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Main Street Calumet Farmers Market 2018 Rules Procedures and Product Guidelines

Contents

Letter from the Market Manager 2

Statement of Purpose 3
Eligibility 3

Product Guidelines 5

Food Concession Guidelines 8
Leave-no-Waste Trash Policy 8

Farmers/Growers and Producers Application Fees 9
Product Samples 9
Insurance 9
Market Agreement 9
Farmer Certificates, Product Plans, and Labels 9

Certificates/Licenses/Permits 10
Market Operations 10
Market Opening and Closing 10
Inclement Weather Policy 10
Market Attendance 10

Product Fresh Program 11
Sales Tax 11
Market Programs 11
Market Space Assignments 11
Farmstand Requirements 11
Signage 11

Electricity 12
Market Bags 12
Market Canopies/Tents/Umbrellas 12
Maintenance and Appearance 12

Sanitation 13
Smoking 13
Market Food Samples 13
Market Conduct 13
Harassment Free Workplace 13

Administration of Rules and Procedures 14
Advisory Committee to Main Street Calumet for Rules, Procedures & Product Guidelines 14
Producer-Only Violations 14

Dear Market Vendor,

The following rules and procedures laid forth are set up as general guidelines and recommendations. If you have any questions about these guidelines, please contact the Market Manager at marketmanager@mainstreetcalumet.com. We are happy to work with you and encourage your active participation in reviewing and understanding the recommendations outline in this document. We look forward to your participation in the Main Street Calumet Farmers Market.

Please note the date of this year's pre-market meeting, Saturday, June 2nd from 10-11am at the Miners and Merchants Board Room, 1st Floor at 200 5th St. We will use this time to review the requirements for the Supplemental Food Programs we will be participating in this year (WIC Project Fresh, Senior Project Fresh, SNAP (Bridge Card) and Double Up Food Bucks) and finalize site assignments for seasonal vendors.

Sincerely,

Market Manager
Main Street Calumet

2018/2018 Rules, Procedures and Product Guidelines

Statement of Purpose

In 1949 the National Trust for Historic Preservation was established to save historic places and revitalize communities throughout the United States. In 1980 the National Trust created the National Trust Main Street Center, creating a framework for local organizations of all sizes revitalize their traditional historic commercial districts.

The Main Street program provides guidance for various aspects of running a volunteer based organization from how to start a program to how to run a meeting and from how to hire an executive director to what behaviors are appropriate in a committee meeting. While they provide suggestions on a great range of topics, the basics of the program are to gather a group of volunteers, organize them into [4 committees](#), a [board of directors](#) to provide general direction and fiscal responsibility and a [general manager](#) to support the wishes of the board and the efforts of the committees.

The Main Street approach utilizes a unique combination of grassroots dedication to comprehensively improving quality of life at the local level, integral support and expertise provided by Coordinating Programs at the city, county, and state level, and leadership and direction from the National Main Street Center (NMSC).

Main Street programs strive to meet a variety of requirements and follow two sets of guidelines, the 10 Principles of Organization and the Four-Point Approach. For more information about Main Street, visit <http://www.mainstreetcalumet.com/about-us.html>

Eligibility

Participation in the farmers market is only for regional farmers/growers who sell what they grow, raise or produce on their farm within a 200-mile radius of Calumet, MI and for local producers who make food or artisanal handmade products. Applications will be reviewed and admitted on a case-by-case basis.

A farmer/grower/producer may be a sole proprietorship, a partnership, or a corporation and shall include family members and employees who assist in the production and/or sales/marketing of the farm products. The re-sale of agricultural products by farmers/growers or producers is not permitted and will be cause for immediate expulsion from market.

If you are not a farmer/grower, you may be considered eligible to sell at the market as a Producer in one of the following categories:

Baker: makes freshly baked goods from scratch, using seasonal ingredients from the region as much as possible.

Cheese Maker: makes cheese and other value-added products from milk that is purchased from regional dairy farms. A farmstead cheese maker makes cheese from milk produced on by his/her own herd. A third variation is a dairy farmer who supplies milk to a regional Cheese Maker whose cheese is to be sold at market.

Pasta Maker: makes pasta and sauces from scratch, using seasonal ingredients from the region as much as possible.

