

CARO FARMERS' MARKET POLICIES AND PROCEDURES

Revised – March 19, 2010

- In 2009 the market has moved to the lawn in front of the Tuscola County Courthouse located at 440 N. State St., (M-81) in Caro. That location has worked out well and we will continue to have that location for the market in 2010.
- 2010 market dates are as follows: May 8, 15, 22, and 29; June 5*, 12, 19, and 26; July 3, 10, 17, 24, and 31; August 7, 14, 21, and 28; September 4, 11, 18, and 25; and October 2 and 9*. June 5 is the Caro Cars and Crafts Weekend and October 9 is the Tuscola County Pumpkin Festival weekend. * Market will operate on June 5 and October 9, location will shift with further details forthcoming. No electricity is available on the June 5 and October 9 dates.
- Public hours of operation for the market are Saturdays 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.
- Stall rent for 2010 will remain the same as last year at \$10/stall for vendors. In order for non-profit organizations 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. Organizations espousing political views are ineligible to participate in the market as it does not fit the mission/objectives of the market. Stall size is 12' X 12.' Produce vendors may utilize stalls consisting of two parking spaces on the Courthouse side of Sherman St. at \$10/stall. For vendors needing more than 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 and/or electricity is due each day of the market. Checks are to be made payable to Caro Chamber of Commerce.
- 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 for the day by the vendor.
- The parking spaces in front of the courthouse will be 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 St. (M-81).
- 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 St.
- 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.
- 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.
- The market is designed so all streets remain open around the courthouse to allow for customer parking and free movement. Customers may park in any spaces designated for parking with the exception of directly in front of the courthouse (State St./M-81).
- 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 St., directly behind the courthouse.

- Vendors are responsible for their own trash removal. No dumpsters or receptacles are provided with the exception for customer use.
- Vendor stalls are rented on a first-come first-served basis each market day. 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 5 and October 9 dates.
- Vendors staffing a booth must be 18 years of age or older or be accompanied by an adult.
- The market manager is responsible for event management of the venue. All questions concerning the venue are to be directed to the market manager.
- 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.
- 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.
- 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 re-sell imported items, crafts or kits. **Absolutely no rummage sale, flea market, or trinket items are permitted.**
- Vendors are required to leave tables/displays setup and in place till 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.
- Fruit and vegetable vendors are strongly encouraged to participate in the Project Fresh program. Contact MSU Extension—Tuscola County, 362 Green St., Caro, MI 48723 for an application and details on participating and accepting Project Fresh coupons.
- 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.
- 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.
- 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.
- **All 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.
- Liability insurance at a cost of \$250/year is available through the insurance carrier for the Caro Chamber of Commerce.