



Boyne City Farmers Market Information & Application Packet

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 and more.

Market location & schedule

The market is held at Veterans Park, mid-May thru mid-October from 8-noon, and mid October thru mid May from 9-noon inside the pavilion.

Outdoor Market - May 15, through October 16 8-Noon

(SATURDAY ONLY EFFECTIVE September 25 (FINAL WEDNESDAY Market 9/22))

Indoor Market - October 24, 2026, through May 8, 2027 (SATURDAY ONLY) 9-Noon

Please Note:

There may be times the market will need to change locations, you will be given ample notification.

Harvest Festival (September) Vendors will set up along Water and Lake streets. By signing the vendor you are agreeing to changing locations.

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,
- Vendors who sell at the market twice a week throughout the season are preferred over vendors including tardiness and leaving early without permission. 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.

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)

Vendor Fees

- Spring/Summer Season

Saturday & Wednesday Seasonal 40 markets

10 foot space - \$ 410.00

15 foot space - \$ 615.00

20 foot space - \$ 820.00

Wednesday Only Seasonal 18 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)*

- Fall/Winter Season

Saturday only (29 markets)

6 foot space - \$ 160.00

8 foot space - \$ 200.00

12 foot space - \$ 300.00

Outdoor \$ 25 *(weather permitting)*

Daily Fee- \$ 20 *(no guarantee of 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@boynecity.gov

Do NOT send payment with your application.

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

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.

Please refer to the www.boynecityfarmersmarket.org for applications.

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

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.

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 or dried flowers
- 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.)
- 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-dyeshirts, 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:
 - o Must be vendors’ original photos.
 - o limited reproduction must be clearly visible on reproduced items.
 - o 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 _____

I am applying for:

- ☐ Indoor Market
☐ Outdoor Market

Check here if you are:

- ☐ NOT within a 30-mile radius
of Boyne City
☐ NOT in Charlevoix,
Emmet, Antrim,
Otsego and Cheboygan
counties.

Vendor Type:

- ☐ Produce
☐ Meat, Fish Dairy, Eggs, Mushrooms
☐ Baked
☐ Greenhouse/Nursery
☐ Teas, prepackaged
☐ Winery/Cidery
☐ Hand Crafted, Artwork
☐ Herbal/ Apothecary
☐ Food Truck
☐ Other

**Please provide a list of items to
be sold at the market:**

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? _____

Expected start date: _____

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

MARKET SPACE REQUEST:

Indoor Size of space ☐ 6 foot ☐ 8 foot ☐ 12 foot ☐ OUTSIDE (*WEATHER PERMITTING*)

Outdoor Size of space ☐ 10foot ☐ 15 foot ☐ 20 foot

As a returning vendor, I request

- ☐ The same space as last year ☐ A different space

Explanation of request, if necessary _____

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.

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.

Printed Name

Signature

Date

(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.

I understand that my participation in the Boyne City Farmers Market is a privilege and not a right. I agree to completely release and forever discharge the City of Boyne City/Boyne City Main Street/Boyne City Farmers Market from any and all past, present, or future claims, demands, obligations, actions, causes of action, rights, damages, costs, losses of income, expenses, and compensation of any nature whatsoever, whether based on a tort, contract, or other theory of recovery, which I may now have, or which may hereafter accrue or otherwise be acquired, on account of, or may in any way arise out of my application to participate in the Boyne City Farmers Market.

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.

Vendor signature

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.

Signature

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

Date

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