Soap Maker: hand crafts soaps and/or other health-care products using seasonal ingredients as much as possible.

Handmade Crafts: hand crafted artisans wares will be considered on a case by case basis. Must submit images of items to be sold at market. 1 craft tent per 1 farmer. See market application for more details.

Meat Processor: primarily operates a food processing facility that processes meat raised by regional farmers/growers.

Fisherman/Waterman: raises or catches fresh fish and shellfish, and uses local processing facilities for seafood products to be sold at market.

Specialty: Other regional agricultural product(s) that are not currently available at market and the agricultural product(s) is/are an important specialty crop in our region.

Food Concessions: Main Street defines food concessions as ready-to-eat food that is prepared partially or entirely at market. A limited number of food concessions may be admitted to sell food and beverages prepared on-site so long as they have all the licenses required to do so.

Winemaker: makes wine from grapes or other fruits grown on the winery's property or from grapes grown locally.

Brewed and Fermented Beverages: Beer, hard cider, and mead makers make their beverages with locally grown grains, honey and herbs. Kombucha should be flavored with local, seasonally sourced ingredients.

PLEASE SEE THE PRODUCT GUIDELINES BELOW FOR DETAILED REQUIREMENTS.

Main Street Market recognizes a growing complexity in what producer-only rules mean due to the increasing number of foods at market that require on- or off-farm processing and the increase in entrepreneurial strategies that farmers/growers and producers are using to bring regional products to market.

Main Street Market regards these activities as indicators of a healthy adaptation due to access to direct markets and part of the process of building a viable local food economy. In making a case-by-case decision about these farmers/growers, producers and their products, Main Street will use a balance of factors: quality of product(s), scarcity of product(s) in the markets, diversity of product mix in the markets and traceability of the farmers/growers and producers.

Product Guidelines

Farmers/growers and producers must abide by all applicable federal, state and local health regulations in the harvest, preparation, labeling and safety of the product(s), s/he brings to market. Farmers/growers and producers will be responsible for obtaining and paying for any permits and licenses required by the State of Michigan and Local County. All permits and licenses must be kept current for the entire market season.

Products not specifically listed under the Main Street Market Product Guidelines will be reviewed on a case-by-case basis and admitted at the discretion of the market management. If a farmer/grower or producer wishes to add product(s) to their market offerings during the market season should check with the Market Manager before doing so.

Main Street strives to maintain a high level of quality at the market, and any new producers of prepared foods, baked goods or value added products may be asked to supply samples upon request prior to acceptance.

Main Street encourages the maximum use of fresh local ingredients (vegetables, fruit, meat, butter, honey and eggs, for example) in prepared foods sold at market. Main Street reserves the right to restrict the products a farmer/grower or producer sells at market should the sourcing or quality of the product(s) change mid-season and no longer meet our standards.

Baked Goods: No commercial mixes, crusts or flavored fillings may be used. Baked goods to be sold at market should highlight regional produce and seasonal ingredients when possible. Bakers who use local eggs, grain, butter and dairy are given preference over those who source nationally.

Canned Fruits and Vegetables: Canned fruits and vegetables should be from the farmer's own produce or sourced locally when possible. Canned fruit and vegetables made from produce not grown by the producer but sourced locally will be admitted on a case-by-case basis.

Cider: Cider must be produced from the farmer/grower's own or leased orchard, but may be processed off- farm in a facility that ensures the cider is made with the local fruit.

Condiments: Condiments such as mustard, relish or ketchup should be made by the farmer/grower or producer using his/her own produce or produce from regional farmers/growers whenever possible.

Community Supported Agriculture:

If you plan on using the Main Street Market as a pick up site for your CSA, you must inform Main Street when you apply at the start of the market season. This includes all forms of CSA:

fruit and vegetable, meat, dairy or egg, as well as farm stand CSA (wherein customers have a credit with the farmer and can select what they want each week).

Dairy:

- a. Fresh Milk: Fresh milk or buttermilk must be 100% from the farmer's own herd. Exotic out-of-region flavorings may be purchased and used minimally (e.g., chocolate for chocolate milk).
- b. Cheese and Butter: Main Street accepts both farmstead (made from dairy from the farmer/producer's own herd) and artisanal (made from dairy purchased by the producer from a local farm) cheese and butters. For artisanal cheese or butter, all milk purchased must be from regional farmers.
- c. Yogurt and Frozen Dairy Products: Yogurt and frozen dairy products must be made with milk produced by the farmer or sourced from a regional farmer. Locally available flavoring agents (e.g. fruit or honey) should be sourced locally.

