



## Richland Farmers' Market 2017 Season

Greetings and Welcome Vendors!

We're excited to announce The Richland Farmers' Market, in its 10<sup>th</sup> year of operation, **is moving to a new and yet familiar location, the RACC, aka the Richland Area Community Center!**

We're located at 9400 E. CD Ave. Richland, MI 49083.

(CD Ave. is located between the Post Office and The Feedbag)

Some of you may remember when the Farmers' Market was held on the grassy lawn of the 22 acres at the RACC during its first few years. We've changed a lot in those few years, with the addition of a paved quarter-mile, barrier-free trail, mowed paths, several accessible picnic tables, seating areas and a gazebo.

We are excited to see the Farmers Market return to the Center and will be open **Wednesday afternoons (3:00-6:30 p.m.), May 10th to October 4th (22 weeks)**. Vendors will be setting up along our paved trail, (beginning at 2:00 p.m.), which can be reached through our parking lot, crossing the paved path a specified location (see map) or along the east side property border. (see map). There is close access to restroom facilities on-site in the Community Center. There is running water outside but no electricity outside of the building.

The Richland Farmers' Market is a program of the Richland Area Community Center. The goals of the market remain the same and are threefold:

- 1) to be a profitable outlet for local farmers and craft vendors
- 2) to create a gathering spot and opportunity for social interactions for Richland area residents, and
- 3) to provide access to a predictable, ample selection and variety of high quality fresh, locally-grown produce and crafts for customers of all socioeconomic groups.

**Rebecca Balko** will be returning as the 2017 Market Manager and will be handling all market manager duties. In order to facilitate as many vendors as possible, we are again allowing season-long or week-by-week participation in the market. Spaces are assigned on receipt of application and payment, and we will make our best effort to provide you with your preferred location. Priority is given to returning vendors and next, to new vendors who turn their applications in first. **Returning vendors have until April 15, 2017 to submit applications** in order to retain priority status. The fees for the 2017 season will remain the same as 2016; \$150.00 for a seasonal assigned space or \$7.00 per week. We are committed to keeping our market fees exceptionally low compared to other markets.

In 2017, we are again accepting Bridge Cards as a market, and as a vendor, **you will be required by the market to accept bridge card tokens for appropriate food items**. There is an application and information included with this vendor packet.

All vendors are expected to review the Richland Farmers' Market regulations, and sign and return the agreement. If you have any vendor specific related questions/comments, please contact market manager Rebecca Balko via phone 269.203.6990 or email ([richlandfarmersmarket@gmail.com](mailto:richlandfarmersmarket@gmail.com)).

Looking forward to a great season!

