



## 2024 Boyne City Farmers Market Information & Application Packet

### Mission Statement

The Boyne City Farmers Market is committed to creating an inclusive environment where the entire community can gather, shop and eat locally all while enjoying the uniqueness of Northern Michigan. We aim to support our local farmers, artisans, and food producers by providing them an avenue to cultivate their small business while promoting a healthy and community based lifestyle.

### MARKET LOCATION AND SCHEDULE

The Boyne City Farmers Market is held every Saturday & Wednesday during the summer at Veterans Park in downtown Boyne City. The dates and times are listed below. Please make note of the two dates the market will be relocated to Peninsula Park.

**Outdoor Market — May 18th through October 12th, 2024 — 8AM-12pm**  
*Wednesday & Saturday (Saturday only effective September 27th)*

**Indoor Market — October 19th 2024 through May 10th, 2025 – 9AM-12:30pm**  
*Saturday only*

**Peninsula Park dates: July 13th and August 10th. Be prepared for the location change on these dates. Instructions will be provided the week of the moves.**

**Extended hour markets will be open 8am-1pm on May 25th, June 22nd, July 6th and August 31st, 2024.**

*The Indoor Market is a separate market with a separate application. Look for the Indoor Market Application in September.*

\*The Manager has discretion to shorten or lengthen the dates indoors depending on the weather. Summer Vendors may join outside on either side of these dates but must pay the daily drop in fee.



### **Eligible Items for Sale at the Market**

The farmers 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 Farmers Market Manager:

- fruits, vegetables, field crops, herbs, nuts, berries, sprouts, and grains
- plants, flowers (fresh or dried)
- Trees & shrubs
- honey, maple syrup
- baked and canned goods
- eggs & meat products, dairy
- mushrooms (foraged or cultivated)
- Hand Crafted Artwork (*after approval of market committee, see guidelines below*)

### **Market Vendor Requirements**

1. All items sold by a vendor must have been raised, prepared, gathered, or produced within a (30) thirty-mile radius of Boyne City and within Charlevoix, Antrim, Emmet, Cheboygan, or Otsego counties. The vendor may not bring in products he/she has purchased from someone else for resale at the Boyne City Farmers Market.

- The Boyne City Farmers Market Committee may allow producers outside of the (30) thirty-mile radius or other northern Michigan counties to participate in the market if the committee feels the producer's products will fill a void and/or niche in the market that has not otherwise been filled by any current vendors and if the producer's products are supportive of the goals of the Boyne City Farmers Market.

2. 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.

3. The Boyne City Farmers Market Committee may allow, in its sole discretion, seasonal market vendors to sell synergistic products. Synergistic Products must be approved by the Market Manager ahead of time. Daily vendors are not allowed to sell synergistic products. Synergistic is defined as a product, which is not grown or produced by the vendor. The Market Manager determines eligibility of synergistic products.

4. Farmers shall sell only agricultural, horticultural or food items they themselves have grown in our 5-county area. Important: **No reselling of any fruits or vegetables will be tolerated. If a Vendor has been found to be selling items that they (the farm) have not grown within the 5-county area, they will be asked to remove the items from their booth. If the Vendor continues to sell products that they (the farm) did not grow, they will be asked to leave the Market and will forfeit booth fees.**



5. Bakers, cooks and non-produce Vendors shall sell only products they make. Local ingredients should be utilized wherever possible.
6. To maintain a healthy Farmers Market, price-cutting of top-quality products is discouraged. Poor quality or over ripe produce must be labeled as such and may be sold at a discounted price.
7. Vendors wishing to operate under the Cottage Food Industry Law must abide by all rules governing that law, as well as sign a document indicating they understand these rules. Goods must be properly packaged and labeled with all information specified by the Michigan Cottage Food Law. Their products will be inspected by the Market Manager, who has authority to ask a Vendor to remove a product not in compliance. Refer to: <http://www.Michigan.gov/cottagefood> website for all details.
8. 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, and local law and will hold the market harmless regarding the same.
9. It is strongly suggested that anyone eligible, participate in Bridge Card tokens, Senior Project Fresh, Double-Up Food Bucks and WIC. When doing so, all Vendors must follow all rules governing these programs as explained at the mandatory meeting. You must also complete all of the paperwork associated with these programs.
10. All Vendors must complete, and turn in, a Vendor application before attending the market. Copies of all appropriate licenses/permits must be attached to the application and be on file with the Market Manager. A comprehensive product list must be on file with the Market Manager.
11. The Boyne City Farmer's Market Committee, at its discretion, reserves the right to refuse any Vendor or product and to make all decisions regarding the implementation and management of the Boyne City Farmers Market.

