

# Castle Farms

## 2024 Castle Farmers Market Information & Application packet

### Market Location & Schedule

The Castle Farmers Market is held every Tuesday during the summer at the Birch Lake location at Castle Farms in Charlevoix. Dates and times are as follows:

Tuesdays, May 21<sup>st</sup> through October 15<sup>th</sup> from 8am - 1pm

\*The manager has discretion to shorten or lengthen the dates depending upon the weather\*

### 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

### Ineligible Items for sale at the Market

- No alcohol, wine, or hard ciders
- No homemade soaps
- No cosmetics
- No weapons

# Castle Farms

## Market Vendor Requirements

1. All items sold by a vendor must have been raised, prepared, gathered, or produced within a 30-mile radius of Charlevoix, Antrim, Emmet, Cheboygan or Otsego counties. The vendor may not bring in products she/he has purchased from someone else for resale at the Castle Farmers Market. The Castle Farmers Market manager may allow producers outside of the 30-mile radius or other Northern Michigan counties to participate in the market if they feel the producers' products fill a void or niche in the market
2. All items for sale must be visibly labeled with prices and in accordance with the state regulations. Vendors selling eggs, meat, or other perishable products must keep the products at an appropriate temperature in accordance with state regulations.
3. Farmers shall sell only agricultural, horticultural or food items they themselves have grown in our 5-county area. 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 in 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 forfeit booth fees.
4. Bakers, cooks, and non-produce vendors shall sell only products they make. Local ingredients should be utilized whenever possible.
5. To maintain a healthy Farmers Market, price-cutting of top-quality products is discouraged. Poor quality or overripe produce must be labeled as such and may be sold at a discounted price.
6. 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 the authority to ask a vendor to remove a product that is not in compliance. Refer to: <http://www.Michigan.gov/cottagefood> website for more information.
7. 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.
8. 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 in the mandatory meeting. You must also complete all the paperwork associated with these programs.
9. All vendors must complete, and turn in, a vendor application before attending the market. Copies of all appropriate licenses/permits and a W-9 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.
10. Castle Farmers Market manager, at their discretion, reserves the right to refuse any vendors or product and to make all decisions regarding the implementation and management.

# Castle Farms

## Hand Crafted Artwork Guidelines

Artisans/Crafters are defined as someone who possesses manual skills, tools & equipment to produce an item personally handling materials. We ask that Artisans and crafters provide one of a kind, made of quality ingredients/materials and show excellent crafting skills, so we don't have to choose vendors allowing everyone to share their workmanship.

1. All items must be produced by the vendor or a member of the vendor's family or farm.
2. Crafts must be the product of a home or cottage type operation using an intermediate type of technology instead of being a mass-produced item. Some exceptions do apply and will be reviewed by the market manager. To be considered hand-crafted, the item must show evidence of manual skills obtained through experience and dedication.
3. Crafters 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 skill.
4. All crafts shall be of excellent workmanship and design.
5. No mechanical, optical, digital, AI artwork or electronic reproduction allowed.
6. Photography will be allowed if it is the vendor's original photo, limited reproduction and must be clearly visible on reproduced items, greeting cards, postcards, and prints. Please note on application

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.

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Signature

Date

# Castle Farms

## Code of Conduct

The primary purpose of this code of conduct is to ensure the well-being of all participants. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the vendor and customers. Vendors are expected to behave courteously to customers, other vendors, and market staff.

### As a Castle Farmers Market vendor and/or their representative, I will:

- Respect and adhere to all rules established by the Castle Farmers Market.
- Not willingly deceive or exploit customers or the market manager concerning market business.
- Market vendors shall require compliance and educate all employees of 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 towards others will not be tolerated.
- Please be accountable to each other.
- Under no circumstances, attend or participate in the Castle Farmers Market while under the influence of alcohol and/or a controlled substance.

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

I have read the Castle Farmers Market vendor code of conduct above and agree to comply with it.

Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

(without a signed copy of the code of conduct, vendors cannot participate in the Castle Farmers Market)

# Castle Farms

## Application Process

When Accepting vendors to the market, the market manager will consider the following:

- The numbers of vendors already selling the same fruit, vegetables, baked goods etc as the applicant.
- The amount of local ingredients used in the baked goods, jellies, relishes, etc. (for example: a pie with local fruit is preferred over one with canned fruit)
- Originality for crafts and locally sourced components

### Fee Schedule for 2024 Summer Season

#### Tuesday Market

- 10x10 space daily fee \$35
- After you attend 12 Markets, the rest of the season will be at no charge for your space
- Electric \$10 add on, bring your own extension cord
- First come first served for 2024, as we grow we will open more options for 2025

### Please have applications submitted by April 15<sup>th</sup> 2024

Castle Farms "Farmers Market"

c/o: Kristin Frazho

5052 M-66 N

Charlevoix, MI 49720

[kfrazho@castlefarms.com](mailto:kfrazho@castlefarms.com)

# Castle Farms

**Vendor meeting will be held April 23<sup>rd</sup>, 2024 11am-1pm at Castle Farms East Garden Room**

All interested parties are encouraged to be present at this meeting to discuss the upcoming market season, vendor expectations, market manager responsibilities and goals.

## **Vendor Policies:**

- Each vendor must provide his/her own equipment, supplies and materials, such as own tables, chairs and boards from which to sell their products. All vendors must supply sacks or other containers for product sales. You will need to provide your own tent for shade, but it is not required. Overflow booth space around Birch Lake will need to have a tent if you choose to do so, but not required. If it is to wet to set up overflow booths around Birch Lake, we will then move to the parking lot for dry ground. This will be on a cement pad, there is no option to stake a tent, please plan accordingly if you bring a tent.
- Once you unload your items, you will need to park in the parking lot across from Birch Lake. There is no room to support parked vehicles/trailers in the event area.
- Each vendor will be responsible for his/her own area and for the clean up at closing, including garbage & flower/produce clippings. All garbage must be taken with the vendor and disposed of. Do not use the trash barrels or dumpsters on site, there will be an added fee if you choose to do so.
- Vendors should provide a clean personal appearance to reflect positivity on the market.
- No Smoking will be allowed by vendors in the market setting, you may smoke at your vehicle/trailer. Please dispose of cigarette butts appropriately and not on the ground.
- Shoes & Shirts must be worn by vendors during market hours.
- Vendors are not permitted to bring dogs or other pets to the market. 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 vendors space, no stakes are allowed.
- The only signage in the fairway will be placed by the market manager.
- The market closes at 1pm. Please do not pack up your booth prior to this time unless you received prior authorization

# Castle Farms

## **Enforcement of Rules**

The Market manager has full authority to enforce 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 licenses, misrepresentation of products, non-payment of fees, poor quality of products, leaving the area littered, excessive tardiness/absence or disorderly conduct, or trying to sell

prohibited items. The vendor can appeal to the market manager decision by following the markets grievance procedure. Copies are available upon request.

Rules are subject to changes as seen fit by the market manager

For more information please contact Kristin Frazho 231-237-0884 ext 249



## 2024 Vendor Application

**Due by April 15, 2024**

**Vendor type**, circle 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: \_\_\_\_\_

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

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

Family, Friends, or employees who will be vending at the market:

\_\_\_\_\_

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

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

Website: \_\_\_\_\_

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

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

City/Zip : \_\_\_\_\_

County: \_\_\_\_\_

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

Circle which applies:

Not within a 30-mile radius of Charlevoix

Not in Charlevoix, Emmett, Antrim, Otsego or Cheboygan Counties



# C a s t l e F a r m s

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

Current acres owned: \_\_\_\_\_ Current acres leased: \_\_\_\_\_

Anticipated acres cultivated: \_\_\_\_\_ Anticipated acres grazed: \_\_\_\_\_

Farmers: Please indicate the type of product 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 list all products you will be selling at the market: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all products raised, prepared or produced by the vendor that will be sold at the market:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food Vendors: What % of your products include local ingredients? \_\_\_\_\_

# Castle Farms

## 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 Castle Farmers Market only such items listed in the full 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 the following the Castle 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, completed W-9, permits and or certificates
- Craft review description form