Jilisa Williams

Executive Director

Richland Area Community Center

**Richland Area Community Center**  
**Richland Farmers' Market Rules & Regulations**  
**2017 Season**

- Vendors are expected to remain open during the entire length of the market day unless all products have been sold out prior to market closing. However, inclement weather may force the market to close early.
- Vendors are expected to provide their own tables, tents, chairs, bags, change (money) and displays. Additionally, each vendor should display a sign in the stall area that identifies the name and location of the business.
- All vendors must post prices in full view of consuming public; lettering must be clearly legible.
- Stands are to be kept hazard-free and reasonably attractive. The vendor must remove trash and litter from any source before their departure and place in the dumpster at the end of the parking lot or take it with you.
- All produce must be stored and displayed at a reasonable distance above the ground (minimum of 18 inches), with the exception of watermelons, pumpkins, flowers in containers, or other items in water for freshness. All produce should be local, mature, but not overripe, void of decay, and harvested within 48 hours.
- Vendors shall conduct themselves in a pleasant and courteous manner with customers and other vendors at all times.
- Any grievance regarding the pricing habits, displays, or conduct of another vendor should be immediately directed to the Market Manager(s).
- **Brokered produce** and products **may not exceed 10%** of the total stall. Brokered produce must be labeled at the market with the farm where it originated. Commercial, mass produced items are only allowed if locally owned and produced by the vendor in Michigan.
- Eggs, cheese, and meats must meet all Federal, State, and local storage regulations while on site. Vendors producing canned or cooked goods from a licensed kitchen must provide a copy of the license.
- Bags or baskets intended to be used for market shopping can be sold as long as they are products from a single origin location, or modified in a way that makes them original products.
- “Cottage Food” vendors must comply with State of Michigan guidelines, including restricting sales to approved food items and using an appropriate label. The basic information that must be on the label is as follows:
  - Name and address of the Cottage Food operation.
  - Name of the Cottage Food product.
  - The ingredients of the Cottage Food product, in descending order of predominance by weight. If you use a prepared item in your recipe, you must list the sub ingredients as well. For example: soy sauce is not acceptable, soy sauce (wheat, soybeans, salt) would be acceptable.
  - The net weight or net volume of the Cottage Food product.
  - Allergen labeling as specified in federal labeling requirements.
  - The following statement: “Made in a home kitchen that has not been inspected by the Michigan Department of Agriculture” in at least the equivalent of 11-point font and in a color that provides a clear contrast to the background.The Richland Farmers' Market manager reserves the right to reject vendors who are not in compliance with the Cottage Food rules, or based on problems arising from poor product quality or hygiene.
- A vendor space is defined as 12 feet wide and 30 feet long. There is space to park your vehicle at your space, but not a vehicle plus a trailer. Vendors may use a maximum of two spaces. **Premium vendors that will be absent must call the market manager to inform us of the absence.** Each week, premium spaces that are empty at 2:45 p.m. will be made available to other vendors. Unassigned spaces are provided on a first come – first serve basis.
- Vendors must be pre-registered & pre-approved by the Richland Farmers' Market. No drop-ins.
- We reserve the right to have items removed from the space if different from the original approved application, or if they are non-compliant with State of Michigan rules.
- Richland Area Community Center and Richland Farmers' Market assumes no responsibility, and shall not be liable for any damage or injury, including illness related to food purchased from vendors at the market.
- **No Refunds**

**Richland Area Community Center  
Richland Farmers' Market Vendor Application  
2017 Season**

**Our Mission:**

We are excited to bring a one-of-a-kind experience to the greater Richland community by creating a gathering spot and opportunity for social interaction while providing high-quality food, farm, plant, and craft products at a convenient location.

**Operational location, days and times:**

Richland Area Community Center  
9400 E. CD Ave. Richland, MI 49083  
Wednesdays 3:00 pm – 6:30 pm  
May 10 – October 4, 2017 (22 weeks)

**Vendor Name:** \_\_\_\_\_

Business Name (Optional): \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Certified Organic Farmer: Yes \_\_\_\_\_ No \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Home Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**Vendor Fees:** Please circle one below.

\$150 per space for the season - assigned premium space (22 weeks)

\$7 per space weekly - weekly space (no maximum)

**Type** (circle 1+) *Produce* *Plants* *Meat/Eggs* *Processed Food* *Craft* *Other* \_\_\_\_\_

If you are selling processed food products, please circle one: *Licensed Kitchen* or *Cottage*

Dates you plan to attend: \_\_\_\_\_

If requesting a space, what are your first (1<sup>st</sup>) and second (2<sup>nd</sup>) preferred locations (see attached map):

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

**Richland Area Community Center  
Richland Farmers' Market Vendor Application  
2017 Season**  
*(continued)*

Please list the type of products you expect to bring to the market.

Item	Grown/Made	Brokered & by Whom	Accepted

Please review the enclosed Richland Area Community Center Richland Farmers' Market Rules and Regulations carefully.

By signing below, I have read and agree to the terms and conditions set forth in the Richland Area Community Center Richland Farmers' Market Rules and Regulations.

Vendor Printed Name: \_\_\_\_\_

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

Cash and checks are accepted. Make checks payable to the **RACC**. Please put Vendor Fee 2017 on the memo line.  
If applicable, please attach a copy of your current kitchen or related license.

Please mail application and fee to: **Richland Area Community Center**  
9400 E. CD Ave.  
Richland, MI 49083  
Attn: Rebecca Balko

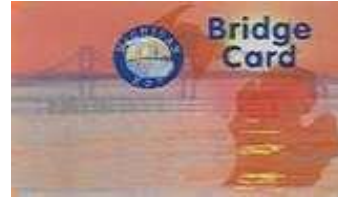
This box is to be filled in by Richland Farmers' Market only.