### **Hand Crafted Artwork Guidelines**

Specific criteria for all crafts sold during the Boyne City's Farmers' Market are as follows: Artisans/Crafters are defined as someone who possesses manual skills, tools & equipment to produce an item by personally handling materials. Artisans are chosen based on their unique designs and quality of materials. Crafts will be limited for an equal distribution of talent and to ensure a wide variety of items. Hand crafted items should be one of a kind (with exceptions for soaps and the like), made of quality ingredients/materials and show excellent crafting skills.



1. All items MUST be produced by the vendor or a member of the vendor's farm or family.
2. Crafts MUST be the product of a home or cottage-type operation using an intermediate type technology instead of being a mass produced item. Some exceptions do apply and will be reviewed by the farmers market committee. To be considered hand-crafted, the item MUST show evidence of manual skills obtained through experience and dedication.

**Examples of unacceptable items include, but not limited to:**

- Pre-printed materials (paper, fabric panels),
- Paint by number or tracings
- Pre-made kits
- Purchased pottery and ceramics molds/ patterns
- Embroidery or knitting machine made crafts
- Plans or pre-fabricated forms,
- Wood carvings using duplicating machinery
- Plastic beads and plastic canvas
- Plastic or synthetic flowers
- Any dolls or doll components (hands, heads, feet) not created by crafter
- Manufactured or imported baskets
- Hot glue as a primary method of attaching parts

3. Crafter MUST disclose any ready-made objects that have been enhanced. Examples: Tie-dye shirts, towels, mass produced glass vases, glasses and the like that have been embellished, decorated or painted, store bought beads and other jewelry parts that are not hand produced. These items will be reviewed based on uniqueness and skills.
4. All crafts shall be of excellent workmanship and design
5. No mechanical, optical, digital, AI artwork or electronic reproductions allowed.
6. Photography will be reviewed on the following criteria: Must be vendors' original photos, limited reproduction must be clearly visible on reproduced items, greeting cards, postcards and prints must be noted on application
7. All crafts MUST be inspected before application approval. Any crafts that are added by an existing vendor MUST be disclosed and approved – no exceptions. The committee requires pictures of any crafts being sold at the market.

**ARTISTS ONLY:**

I confirm the products I plan to sell at the market meet all of the above craft/artwork guidelines. I will alert the Market Manager if I intend to sell anything other than what is listed on the application.

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



## Code of Conduct

The primary purpose of this Code of Conduct is to ensure the wellbeing of all participants. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the Vendors and customers. Vendors are expected to behave courteously to customers, other Vendors, and market staff.

### **As a Boyne City Farmers' Market vendor and/or their representative, I will:**

- Respect and adhere to all rules established by the Boyne City Farmers' Market.
- Not willingly deceive or exploit customers or the Market Manager concerning Market business.
- Market vendors shall require compliance and educate all employees on the Code of Conduct.
- Demonstrate the highest standards of personal behavior and integrity at all times.
- Treat everyone with respect. Rude, violent, aggressive, uncooperative or belligerent behavior toward others will not be tolerated.
- Vendors will be accountable to each other.
- Under no circumstance may a vendor or employee of a vendor attend or participate in the Boyne City Farmers' Market while under the influence of alcohol and/or controlled substance.

It is important that all Boyne City Farmers Market vendors and/or their representatives comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Market Manager or market committee may lead to dismissal as a vendor at the Boyne City Farmers Market.

I have read the Boyne City Farmers' Market Vendor Code of Conduct above and agree to comply with it.

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

***(Without signed copy of Code of Conduct, vendor cannot participate in Boyne City Farmers Market***



## **APPLICATION PROCESS**

When accepting vendors to the market, the Market Manager will consider the following criteria:

- The distance vendor produces products from the market.
- Number of years participating in the BCFM.
- The vendor's record of attendance in previous years at the Boyne City Farmers Market, including tardiness and leaving early without permission.
- Vendors who sell at the market twice a week throughout the season are preferred over vendors who only come to the market on Saturdays or Wednesday in prime harvest season.
- Vendors who commit and pay for the full season as opposed to daily vendors.
- The amount of local ingredients used in baked goods, jellies, relishes, etc. (for example: a pie with local fruit is preferred over one with canned fruit);
- The number of vendors already selling the same fruit, vegetables, baked goods, etc. as the applicant.