Dried Fruits and Vegetables: Dried fruits and vegetables should be from the farmer/grower's own produce.

Eggs: Eggs should be from the farmer's own fowl.

Farm-Related Merchandise: The intent of the Main Street Farmers Market is for farmers/growers and producers to sell fresh food. On a case-by-case basis, we will allow farmers/growers to sell farm-related merchandise (e.g., tee-shirts, bags, caps, cookbooks, etc.). This farm-related merchandise must constitute a small portion of the product mix that the farmer/grower or producer is selling at market. All farm-related merchandise must be shown to the Market Manager for advance approval before selling the item(s).

Fish and Shellfish: Fish and shellfish must be raised or caught by the fisherman/waterman. Farmed fish or shellfish will be considered on a case-by-case basis. Fisherman/waterman must hold a commercial fishing license and submit a copy of the license. Contact information (name, address and telephone number) for any facilities where fish and shellfish is processed must be provided to Main Street.

Flavored Oils and Vinegars: Flavored oils and vinegars should be prepared by the farmer/grower using his/her own produce.

Flowers, Plants and Trees: Flowers, plants, bedding plants and trees must be from the farmer/grower's own farm or greenhouse. Farmers/producers must start bedding, potted plants and flowers either from seed, cell pack, bulbs, cutting, or plugs or received dormant (e.g. azaleas, hydrangeas, and roses). Farmer/growers must plant or repot all plant material.

Frozen Non-dairy Fruit Products: Frozen fruit products (e.g., sorbets and dairy-free ice pops) must be made by the farmer/grower or producer.

Grains and Grain Products: Locally grown grains that may be sold at market include but are not limited to barley, oats, rice, rye and wheat. Granola, baking mixes, meal and flour prepared by the farmer/grower or producer must be made from fresh and regional produce when available. No commercial products or mixes may be used.

Honey: Honey should be from the farmer/grower's own hives or regionally produced, but may be processed off-farm.

Meat:

a. Livestock Farmers: All meat products must be 100% from the animals raised from weaning by the farmer/grower. Animals may be butchered and/or processed off-farm. The farmer/grower must provide copies of any processing permits and contact information (name, address, and telephone number) for any processing facilities used during the market season.

b. Meat Processors: All meats must be raised by farmers/growers in the region defined by the Main Street Market local guides, preferably within a 200-mile radius of Calumet, MI. All meat sold at the Main Street Market must be clearly labeled with the farm of origin (the farm that owned the livestock), regardless of whether it is the farmer/grower's product or a processed product. All meat products sold must carry the identification of the individual farmer/grower either on the label or on clearly visible signage at every market alongside Meat Processor identification, and abide by all local, state and federal labeling regulations and laws. The names, addresses, and telephone numbers of all farmers/growers for whom meat is processed must be provided as part of the Main Street application process.

c. Producers of cured meats: Producers making cured meat products (bacon, pancetta, dried sausage and salami) must use locally sourced and humanely raised meats. All cured meat products must be made in a USDA-inspected facility or in a retail store that operates legally under the retail exemption allowed by the USDA.

d. All meat sold at the Main Street Market must be made, processed and packaged in USDA-inspected facilities except when federal or state and county exemptions allow legal sale of meat. Farmers/growers must provide Main Street with facility identification numbers and slaughter receipts when requested. Main Street management may contact the facility by phone or make a site visit to verify the processing after receiving receipts from the farmer/grower. All packaging must display USDA-required labeling except where there is a legal exemption from such labeling.

Pasta: Eggs for the pasta must be from the farmer/grower's fowl or purchased from regional or farmers/growers. Preference is given to pasta makers who use local grains and potatoes (in the case of gnocchi).

Prepared Foods:

a. Foods prepared off-site: Must follow the guidelines outlined in this document for the particular product. Locally available fruits, vegetables and meat in prepared foods should be from the farmers/growers or producer's own production or sourced from regional farmers/growers. Preference will be given to prepared foods that use local dairy, eggs, grains or other ingredients where applicable.

b. Food Concessions (foods prepared entirely or partially on-site): Please see "Food Concession Guidelines" on the following page 9.

Preserves, Pesto, Jams, Fruit Butters, Syrups, Purées, Salsas: Preference will be given to farmers/growers making preserves, pesto, jams, fruit butters, syrups, purées and salsas from fresh fruits and vegetables grown on their farm or locally sourced. However, artisanal products in this category will be reviewed on a case-by-case basis. Artisanal producers in this category should source the primary ingredients in these products from regional farmers and growers.

Produce: All produce, defined as vegetables and fruits, offered for sale at the Main Street Farmers Market must be 100% grown by the farmer/grower. The re-sale of produce is strictly prohibited. This includes whole grains, including but not limited to barley, wheat berries, or rye berries, oats and rice.

Soaps and Herbal Products: Soaps and herbal products include fresh and dried herbs, creams, spritzers, powders, lip balms and scrubs. Soaps and herbal products should highlight regional produce and seasonal ingredients. Exotic, out-of-region, ingredients (such as oils and essential oils) may be purchased.

Wine: Wine must be made at a local vineyard and exclusively from locally grown grapes or fruit, either grown at the vineyard itself or obtained locally. Wines made from or blended with grapes or fruit grown out-of-region will be considered on a case-by-case basis.

Brewed and Fermented Beverages: Beer, hard cider and mead should follow the same guidelines as wine and use local fruits, grains and honey. Kombucha should be flavored with seasonal, locally sourced ingredients.

Wool and Pelts: Wool and pelts should be from the farmer/grower's own animals or purchased from regional farms, but may be carded, cleaned, or spun off-farm. For pelts, animals may be processed off-farm. Preference will be given to those selling wool or wool products from their own herd, but Main Street does accept non-local wool on a case-by-case basis.

Seasonal Farm Products and Crafts: Seasonal farm products and crafts produced from materials grown or gathered on the farm by the farmer/grower, such as flower or herb bouquets or wreaths and foraged plant materials are allowed at the market management's discretion. Decorative accents (e.g. ribbon) may be used sparingly, but no artificial foliage, fruit or vegetables may be used.

Other Farm / Handmade Products: Other products sold at the Main Street Farmers Market must be handmade by the seller/farmer, preferably of material grown, processed or gathered predominately by the seller/farmer. These products include compost, mulch, custom potting mix, seedlings, and handmade artisanal goods.

Food Concession Guidelines

Food Concessions are ready-to-eat foods that are prepared partially or entirely at market. Main Street will consider admittance of a limited number of food concession stands on a case-by-case basis.

Preference will be given to those who's products are made primarily from the farmer/grower's own produce, dairy, meats, and cheeses, or made from products that are regional produced farmers/producers. All prepared, ready-to-eat food producers should be familiar with what is at market and adjust their offerings to reflect what is seasonal. Process and equipment must meet all standards set out by the city/county/state.

It is recommended that all ready-to-eat foods be served on compostable cutlery and plate ware. Styrofoam plates and bowls are not recommended. Good sources for compostables are www.worldcentric.org and www.acmepaper.com as well as www.amazon.com

Leave-No-Waste Trash Policy

Main Street Farmers Market is committed to a clean and environmentally friendly leave-no-waste trash policy. We require that all ready-to-eat and food concession farmers and producers provide their own receptacles for all compost and waste generated from the sale or sampling of their products. Farmers/producers are responsible for hauling away any trash collected and for leaving their booth area clean of debris. Farmers/producers may not leave trash for market staff

to dispose of or overflowing in city trash containers. Those found in violation of our waste policy are subject to fines.

Application fees for the market season will be as follows:

- Annual Fee: \$75 per season 18 to 20 weeks
- Daily Fee: \$5 per day
- No Refunds

Product Samples and Photographs

Product samples and photographs of product may be requested by the Market Manager prior to admittance to the Main Street Farmers Market. The Market Manager also reserves the right to request product samples for the purpose of assessing quality at any time during the market season.

Insurance

All farmers/growers and producers must carry insurance for general liability and property damage, as well as product liability coverage and shall maintain all other coverage as required by law. A copy of the Certificate of Insurance may be requested by Market Manager. Main Street Calumet is not responsible for insuring vendors.