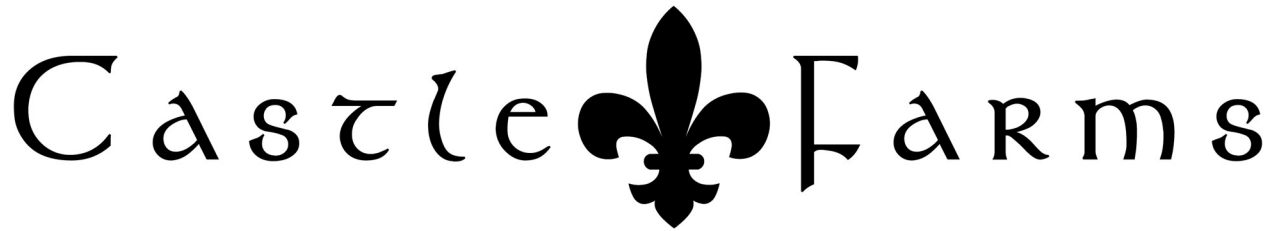
**Please mail or deliver the above items to:**

**Castle Farms**

**C/O Kristin Frazho "Farmers Market"**

**5052 M-66 N, Charlevoix MI 49720**

**Email to: [kfrazho@castlefarms.com](mailto:kfrazho@castlefarms.com)**



**Do not send payment with your application**

## **2023 Waiver & Release**

\_\_\_\_\_, as indemnitor, I agree to indemnify, defend and hold harmless the Castle Farmers Market and the market manager from and against any and all claims, losses, liability, costs and 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 Castle Farms property for the purpose of selling at the Castle Farmers Market during its seasonal operational schedule.

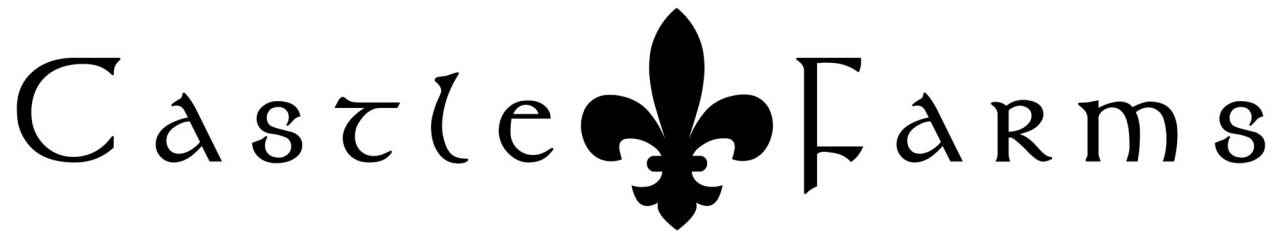
Additionally, indemnitor, including indemnitor's agents or employees, admits receipt of a copy of the Castle Farmers Market Rules 2024, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these guidelines.

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Vendor/Indemnitor

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Market Manager



## 2024 Castle Farmers Market Photography Release

Castle 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 upon the situation. We will make attempts to get permission from subjects and our 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 Castle Farms 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

# Castle Farms

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

As members of the Castle 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 Castle Farmers Market manager 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 3 individuals appointed by the Castle Farmers Market.
- Minor complaints concerning rule infringement (not usually requiring a Grievance from such as space violations, time violations and uncovered foods) may be resolved on the spot by the market manager. Major complaints concerning rule infringements must be submitted on the Grievance form
- Fill out the Grievance form and return to the market manager.
- Pay a \$25 deposit for the market manager 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.

Complaints 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.

# Castle Farms

The production site must be available for inspection within 5 days following the receipt of the complaint. If the market manager cannot be satisfied by vendor compliance, it be 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:

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Please offer a solution:

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Pay a \$25 deposit for the market manager to conduct a farm visit. If the grievance is unfound, then the vendor submitting the grievance will lose the \$25. If it is found to be true, then the \$25 will be returned and the vendor in violation will be find \$50 and suspended from the market for 2 weeks for the first offense.

Signature of vendor submitting grievance:

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

Signature of Market manager: \_\_\_\_\_

# Castle Farms

Notes: