

## DEXTER WINTER MARKETPLACE OPERATING GUIDELINES: 11/16-4/17

Dexter Winter Marketplace welcomes vendors to our Saturday market located at : Dexter Senior Center, 7720 Ann Arbor Street, Dexter, MI. Our 2016/17 dates/hours are: Nov. 12, 26; Dec. 10, 31; Jan. 14, 28; Feb. 11, 25; Mar. 11, 25; April 8, 22. Customer hours are from 9:00 am – 1:00 pm. Vendors must leave the building by 2:00 pm. Vendors may begin setting up at 7:30 am and be finished by 8:45 am.

### PROCEDURES TO BECOME AN APPROVED SELLER:

1. Read and agree to the Dexter Winter Marketplace guidelines.
2. Completely fill out the application and sign it where indicated.
3. If you e-mail the application, you must also mail or hand-deliver copies of your liability policy, if applicable, and the risk agreement, plus any applicable licenses within 7 days.
4. Make check out to Dexter Winter Marketplace and send to: Anne Young 10023 Huron River Drive, Dexter, MI 48130.
5. When we receive your completed application, , we will review it and notify you of our decision. If approved, the market manager will contact you to begin selling at the Nov. 12 market.
6. Vendors must agree to sell for at least 4 weeks. Weekly vendors must pay \$50 in advance for those 4 weeks. Seasonal vendors will be given first priority and must pay the seasonal fee by October 31.
7. Please direct any questions to Anne Young at 734-834-3229 or [dexterwintermarketplace@gmail.com](mailto:dexterwintermarketplace@gmail.com).

### DEXTER WINTER MARKETPLACE OPERATING GUIDELINES:

We are dedicated to supporting local growers and producers by providing Dexter and the surrounding communities with a friendly and welcoming marketplace, which meets the demands of local residents for purchasing local, fresh food and artisan products.

### MARKET DAY

Saturdays from November-April (as outlined above)

After unloading items, please park cars at the far end of the parking lot or on the street.

You must contact Anne if you plan on missing any day signed up for. If you miss two weeks without prior notification your place may be given to another vendor.

### PRODUCTS

Dexter Winter Marketplace and Dexter Senior Center are not liable for any non-compliance with USDA, Michigan Dept. of Agriculture, or Washtenaw County Department of Environmental Health regulations.

Michigan fruits, vegetables, and herbs must be fresh and of high quality.

Produce labeled “organic” should be grown on farms with organic certification or labeled “naturally grown” if using organic methods.

Samples should be handled as closely as possible to sampling guidelines.

Most produce is to be grown by the vendor. If grown by another vendor, their name and place of origin must be displayed.

Bakers should make their food from “scratch”, with all food labeled properly, as described under the Michigan Cottage Food Law.

Foods and baked goods must be made by the vendor in a licensed food establishment or in accordance with the 2010 Michigan Cottage Food Law. This can be found on the State of Michigan’s website.

Vendors must grow their own plants and cut flowers. Licenses required: Michigan Sales Tax License; Nursery Stock or Grower’s License (shrubs, perennials, etc;).

#### MICHIGAN-RAISED MEAT, POULTRY, AND EGGS

Products must be of high quality, properly refrigerated/ frozen, and properly labeled. Only products raised by vendors may be sold.

Meat must have been processed at a USDA inspected facility.

Vendors selling eggs must comply with USDA rules, if applicable.

#### LABELING

Vendors must clearly display their business name.

Product names and prices for all items must be displayed.

If licenses are required, they should be available on market day.

#### APPLICATION

Vendors must complete an application each year, with products for sale listed on the application and approved by the manager. Additional products not listed, must be approved before being sold.

All vendors must provide copies of appropriate business licensing with application (DBA, articles of incorporation, and/or sales tax license).

#### DEXTER SENIOR CENTER USER RESPONSIBILITIES

Each vendor is expected to sweep, vacuum, mop, the areas they used. Custodial service is not provided after our market and if we don’t want to lose our privileges, we must leave the facility in top-notch shape.

## ADDITIONAL REGULATIONS

No smoking is allowed inside the building.

No political solicitation is allowed. Solicitation and distribution of literature unrelated to the market are not permitted unless they are for non-profit vendors or local business vendors.

Vendors must not engage in disruptive conduct. Any disagreement must be handled in a respectful and professional manner outside the market area. Disagreements between a vendor and customer must be handled professionally so as not to harm the image of the market.

## FEES

Seasonal fee is \$125, to be paid by October 31, 2016. This covers all 6 months and is non-refundable. Weekly fee is \$12.50, which is paid each week. Non seasonal vendors must pay \$50 in advance for 4 weeks, which is non-refundable, and after that, \$12.50 for each additional week.

Name:

Address:

City, State, Zip:

E-mail/Website:

Home/Cell Phone:

Work Phone:

Please indicate all products that will be sold:

Circle the dates you plan to sell: Nov 12, Nov 26, Dec 10, Dec 31, Jan 14, Jan 28, Feb 11, Feb 25, Mar 11, Mar 25, Apr 8, Apr 22.

License & Inspections: List the license numbers and inspection numbers required for the operation of your business or sale of your product (if applicable):

Michigan Sales Tax License Number:\_\_\_\_\_

Nursery/Plant Dealer License Number:\_\_\_\_\_

Date of last health inspection: \_\_\_\_\_

Note: A health inspection is required on all products such as baked goods (Cottage Food exempt), candy, cider, poultry, honey, etc; Health agencies that govern this market operation are: Washtenaw County Health and Michigan Department of Agriculture.

Copies of any inspections by these agencies and licenses must be attached with a sample of your label.

By submitting this application, I affirm that the facts set forth in it are true and complete. By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in the Operating Guidelines. I further understand that failure to comply with these specific guidelines may terminate my participation in Dexter Winter Marketplace.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDEMNIFICATION, HOLD HARMLESS RELEASE AND ASSUMPTION OF RISK AGREEMENT:**

To the fullest extent permitted by law, I agree to hold harmless the Dexter Senior Center, its employees, and volunteers and others working on behalf of the Dexter Senior Center and Dexter Winter Marketplace, any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Dexter Senior Center and Dexter Winter Marketplace, its employees, volunteers, or others working on behalf of the Dexter Senior Center and Dexter Winter Marketplace, by reason of personal injury, including bodily injury and/or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with my participation in the Dexter Winter Marketplace.

This document release of liability results in assumption of risk, and provides for indemnification and holds harmless the Dexter Senior Center and Dexter Winter Marketplace by participant. Please read carefully before signing.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date