



# VENDOR INFORMATION SHEET

**CONTACT INFO:** Tricia Sears, Market Manager

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**DATES & MARKET LOCATION:** Saturdays: June 1-October 12, 9AM-1PM  
Friendship Center Parking Lot • 1322 Anderson Rd • Petoskey MI 49770

**The 2024 Old Town Emmet Farm Market is held on Saturdays,  
June 1 - October 12, 9 AM-1 PM  
All vendors have the option of staying longer (until 4 PM if they desire)**

## VENDOR FEE:

There are three commitment levels available to all vendors—

- 1) Full season/20 weeks = \$130 in advance
- 2) Half season/10 weeks = \$70 in advance
- 3) Weekly = \$15 per Saturday

- **Half season vendors:** Please schedule with the Market Manager all the calendar dates you will be attending.
- **Weekly vendors:** Schedule with the Market Manager on a first come/first served basis.
- If you are a full or half season vendor and are unable to attend a specific market date, it is required that you call the Market Manager by 5 PM the Wednesday prior to the market. Please leave a message if no answer.

## VENDOR SPACES:

Spaces for full season and half season vendors will be assigned prior to the first market. All spaces are approximately 10 ft. wide. Each canopy tent must be weighted at all times. No ground stakes allowed.

## ELIGIBLE ITEMS FOR SALE AT THE MARKET:

The farm market will cater to high quality homemade and homegrown products. The following list of eligible items for sale may be expanded at the discretion of the Market Manager:

- Fruits, vegetables, field crops, herbs, nuts, berries, sprouts, and grains
- Plants, flowers (fresh or dried)
- Honey, maple syrup
- Baked and canned goods
- Eggs and meat products, dairy
- Handicrafts (must be approved by Market Manager)

Displaying overripe, spoiled, or unusable products is not permitted. No garage sale, rummage sale, antiques, or flea market items. No live animals can be sold.

All items for sale must be visibly labeled with prices and in accordance with state regulations. Vendors selling eggs, meat, or other perishable products must keep the products at an appropriate temperature in accordance with state regulations.

**\*\*All vendors are required to comply fully with the Michigan Department of Agriculture and Health Department Food Handling & Sanitation Rules and Regulations along with all federal, state, Michigan Cottage Food Law, local law, and will hold the market harmless regarding the same. (See Michigan Cottage Food Law requirements [here](#)).**

# VENDOR INFORMATION SHEET –page 2

## **OTHER IMPORTANT INFORMATION:**

- Each vendor must provide his/her own equipment, supplies, and materials, such as their own tables, chairs, and boards from which to sell their products. All vendors must supply their own sun and weather protection.
- All vendors are required to be on-site by 8:30 AM for set-up and to attend their booths until 1 PM. If you are not on-site by 8:30 AM, or you have not contacted the Market Manager by 8:00 AM noting that you will be late, your space will be considered available for another vendor.
- Spaces assigned to vendors with vehicles/trailers, are limited to one vehicle, or one vehicle with trailer, behind their tables.
- Each vendor will be responsible for his/her own area and for the clean-up at closing. All refuse must be taken with the vendor to be disposed of. Please DO NOT use The Friendship Center waste receptacles or the Old Town Emmet Farm Market trash cans for disposing of your waste.
- Vendors are not allowed to bring dogs or other pets to the market.
- There is no smoking allowed within 30 feet in front, behind, or on the side of any vendor.
- Children under the age of 16 cannot sell products without adult supervision.
- Products and signage are to be displayed within the boundaries of the vendor's space.

## **SERVICE ORGANIZATIONS:**

A few spaces will be reserved for Petoskey not-for-profit service organizations. Permission to participate will be granted by the Market Manager. The service organizations must submit a written application to the Market Manager prior to being allowed at the Market.

## **ENFORCEMENT OF RULES:**

- The Market Manager and committee members have full authority to enforce all rules. All problems and conflicts should be directed to the Market Manager.
- The Market Manager and committee members have the right to deny a vendor the privilege of selling at the market. Reasons may include lack of license, misrepresentation of products, poor quality of products, leaving area littered, or disorderly conduct. The vendor can appeal the Market Manager decision by following the Market Grievance Procedure. A copy is available from a committee chairperson.
- The vendor agrees to indemnify, defend, and hold harmless the Old Town Emmet Farm Market Committee, Petoskey, Michigan, and the Market Manager from and against any and all claims, losses, liability, cost or expenses (including reasonable attorney fees) arising out of bodily injury of any person or persons, including death, or property damage, relating to the use of the Emmet County Friendship Center for the purpose of selling items at the Old Town Emmet Farm Market during its seasonal operational schedule.
- Rules are subject to change without notice by the Market Manager and Old Town Emmet Farm Market Committee.

## **FOR MORE INFORMATION OR IF YOU HAVE QUESTIONS:**

Please call the Market Manager, Tricia Sears, at 231-387-9012 or email at [otefm24@gmail.com](mailto:otefm24@gmail.com)