

CASTLE FARMS

2025 Castle Farms After Hours Farmers Market

Market Location & Schedule

The Castle Farms After Hours Farmer Market is held once a month during the summer at Castle Farms in Charlevoix. Dates and times are as follows:

Dates: May 28th, June 25th, July 16th, August 20th, September 17th, & October 15th.

Time: 3 pm – 7 pm

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

Booth Fees

Daily drop in fee is \$35 for a 10'x10' booth space and \$50 for a 10'x20' booth space.

Application Process

When accepting vendors to the market, the market manager will consider; the number of vendors already selling the same fruit, vegetables, baked goods etc at the applicant, the amount of local ingredients used in the baked goods, jellies, relishes, etc, and originality for crafts and locally sourced components. Applications are due by April 19th. Applications can be mailed to Castle Farms at 5052 M-66 N Charlevoix, MI 49720 or emailed to ibatkoski@castlefarms.

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 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 for 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. You must also complete all the paperwork associated with these programs.

CASTLE FARMS

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 Farms After Hours 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.

2025 Castle Farms After Hours Farmers Market 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 Farms After Hours Farmers Market vendor and/or their representative, I will:

- Respect and adhere to all rules established by the Castle Farms After Hours 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 Farms After Hours Farmers Market while under the influence of alcohol and/or a controlled substance.

It is important that the Castle Farms After Hours 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 Farms After Hours Farmers Market.

I have read the Castle Farms After Hours Farmers Market vendor code of conduct and market requirements above and agree to comply with it.

Name: _____ Farm/Business: _____

Signature: _____ Date: _____

Without a signed copy of the code of conduct, vendors cannot participate in the Castle Farmers Market.

CASTLE FARMS

2025 Castle Farms After Hours Farmers Market Vendor Policies

- Each vendor must provide his/her own equipment, supplies and materials, such as their 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. If it is too wet to set up 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. 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 vendor's 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.

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's decision by following the market's grievance procedure. Copies are available upon request.

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

For more information please contact Bella Batkoski at ibatkoski@castlefarms.com.

CASTLE FARMS

2025 Castle Farms After Hours Farmers Market Waiver & Release

I, _____, as indemnitor, I agree to indemnify, defend and hold harmless the Castle Farms After Hours 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 Farms After Hours Farmers Market during its seasonal operational schedule.

Additionally, indemnitor, including indemnitor's agents or employees, admits receipt of a copy of the Castle Farms After Hours Farmers Market Policies and Rules 2025, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these guidelines.

Signature: _____ Date: _____

Name: _____ Farm/Business: _____

2025 Castle Farms After Hours 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.

Signature: _____ Date: _____

CASTLE FARMS

2025 Castle Farms After Hours Farmers Market Vendor Application

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 attending your booth at the market:

Phone: _____

Email: _____

Website: _____

Social Media: _____

Mailing Address: _____

City/Zip : _____

County: _____

Physical address of farm/production facility:

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: _____)

CASTLE FARMS

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? _____

Please specify booth size requested: \$35 Single 10 x 10 ft. \$50 Double 10 x 20 ft.

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 Farms After Hours 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 Farms After Hours Farmers Market rules, and code of conduct.

Vendor Signature: _____

Business Name: _____

Date: _____

CASTLE FARMS

2025 Castle Farms After Hours Farmers Market Vendor Application Checklist

The following items must be received before your application can be processed:

- Completed Vendor Application
- Signed Waiver & Release Form
- Signed Code of Conduct
- Signed Market Photography Release
- Required Licenses, Permits and/or Certificates
- Completed W-9
- Cash, Check, or Money Order made out to Castle Farms

Applications can be mailed to Castle Farms at 5052 M-66 N Charlevoix, MI 49720 or emailed to ibatkoski@castlefarms.