

CARO FARMERS MARKET POLICIES AND PROCEDURES

Revised – January 18, 2012

1. The Caro Farmers Market location will continue to operate on Saturdays (May 5 – October 6, 2012) at the corner of Sherman Street and State Street (M-81) at the Tuscola County Courthouse located at 440 N. State Street (M-81) in Caro.
2. Beginning in 2012, the Caro Chamber of Commerce received approval from the City of Caro to close Sherman Street on Saturdays next to Continental Home Centers to conduct the Caro Farmers Market. This action will add five additional vendor locations.
3. 2012 market dates are as follows: May 5, 12, 19, and 26; June 2*, 9, 16, 23, and 30; July 7, 14, 21, and 28; August 4, 11, 18, and 25; September 1, 8, 15, 22, and 29; and October 6*. June 2 is the Caro Cars and Crafts Weekend and October 6 is the Tuscola County Pumpkin Festival weekend. * Market will operate on June 2 and October 6, location will shift with further details forthcoming. No electricity is available on the June 2 and October 6 dates.
4. Public hours of operation for the market on Saturdays are 8:00 a.m. – 1:00 p.m. Vendor setup is from 7:00 – 8:00 a.m. and takedown of vendor exhibits is from 1:00 – 2:00 p.m.
5. **Vendors are strongly encouraged to request their preferred stall(s) by pre-paying \$202.50 for the full season to take advantage of a 12% discount if paid in full by April 20, 2012. Vendors are encouraged to let the market manager know which stall(s) they prefer on the application. Stall requests are honored on a first-come, first-served basis, as received, and at the discretion of the market manager.**
6. Vendors, if they prefer, may continue to use the pay as they go system at the \$10/stall rate (\$230 for the entire season before the 12% discount). Stalls will be assigned on a daily basis by the market manager based on stalls remaining open or unfilled.
7. Vendors pre-paying for the full-season are expected to be present at their assigned stall no later than 7:45 a.m. on market days. If pre-paid stalls remain vacant at 7:45 a.m., these stalls may be rented out for the day at the \$10/stall rate at the discretion of the market manager.
8. If non-profit organizations wish to participate at the market, they are required to sell items. Items sold may be a fundraiser in support of the non-profit organization. Stall rent for non-profit organizations is \$10/stall. Stall rent is waived (exempt) for the Green Thumb Master Gardener Association as its purpose is the furtherance of gardening and the market relies heavily on them for educational programs throughout the season.
9. Organizations espousing political views are ineligible to participate in the market as it does not fit the mission and objectives of the market.
10. Stall size is 12' X 12.' Produce vendors may utilize stalls on the Courthouse side of Sherman Street. For vendors needing more than 1 stall, the rate is \$10/each additional stall. A limited number of stalls have access to electricity. Cost for electricity is \$2/day in addition to the stall rent. Payment for stall rent (if not prepaid) and/or electricity is due each day of the market. Checks are to be made payable to Caro Chamber of Commerce.

11. Vendors are responsible for providing their own table and chairs. Stalls are designed for an 8' table with 2' at each end of the table for vendors to walk around the exhibit. Vendors may bring and utilize tents. Dimension of the tent(s) need to fit within the 12' X 12' stall unless additional adjacent stalls are rented by the vendor. Vendors selling on asphalt stalls are not to drive posts in asphalt.
12. The parking spaces in front of the courthouse are designated as an unloading area for staging the event from 7:00 – 8:00 a.m. From 1:00 – 2:00 p.m., the same area is designated as a loading area for taking down the exhibits. From 8:00 a.m. – 1:00 p.m., the same area is designated as a buffer/safety area between the curb of the sidewalk and M-81 for maximum visibility of the venue from State Street (M-81).
13. Stall spaces (12') will be marked on the sidewalk. Vendors will setup their exhibits on the grass adjacent to the sidewalk. The sidewalk is reserved for customers to shop and walk from booth to booth. With the exception the times set aside for setup and takedown, the sidewalk is to remain clear from 8:00 a.m. – 1:00 p.m. for customer foot traffic. Orange cones will be used each Saturday for the event to reserve the parking spaces for vendor unloading/loading as well as the buffer/safety area between the sidewalk curb and State Street (M-81).
14. Once unloaded, vendors having vehicles with *no trailers* will be asked to park their vehicles in the vendor designated parking area on the Courthouse side of Court Street located between the Tuscola County Sheriff's Department and the Courthouse.
15. Once unloaded, vendors having vehicles *with trailers* are asked to park their vehicles on Sherman Street between the county jail and the fence next to Schall School.
16. Customers may park in any spaces designated for parking with the exception of directly in front of the courthouse (State Street/M-81) and on Sherman Street between Continental Home Centers and the courthouse.
17. Both vendors and the public may use the public restroom facilities located in the lobby of the Tuscola County Sheriff's Department. Ample seating is provided in the lobby as well. The Tuscola County Sheriff's Department is located on Court Street, directly behind the courthouse.
18. Vendors are responsible for their own trash removal. No dumpsters or receptacles are provided with the exception for customer use.
19. Vendor stalls are rented on a first-come, first-served basis. A limited number of stalls have access to electricity. Cost for electricity is \$2/day in addition to the stall rent. To reserve a stall with electricity, please mark the appropriate box on the vendor application. Vendors requesting stalls with electric service will be reserved on a first-come, first-served basis. No electricity is available on the June 2 and October 6 dates.
20. Vendors contracting booths must be 18 years of age or older. Vendors are responsible for providing supervision to their staff.
21. The market manager is responsible for event management of the venue. All questions concerning the venue are to be directed to the market manager.

22. In the event a disagreement or dispute occurs between the vendor and the market manager, the dispute may be reviewed at the vendor's request. Requests shall be in writing and submitted to the Executive Director of the Caro Chamber of Commerce. The dispute will be reviewed at the next regular meeting of the Caro Farmers Market Committee. The Caro Farmers Market Committee's decision in all disagreement or dispute matters shall be final.
23. The Caro Farmers Market Committee is an event of the Caro Chamber of Commerce and serves on its behalf as well as that of the Downtown Task Force of the Caro Chamber of Commerce.
24. This market is designed for the sales of fresh, locally grown fruits and vegetables and entrepreneurs engaged in the cottage/craft industries. Locally grown, community produced, food, fiber, and hand-made are all key words that are best used to describe the intent of this market. This market is not designed, nor intended for individuals that sell animals or re-sell imported items, crafts, or kits. **Absolutely no rummage sale, flea market, or trinket items are permitted. Animal sales are not permitted.**
25. Vendors are asked to leave tables/displays setup and in place until 1:00 p.m. The market is advertised to the public it is open on Saturdays from 8:00 a.m. – 1:00 p.m. The public (customers) not only expect but demand the market be open during the advertised hours. Any exceptions to this policy require pre-approval of the Market Manager.
26. Fruit and vegetable vendors are encouraged to participate in the Project Fresh program.
27. Vendors are responsible for ensuring they possess proper certifications/licenses with the Michigan Department of Agriculture and/or the Health Department where applicable. Meeting this requirement rests solely with the vendor.
28. Vendors are responsible for ensuring they possess a sales tax license with the Michigan Department of Treasury and remit sales tax where required by law. Meeting this requirement rests solely with the vendor.
29. The market manager and/or Caro Farmers Market Committee reserves the right to accept and/or reject any and all applications and/or items offered for sale to the public at this venue.
30. Vendors and non-profit organizations are to provide a copy of their current certificate of insurance for liability along with their application. Applications and certificates of insurance for liability are to be provided to: Executive Director, Caro Chamber of Commerce, 157 N. State St., Caro, MI 48723. Vendors and non-profit organizations are requested to provide the above materials by April 20 of each year. Questions may be directed to the Executive Director of the Caro Chamber of Commerce at (989) 673-5211 phone, e-mail executivedirector@carochamber.org, or fax at (989) 673-2517.
31. Liability insurance at a cost of \$250/year is available through the insurance carrier for the Caro Chamber of Commerce.