### **Fee Schedule for the 2024 Summer Season**

#### **Saturday & Wednesday Seasonal- 41 markets**

10 foot space -	\$ 410.00
15 foot space -	\$ 615.00
20 foot space -	\$ 820.00

#### **Wednesday Only Seasonal- 19 markets**

10 foot space -	\$ 290.00
15 foot space -	\$ 435.00
20 foot space -	\$ 580.00

**Daily Fee**                      **\$ 40 (no guarantee for same space each time)**

Upon processing the vendor's application, the Market Manager will assign all vendors their space. In order for a returning vendor to keep their space from the previous year or request a different space, vendors will need to **return their applications by 4:30 P.M., Friday, March 22nd, 2024.**

**Boyne City Main Street**  
**113 S. Lake St.**  
**Boyne City, MI. 49712 or by**  
**Email [farmersmarket@boyecity.com](mailto:farmersmarket@boyecity.com)**



After March 22nd, the Market Manager will assign the spaces. Turning in your application does not guarantee your request will be granted or that you will have the same space as the previous year. The Market Manager will make all efforts to accommodate specific space requests within the limits of the market configuration and space available. Past market attendance, market history and product profile will all be considered when assigning market space. All requests will be considered. All may not be able to be fulfilled.

**Mandatory Vendor Meeting: April 17<sup>th</sup>, 2024 from 11am –1pm  
Veterans Park Pavilion, Boyne City. Vendor luncheon provided.**

**Please be present at the meeting to discuss the upcoming market season, seasonal space assignments, vendor expectations, Market Manager responsibilities & goals.**

If you have not paid by April 17th please bring a check for full seasonal payment made out to Boyne City Farmers Market. If you need to make payment arrangements please contact the Market Manager prior to the meeting.

**Market Manager: [farmersmarket@boynecity.com](mailto:farmersmarket@boynecity.com)/231-582-9009**

**VENDOR POLICIES:**

- 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 sacks or other containers for product sales. Vendors must have their own tent to participate in the market.
- All products must be clearly priced, no exceptions.
- Parking behind booths is limited to ONE vehicle or one vehicle with trailer. All vehicles and trailers must fit within allotted space. NO parking over the sidewalk is permitted.
- Each vendor will be responsible for his/her own area and for the clean-up at closing, including garbage & flower/produce clippings. All refuse must be taken with the vendor or disposed of. **DO NOT use the park waste receptacles or the market trash can, vendors are responsible for their own waste.**
- Vendors should provide a clean personal appearance to reflect positively on the Market.
- No smoking will be allowed by vendors in the park, or within 30 feet of the park, during Farmers Market hours.
- Shoes and shirts must be worn by vendors during market hours.
- **Vendors are not permitted to bring dogs or other pets to the market, per city ordinances.** Certified ADA service dogs are allowed.
- 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. No stakes are allowed.
- A seasonal vendor cannot designate who gets their space if they are not present, nor can they sublet their space.



- In order to claim their weekly reserved spot, a seasonal vendor must be present by 7:30 a.m. unless previously arranged with the Market Manager. After 7:30 a.m., the space may be used by another vendor.
- If a vendor is going to be absent you must call or text the Market Manager no later than 7am the day of absence to give time to fill your space.
- The only signage in the fairway will be placed by the Market Manager.

### **SERVICE ORGANIZATIONS**

A few spaces will be reserved for Boyne City 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 has full authority to enforce all rules. All problems and conflicts should be directed to the Market Manager. The Market Manager has the right to deny a vendor the privilege of selling at the market. Reasons may include lack of license, misrepresentation of products, non-payment of fees, poor quality of products, leaving area littered, excessive tardiness/absences or disorderly conduct. The vendor can appeal the Market Manager decision by following the market grievance procedure. A copy is available from the market manager.

Rules are subject to changes as seen fit by the Market Manager and Farmers Market committee, and approval by the Main Street Board.

For more information or for questions, please call the Boyne City Main Street office at (231) 582-9009.





**2024 Vendor Application**  
**DUE BY March 22nd, 2024**

**VENDOR TYPE**, check best

Farm     Farm/Food     Farm/Craft     Food     Food/Craft     Hand  
Crafted Artwork

Months I plan to attend:     May     June     July     August     September     October

Expected start date: \_\_\_\_\_

I plan to attend:     Wed. & Sat.     Saturday Only     Wednesday Only

Years involved with Boyne City Farmers Market \_\_\_\_\_

Business  
Name \_\_\_\_\_

Primary  
Contact \_\_\_\_\_

Family, friends, or employees who will be vending at the  
market \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Social Media \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City/Zip  
Code \_\_\_\_\_

County \_\_\_\_\_

Physical address of farm/production  
facility: \_\_\_\_\_

\_\_\_\_\_



Check here if you are:

- 1) NOT within a 30-mile radius of Boyne City or
- 2) NOT in Charlevoix, Emmet, Antrim, Otsego and Cheboygan counties.  
(Application requires annual approval by the Farmers Market Committee.)

