



## **Boyne City Farmers Market Information & Application Packet**

### **Mission Statement**

The Boyne City Farmers Markets mission is to provide our community with an inclusive environment to gather, shop and eat locally while enjoying the unique offerings of Northern Michigan. Our goal is to support our local farmers, food producers and artisans by providing them with a collective space to cultivate their small business all while providing the community with multiple avenues to experience healthy living, including shopping for and eating the best local produce, meats, cheeses, jams & jellies, artisan baked goods.

### **Market Location and Schedule**

- The Boyne City Farmers Market is held on Wednesday & Saturday, rain or shine, at Veterans Park located in downtown Boyne City.
- Please Note: July 4 & July 11, the market will move to OLD CITY PARK and spaces will be limited. Seasonal vendors will get first opportunity for space. (1 day a week vendors will get 2<sup>nd</sup> priority and then “drop-in” vendors).
- Harvest Festival, September 26. Vendors will set up along Water and Lake Streets.

**Outdoor Market - May 16, 2026, through October 10, 2026 (WED & SAT) 8-Noon  
(SATURDAY ONLY EFFECTIVE September 26, 8-Noon)**

**Indoor Market - October 17, 2026, through May 8, 2027 (SATURDAY ONLY) 9-Noon**

**The Market Manager will use their discretion shall a weather-related issue arise.**

**By signing the application, you are acknowledging and agreeing to the relocation of the market as necessary.**

**Whether you are a new or returning vendor, you are required to fill out and submit a separate application for the INDOOR MARKET. Applications MUST be turned in and accepted BEFORE your first market date. All paperwork and fees are due before or at your first market date. Failure to do so may result in loss of space.**

**Please refer to the [www.boynecityfarmersmarket.org](http://www.boynecityfarmersmarket.org) for applications.**



## 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 2026 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

#### Saturday Only Seasonal- 22 markets

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

**Daily Fee** **\$ 40.00** (*no guarantee for same space each time*)

Please contact Market Manager at least a week in advance to confirm space.

Upon processing applications, the Market Manager will assign all vendors their space. **Invoices for payment will be sent after the applications are reviewed and accepted.**

**Boyne City Main Street**

**113 S. Lake St.**

**Boyne City, MI. 49712 or by**

**Email [farmersmarket@boyecity.org](mailto:farmersmarket@boyecity.org)**

The Market Manager will make all efforts to accommodate specific space requests within the limits of the market configuration and space available. Your request of space is not guaranteed. Past market attendance, market history and product profile will all be considered when assigning market space. All requests will be considered. Unfortunately, not everyone will be able to be fulfilled.



## Eligible Items to Sell

The intention of the market is to provide local farmers with an outlet to sell high quality items grown, farmed and harvested on their own land. Fished or foraged are exempt from this rule and must be fished or foraged in Northern Michigan. BCFM wants to be known as a source of excellent local products. Displaying or selling overripe, spoiled or unusable products is not permitted. Items not listed below must support the local goals of the BCFM and are at the discretion of the market manager. The market manager along with Farmers Market Committee will work to keep a balance of farm and value-added goods.

All items for sale must be locally grown, gathered, prepared or produced within a (30) thirty-mile radius of Boyne City and within Charlevoix, Antrim, Emmet, Cheboygan, or Otsego counties. All items such as baked goods, jams, jellies, meats, dairy and processed foods must come from a licensed, certified facility and the producer must be licensed for that facility. A copy of your license must be submitted with your application.

The Boyne City Farmers Market Committee may at times allow producers outside of the (30) thirty-mile radius or other northern Michigan counties to participate in the market. Exemptions may be made for synergistic (***synergistic is defined as a combined effect greater than their separate effect***) products not offered from producers of these counties at the sole discretion of the FM Committee and MM. If the products DO become available from growers in the counties listed above, the previous vendors' participation is not guaranteed the following year

A vendor may not bring in products he/she has purchased from someone else for resale at the Boyne City Farmers Market. **No reselling of any fruits or vegetables will be tolerated. If a vendor has been found to be selling items that they 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, they will be asked to leave the market and will forfeit booth fees.**

**Listed below are the items eligible and in the order in which they will be approved.**

- Raw Foods: Fruits, Vegetables, Herbs, Nuts, Microgreens, Grains
- Nursery, Cut Flowers (fresh or dried)
- Wineries & Cideries
- Honey, maple syrup and other syrups
- Eggs, fish & meat products, cheese
- Mushrooms (cultivated or foraged)
- Baked and canned goods Prepared food & vendors selling under Cottage Food Law (Roasted or ground roasted Coffee, Baked Goods, Fruit jam & Jellies, Confections & candies (made w/o alcohol), Granola, Dry herbs & Dry herb mixtures, Dry baking mixes, dry dip mixes, Dry soup mixes, dehydrated fruits or vegetables, popcorn, dried pastas, vinegar and flavored vinegar. Baked, canned, bagged, bottled or jarred items must be made with either products grown by a



farmer or of high-quality Michigan grown product. Local ingredients should be utilized whenever possible.

- Non-Food Agricultural (Pottery, beeswax, herbal soaps, local wool etc.)
- Eggs & meat products, dairy MOVED
- mushrooms (foraged or cultivated) MOVED
- Non-Agricultural (hand crafted artwork, jewelry, clothing, furniture etc.) after approval of FM Committee
- Non-Profit/ Community (must contact market manager for approval of date and space at least 2 weeks prior)

## Market Requirements

All items must be visibly priced and labeled in accordance with any state of Michigan Regulations. Poor quality or overripe items must be labeled as such. To maintain a healthy market, price-cutting is discouraged. Vendors selling eggs, meats, or other perishables must keep products at appropriate temperatures in accordance with state regulations.

Any vendor 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.

All vendors will fully comply with federal, state, local or cottage food law regarding the sale of any item and will hold the market harmless regarding the same. All processed food of any kind should come from a licensed facility and follow the cottage food law, and the vendor will provide a copy of said license to the MM prior to participating in their first market. Certified organic growers will be required to provide current certification proof. It is the responsibility of the vendor to be knowledgeable regarding the Michigan Food Code and work with the MM and local inspection officials in this area.

You are strongly encouraged to participate in the FAIR FOOD PROGRAM. When doing so, all vendors must follow all rules governing these programs as explained at the mandatory meeting. You must also complete all the paperwork associated with these programs.

<http://www.fairfoodnetwork.org>

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 complete product list must be on file with the Market Manager.

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

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. All crafts will be inspected before application approval. The committee requires pictures of any crafts being sold at the market.

- All items **MUST** be produced by the vendor or a member of the vendor's farm or family.
- Craftwork **MUST** be the product of cottage-type operation or home using an intermediate type of 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.
- Craftsmen **MUST** disclose any ready-made objects that have been enhanced. I.E. Tie-dye shirts, mass-produced, 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.
- All crafts shall be excellent workmanship and design
- No mechanical, optical, digital, AI artwork or electronic reproductions will be considered or allowed.
- 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.

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

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

### **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 \_\_\_\_\_



**Vendor Meeting: April 26, 2026, from 11am –1pm  
Veterans Park Pavilion, Boyne City.  
Lunch will be provided.**

You are strongly encouraged to attend this meeting to discuss the upcoming market season. You will have an opportunity to voice any goals, concerns or ideas you may have. This is also a wonderful opportunity to engage with fellow vendors.

Please plan on turning in all paperwork and fees at this time or upon your first market date.

Market Manager: [farmersmarket@boynecity.org](mailto:farmersmarket@boynecity.org) or 231-582-9009

**VENDOR POLICIES:**

- Vendors may begin setting up at 6:30 am. You may not begin tearing down until 12pm.
- Each vendor must provide their own equipment, supplies and materials, such as chairs, tables & cloth from which to sell their products. All vendors must supply bags for purchases. Vendors are encouraged to use a tent.
- Each vendor is responsible for their own area. You must clean up and remove all trash, including produce waste. All refuse must be taken with the vendor.
- Vendors will maintain 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. All products must be clearly labeled and priced.
- Parking behind space must be approved prior. All vehicles and trailers must fit within allotted space. DO NOT park over the sidewalk.

**Attendance Policy**

Unless previously arranged, a seasonal vendor must be present by 7:30 a.m. 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.**

Failure to do so will result in:

1<sup>st</sup> time- verbal warning

2<sup>nd</sup> time space movement/ loss of space

3<sup>rd</sup> time dismissal from market

**Vendor Type:**

- ☐ Farm
- ☐ Farm/Food
- ☐ Farm/Craft
- ☐ Food
- ☐ Food/Craft
- ☐ Hand Crafted Artwork

**Months I plan to attend:**

- May      November
- June      December
- July      January
- August      February
- September      March
- October      April

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

**I plan to attend:**   ☐ Wednesday & Saturday    ☐ Saturday Only    ☐ Wednesday Only

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

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

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

**Email** \_\_\_\_\_

**Website** \_\_\_\_\_

**Social media** \_\_\_\_\_

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

**City/Zip Code** \_\_\_\_\_ **County** \_\_\_\_\_

**Physical address of farm/production facility:**

\_\_\_\_\_

**Will anyone else be working for you?** \_\_\_\_\_

**How long have you been vending at Boyne City Farmers Market?** \_\_\_\_\_

**Check here if you are:**

☐ NOT within a 30-mile radius of Boyne City

☐ NOT in Charlevoix, Emmet, Antrim, Otsego and Cheboygan counties.

***(Application requires annual approval by the 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
- ☐ A different space

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

**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. Any vehicles or trailers must fit in your allotted space and be approved.**





**Farmers Only:**

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

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

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

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

**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 or cheese
- ☐ Nursery/Flowers
- ☐ Syrups or Honey
- ☐ Baked Goods
- ☐ Canned, bottled or jarred
- ☐ Ready to eat
- ☐ Wine or Cider
- ☐ Coffee, Tea, Non-Alcoholic Beverages
- ☐ Soaps, Skin Care
- ☐ Handmade Artwork (art, textiles, pottery, jewelry etc.)
- ☐ Other \_\_\_\_\_

**Please list ALL products raised, prepared or produced, harvested by the vendor *that will be sold* at the market:**

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**Food Only Vendors:**

What % of your products include local ingredients? (*Use your best estimate.*) \_\_\_\_\_

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

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## 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 or concerning Market business.
- Market vendors shall require compliance and educate all employees on the Code of Conduct.
- Always demonstrate the highest standards of personal behavior and integrity.
- 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.

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Printed Name

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Date

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Signature

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



## **WAIVER & RELEASE:**

As a market vendor, I agree to 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, vendors or employees of said vendor admit receipt of a copy of the Boyne City Farmers Market rules and agree to abide by the terms.

By signing this document thus binds the vendor to these Guidelines.

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Vendor signature

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Date

## **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

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Date



## **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

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Date

---

Business Name

### **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 handcrafted artwork only)

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

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

**Or email to: [farmersmarket@boynecity.gov](mailto:farmersmarket@boynecity.gov)**

**Do NOT send payment with your application.  
Vendors will be invoiced for the assigned space upon approval of their application.**



## **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 foods & hand-crafted items and have 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 \$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 with 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 \$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.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of submitting vendor



## 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 BCFM location will be provided upon acceptance for submission with your permit.
2. The 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 the 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 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. No one person will be served more than six ounces 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)