Amount Enclosed:

Ck# / Cash:

Initial:

**Richland Area Community Center  
Richland Farmers' Market**



**2017 Vendor Agreement: SNAP/EBT/Food Stamp**

**Agreement:**

- I agree to follow all of the rules as explained on the attached process/rule sheet.
- I agree to follow all policies of the Richland Farmers' Market and US Department of Agriculture (food stamp administrators). I realize that the privilege of using the EBT services is contingent on the following policies.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my approval to accept EBT cards, and the offense may result in a fine or affect my ability to participate in the market.
- I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

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Signature Printed name

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Business or farm name

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Mailing address

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City State Zip

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Email address Phone number

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Richland Farmers' Market Manager Date

Rebecca Balko

Richland Area Community Center  
9400 E. CD Ave.  
Richland, MI 49083  
(269.203.6990)

## Background

The Supplemental Nutrition Assistance Program (SNAP) is the USDA nutrition assistance program administered by the Food and Nutrition Service (FNS). The program provides monthly food benefits for eligible participant to purchase approved food items (any food or food product for human use or seed and plants for use in a home garden to produce food for personal use) at approved outlets. In the past, the program used paper food stamp coupons, but due to a Congressional mandate the program has converted to an electronic benefit transfer (EBT) card system.

EBT customers use a plastic card similar to a bank debit card to buy goods. The card used in Michigan shows the Mackinac Bridge and is called a “Bridge Card.” When shoppers use their card to make a purchase, the funds are transferred from the shopper’s food account to the retailer’s account.

The switch from the paper coupon method to EBT was a challenge for farmers’ markets, but a number of Michigan markets have made it a priority to be able to accept SNAP benefits. Accepting SNAP at farmers’ markets provides many benefits. Farmers selling at the markets benefit from more federal dollars being spent at their stands. Food Assistance recipients benefit from buying fresh, local products.

### SNAP/EBT/Food Stamp Process and Rules:

#### The EBT Card Process:

1. Customer will obtain EBT Tokens at the Richland Farmers’ Market (RFM) information booth. Each EBT Token is valued at \$1 each.
2. Customers will then come to your booth (if you display EBT Token Signage) and purchase goods. *Note: Please try to round the purchases to the nearest whole dollar as the law prohibits cash in exchange for food stamps.*
3. Vendors return EBT Tokens to the RFM information booth by 6:30 p.m. and receive a receipt from a RFM staff member.
4. Vendors may pick up checks for past weeks EBT sales at the RFM information Booth by 6:30 p.m. the following market Wednesday.
5. The check for the last market attended by a vendor will be mailed to the address on the Vendor Agreement. *It is the responsibility of the vendor to inform RFM of a change in address*

#### Vendor Instructions on accepting EBT/Food Stamps:

- **EBT/Food Stamps can buy:** vegetables, fruit, dairy products, meat, eggs, bread, jam, and pastries. They may also buy seeds or plants that produce food (i.e. tomato or parsley plants). Flowers, shrubs, and other non-edible plants cannot be purchased with EBT/Food Stamps.
- **EBT/Food Stamps cannot buy:** hot food, cut flowers, decorative plants, pet food, or non-food items.
- It is ILLEGAL to exchange cash for food stamp benefits.
- Vendors who are authorized to accept EBT/Food Stamps must display the EBT sign provided, identifying the vendor’s booth as an authorized EBT vendor.
- You may only accept EBT Tokens in exchange for items for sale at your booth.



Parking lot →

RACC building



**C=Canopy only, no vehicle access. 12x12**

**V=Vehicle parked behind canopy or table 12x30**

**Spaces 1-12V and 14-17V** will access their space from the parking lot, crossing the paved trail at the designated location, placing their canopies/tables along the trail, with vehicle parked in their space behind the canopy.

**Spaces 24-33V** will drive in at a designated location, through grass, along the east side of the building, placing their canopies/tables along the trail, with vehicle parked in their spot behind the canopy. These generally face west, with dappled shade, very pretty and visible.

**Spaces 18-23C, 13C** can drive to the grassy parking area on the east side of the building, **but can not drive to their space or park behind the space.** Cars would be approx. 100 feet away, in the grassy field.

Map is not to scale.

**20C & 21C** have slight slope away from sidewalk

Canopy parking, in grassy field