**Farm Acreage Information** (write N/A if a non-farm enterprise)

Current Acres Owned: \_\_\_\_\_ Current Acres Leased: \_\_\_\_\_

Anticipated Acres Cultivated: \_\_\_\_\_ Anticipated Acres Grazed: \_\_\_\_\_

Farmers: Please indicate the type of produce you will sell at the market.

- Certified Organic       Certified Bio-Dynamic
- Naturally Grown/Raised (no synthetic fertilizers, pesticides, herbicides, hormones)
- Conventionally Grown (uses any of the previously listed aids)
- Other (please specify: \_\_\_\_\_)

Please check all products you will be selling at the market:

- Produce       Eggs       Meat       Cheese       Baked Goods
- Syrups/Honey       Other Food       Ready to eat Food       Preserves       Canned Items
- Wine       Hard Cider       Tea       Coffee       N/A Beverages
- Flowers       Plants/Trees
- Soaps/Skincare       Handmade Artwork-textiles, pottery, jewelry, paint etc.
- \_\_\_\_\_       \_\_\_\_\_

List ALL products raised, prepared or produced by the vendor that will be sold at the market

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FOOD VENDORS: What % of your products include local ingredients? Use your best estimate.

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List ALL products classified as *synergistic*\* that will be sold at the market

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\*Refer to Market Rules. Requires approval by market manager and/or Farmers Market Committee.

**MARKET SPACE REQUEST:**

Size of space  10x10     15 x10 feet     20 x 10 feet

As a returning seasonal vendor I request:

- the same space as last year \_\_\_\_\_
- different space than last year \_\_\_\_\_

Explanation of request, if necessary \_\_\_\_\_

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Briefly describe desired set-up (vehicle, tables, canopy, etc.)

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**Note: Past market attendance, market history and product profile will all be considered when assigning market space. All requests will be considered. All may not be able to be fulfilled. Vehicles and trailers must fit in your allotted space.**



**Vendor Contract:**

I attest that the above information given is true and in no way a misrepresentation of my market products. I agree to sell or offer for sale at the Boyne City Farmers Market only such items as listed in the application and that are of my production on the above described property. Further, I acknowledge full responsibility for all activities and conduct. I attest that I have read and agree to follow the Boyne City Farmers Market Rules, Guidelines for Crafts, and Code of Conduct.

Vendor Signature \_\_\_\_\_

Business Name \_\_\_\_\_

Date \_\_\_\_\_

The following items must be received before your application can be processed:

- Completed Application
- Signed Waiver & Release
- Signed Code of Conduct
- Signed Market Photography Release
- Required licenses, permits and/ or certificates
- Craft review description form & photos (for NEW hand crafted artwork only)

**Please mail or deliver the above items to:**

**Boyne City Farmers Market  
113 S. Lake St.  
Boyne City, MI 49712**

**Please email them to: [farmersmarket@boynecity.com](mailto:farmersmarket@boynecity.com)**

**Do NOT send payment with your application.**

**Vendors will be invoiced for the assigned space upon approval of their application.**



**2024 WAIVER & RELEASE**

\_\_\_\_\_, As indemnitor, I agree to indemnify, defend and hold harmless the Boyne City Farmers Market, Boyne City Main Street, City of Boyne City, Farmers Market Committee, and Market Manager from and against any and all claims, losses, liability, costs 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 Boyne City’s property for the purpose of selling items at the Boyne City Farmers Market during its seasonal operational schedule.

Additionally, indemnitor, including indemnitor’s agents or employees, admits receipt of a copy of the Boyne City Farmers Market Rules 2024, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these Guidelines.

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

Vendor/ Indemnitor

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

Market Manager



## **Market Grievance Procedure and Inspection Policy**

As members of the Boyne City Farmers Market, you have voluntarily joined together to create a market to sell local food and products and agreed to abide by certain rules. There may be a time, however, when a vendor feels the rules are not being followed. For those situations, the Boyne City Farmers Market Committee has created a grievance process.

