up trash, vegetable matter and general clean up before you leave the market.

### VI. Compliance

Compliance with these rules is essential to a successful market. Honesty from all vendors is expected and required. Any Vendor found in violation of the Downtown



Houghton Farmer's Market Rules will be subject to further review. Results could lead to citation, suspension, or expulsion from the market.

A member or representative of the Farmer's Market Advisory Board may conduct a vendor audit. If reports from audit show non-compliance with DCFM Rules, results could lead to citation, suspension or expulsion from the market.

A vendor who is found in violation of the DHFM rules may, in writing, request an appeal with the Farmer's Market Advisory Board. The advisory board will meet promptly to hear appeal. Decisions of the Farmer's Market Advisory Board shall be final.