

# Paw Paw Farmers Market

111 E Michigan Ave/ PO Box 179  
Paw Paw, MI 49079  
www.pawpaw.net/farmersmarket



## VENDOR INFORMATION *(Revised 02/21/2020)* Market Rules, Policies and Requirements 2020

### Market Sponsors

Village of Paw Paw and is overseen by a volunteer Farmers Market Board appointed by the Village of Paw Paw.

The Paw Paw Farmers Market (PPFM) exists to:

- Create a sense of community for the Village of Paw Paw and surrounding areas.
- Create an economic development around products and foods that are grown, raised and produced locally. Locally shall mean Van Buren and adjacent Michigan counties.
- Encourage sustainable agriculture, entrepreneurial spirit, education and small business, while showcasing our unique Village.

### Market Hours

The PPFM is open to the public on Sundays, 9:00 a.m. to 2:00 p.m., from July 12, 2020- October 11, 2020 (13 weeks).

### Market Location

The market is located on a downtown Village parking lot located at the northeast corner of South Gremps Street and East Paw Paw Street.

### Vendor Fees

Per Space Fees are as follows (a typical space is 10' wide and 20' deep):

\$117.00 for the full market season (13 weeks, \$9.00 per market day), paid in advance. \$10.00 per market day (if paid weekly).

At PPFM's sole discretion, a vendor stall may be divided to accommodate smaller vendors. Divided stall space price varies; \$5.00 to \$10.00 per market day per divided space.

Vendors are limited to a maximum of two paid spaces.

Vendor fees must be paid in full prior to the start of the market day. Once paid, there are no refunds of reserved market space fees.

Payments may be made by cash or check with checks payable to the Village of Paw Paw or to the Paw Paw Farmers Market.

*Note: The terms 'stall' and 'space' are used interchangeably as are the terms 'patron' and customer.' The plural of each is also interchangeable.*

All products sold at the market must meet federal, state and local preparation, labeling and storage regulations. Vendors and their employees, agents or representatives are responsible for knowing and adhering to these rules. (See the Hold Harmless Statement vendors must sign prior to operating at the PPFM.) All licenses, certifications, permits and the signed Hold Harmless Statement must be on file before any vendor is allowed space at the PPFM. No exceptions.

All vendors and their employees, agents or representatives must conduct themselves in a professional manner at the PPFM at all times, including but not limited to relations with market with respect to market management, volunteers, patrons and other vendors.

Prices must be clearly posted for each product and visible to all patrons.

Vendors may start set-up at 8:00 a.m. and must be set up by 8:50 a.m. The vendor may inform the market manager of delays or cancellations by phone or text in the case of emergency situations.

Vendors shall stay until the market closing time of 2:00 p.m. or until they are completely sold out.

Vendors must cancel within 24 hours preceding the market day to be missed. Failure to notify the market manager of cancellations in the timely manner may result in forfeiture of vendor's space. Booth space must be cleaned by the vendor before and after each market day. Waste receptacles in the market area are for shopper use; dumping excess product or waste in these receptacles is prohibited. Vendors failing to clean their stall, resulting in someone else cleaning the stall, will be charged a \$25.00 fee for each incident.

We do not provide tents, canopies, tables or chairs. Tents and/or canopies must be weighted down enough to sustain high winds, minimum of 25# per leg. No stakes or drilling is allowed in asphalt. Vendors are responsible for tents or canopies that may be dislodged and cause injury to persons or property.

No pets are allowed in vendor spaces. No smoking or tobacco use is permitted in vendor stalls. This includes smokeless tobacco and vaping. A smoking area is provided away from the market area.

The relationship between the PPFM and vendors is "at will" and may be terminated at any time, for any reason and without cause. In the case of terminated relationships, no refunds will be made.

Vendors acknowledge that they are in possession and control of their respective stalls at all times during the PPFM.

Severe weather is the only weather related reason for the market to be canceled. If severe weather exists (i.e., a "warning" has been issued and not a "watch") prior to the market opening, that day's market will not be held. If severe weather develops during market hours, decisions will be made on a case by case basis. Customer and vendor safety is the primary concern.

Failure to adhere to any of the above may result in forfeiture of vendor's stall or removal from the market; without refund of pre-paid fees. The market will operate on a "three strikes" policy, whereby the third violation will result in suspension or forfeiture of market privileges permanently or for an amount of time determined solely by the PPFM Board.

The Farmers Market Board reserves the right to update the above at any given time. When changes occur, vendors will receive written notification seven (7) days in advance of the change becoming effective.

The Farmers Market Board reserves the right to select/approve vendors and the mix of vendors.

### **Vendor Reporting**

Vendors shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the vendor's use or occupancy of the facility and adjoining property in writing to the Market Manager within 24 hours of the incident. Vendor is solely responsible for supervising all individuals in the facility during the event. The Village is not responsible for providing this supervision. The Village reserves the right, however, to evict individuals from the facility during the event if their conduct is deemed to be destructive or detrimental in any way, including but not limited to, non-compliance with any facility rule or procedure.

### **Questions and Clarifications**

All questions and requests for clarification are to be made to Nadine Jarvis, Market Manager of the PPFM. Ms. Jarvis may be contacted at 269.921.1482 or by email at [pawpawfarmersmarket@frontier.com](mailto:pawpawfarmersmarket@frontier.com).