If a vendor believes that the behavior of a fellow vendor is detrimental to the common goal of maintaining a vibrant, welcoming marketplace that is hospitable to both vendors and shoppers, he / she may present a grievance.

### **Grievance Procedure**

- Approach and discuss your concerns with your fellow vendor, always maintaining a positive attitude.
- If you cannot approach and discuss your concerns with the vendor whose behavior you question, discuss your concerns with the Market Manager.
- If the Market Manager, you and the vendor whose behavior you question cannot work out a solution acceptable to all, the Market Manager can call for Mediation involving all parties. The mediation will be facilitated by a committee of three individuals appointed by the Farmers' Market Committee.
- Minor complaints concerning rule infringement (not usually requiring a Grievance Form such as space violations, time violations and uncovered foods) may be resolved on the spot by the Market Manager. Major complaints concerning rule infringement (involving out-of season produce, out-of-area produce or wholesale produce) must be submitted on the Grievance Form (available from the Market Manager).
- Fill out the Grievance Form and return it to the Market Manager.
- Pay a \$25 deposit for the Market Manager and/or Committee Members to conduct a farm visit. If the challenge is unfounded, then the vendor who challenged will lose the \$25. If the challenge is found to be true, then the \$25 will be refunded and the vendor in violation will be fined \$50 and suspended from the market for two weeks for the first offense. If a vendor commits a second violation, they will be permanently removed from the market.

Complainants will be identified to the vendor receiving the complaint, and complainants will accompany the Market Manager and committee members if a farm visit is deemed necessary.

The production site must be available for inspection within five days following the receipt of the complaint. If the farmers market committee cannot be satisfied by vendor compliance, it may have the vendor removed permanently from the market.

### **Grievance Form**



Name of Vendor Submitting Grievance: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Vendor Grievance is Concerning: \_\_\_\_\_

Please describe your concern: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please offer a solution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pay a \$25 deposit for the Market Manager to conduct a farm visit. If the grievance is unfounded, then the vendor submitting the grievance will lose the \$25. If it is found to be true, then the \$25 will be refunded and the vendor in violation will be fined \$50 and suspended from the market for two weeks for the first offense.

Signature of Vendor Submitting Grievance:

\_\_\_\_\_

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

Signature of Market Manager: \_\_\_\_\_

### **Small Winery Vendors**



**Eligible Wineries must:**

Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers Market Permit: [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

1. A map of the Farmers Market location will be provided upon acceptance of your Farmers Market Application for submission with your Permit.
2. Market Manager will sign the Permit upon acceptance for submission to the MLCC
  - a. Wineries must make fewer than 5,000 gallons of wine per year at all locations
    - b. Wineries must grow their own fruit or source county specific, Michigan fruit; if sourcing from other farms or vineyards, the winery must provide a detailed list of those sources with contact information.
    - c. The Market Manager has the right to cancel a winery's table assignment at any time, for any reason.
    - d. Wineries must submit a copy of their liability insurance with insured in the amount of at least \$1,000,000.
    - e. Wineries shall supply trained servers (certificate on file) who will be present to distribute 1-ounce wine samples at the market. In the event of substitutions, the Market Manager must be notified and be provided with information for any/all new servers.
    - f. Wineries will check photo identification of ALL customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with federal law.
3. Due to the additional \$25 annual permit cost for the wineries, the cost for a 10x10 space (maximum space allowed) will be reduced to \$405 for the full Saturday/Wednesday Summer Season.
4. Wine Vendors will devise their own system for distributing the 1-ounce pour (a fee may be collected) no one person will be served more than six ounces (one, 6 oz. glass of wine) per Vendor on a given market day.

Michigan Liquor Control Commission Manufacturers & Wholesalers  
Section P.O. Box 30005  
Lansing, MI 48909  
Toll –Free: 1-866-813-0011  
Email: [MLCCMWapplications@michigan.gov](mailto:MLCCMWapplications@michigan.gov) Website: [www.michigan.gov/lcc](http://www.michigan.gov/lcc)





## 2024 Boyne City Farmers Market Photography Release

Boyne City Farmers Market will, from time to time, have the Market Manager, an on-site photographer, as well as local and regional professional media outlets at the Market to help promote our Vendors. Photos may be taken with or without knowledge of the subject depending on the situation. We will make attempts to get permission from subjects and use discretion. This written authorization gives the Market permission to utilize any photos taken at the Market for publicity and advertising purposes. Photographs and/or videos may be shared on the City's website and on social media. By signing below, you acknowledge photos taken at or around your booth are acceptable and will be allowed.

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Signature

Date