Market Agreement

All farmers/growers and producers must complete and sign the Markets' Agreement as part of the application process.

Farmer Certificates, Product Plans, and Labels

A current product list must be submitted with the application. Only items listed in your completed application can be sold at the Market. You must list all food and products that you plan to bring to market. Items not listed will be allowed for sale may be requested to be removed from the market by the Market Manager.

If you want to bring additional or new products to market that are not on your original market application, you must let Market Manager know prior to bringing these products to market. (See pages 5 for more information.)

Certificates/Licenses/Permits

All products must comply with local, state, and/or federal health ordinances and the farmer/growers and producers. It is the responsibility of all market vendors to pay MI sales tax on applicable items. Main Street Calumet also recommends applying for all applicable licenses and inspection numbers required for the operation of your business and/or sale of your products, and any other license, registration, certification, or permit required by local, state, or federal law.

Cottage Food Laws:

If operating under the Cottage Food Law, then it is the responsibility of the vendor to review and abide by all labeling and ingredient rules as outlined. For more details, please visit the following website.

http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html

Farmers/growers or producers who are fined by the county, state or federal regulating bodies for violations or non-compliance with health regulations are solely responsible for paying those fines. All fines must be settled before the farmer/grower or producer can return to sell at Main Street Calumet Farmers Market.

Upon request, please be prepared to provide copies of all current and valid licenses, insurance policies, registrations, certifications, or permits. Main Street Calumet is not responsible for obtaining operating licenses or certification for any vendors at the Market.

Market Operations

Main Street Farmers Market's on-site Market Manager (s) is responsible for administering and enforcing all market Rules and Procedures as well as public safety, space assignments, market data collection, Product Fresh redemption, matching incentives programs, and market public education programs. Market Manager(s) has final authority in resolving issues in a civil and efficient manner.

Market Opening and Closing

Farmers/growers and producers must arrive at least one hour before the market opens. No farmer/grower or producer may drive into the market site after the market has opened without permission from the Market Manager. Latecomers may be denied admission or admitted and located at the market management's discretion. Seasonal vendors have priority to booth location. Vendors are responsible to help set up their booth (tent, table, chair, sandbags). If you need assistance please ask the Market Manager or other vendors for help. Please contact us ahead of time if you know you will be needing assistance.

If arriving more than two hours before market opens, farmers/growers and producers cannot expect to be able to park or set up. Market management will advise regarding specific logistics.

Vendors are required to stay for the whole duration of market. At the close of market, all farmers/growers and producers must begin packing up to leave the market site, but may continue to sell as they pack up. Vendors are responsible for taking down their tent, table, chairs, sandbags, and any other market materials used, and putting all items back in the Main Street trailer in an orderly fashion. Vendors are also responsible for removing any trash they create. Farmers/growers and producers must leave the market site as soon as possible at the close of market or park their vehicles in accordance with traffic laws and any posted parking signage at the market site.

Inclement Weather Policy

Recognizing it is the mission of the Main Street Farmers Market to provide a venue for farmers/growers and producers to sell their products, it is also our responsibility to ensure a safe and orderly market environment. Market Manager(s) will make decisions to alter market time/location based on weather reports and on site market conditions. It is the authority of Market Manager(s) to close a market early or open a market late due to severe or inclement weather. If a market is cancelled due to severe weather farmers/growers and producers will be notified in a timely way by email and telephone. See "Farmstand Requirements" for details on tent weight requirements.

Market Attendance

A minimum attendance of 80% of market days is required for a full-season farmer/grower or producer to be considered for admission to the Main Street Farmers Market the following

season and to hold the farmer/grower's or producer's assigned place at the market. This minimum attendance requirement may be waived at the discretion of the market management. At the beginning of the market season, farmers/producers will be provided contact information for the on-site Market Manager(s). Farmers/growers or producers not able to attend a market day should telephone the Market Manager(s) as soon as possible. If you cannot reach your market manager(s), email leah@mainstreetcalumet.com as soon as possible.

If you know in advance that you will miss a market, please update your schedule with the Market Manager by phone or email, so the market setup can be modified and/or the space filled on a temporary basis. If you are delayed and will be arriving late to market, call or email so that we might be able to set up ahead of time.

Food Access Programs

The Main Street Calumet Farmers Market participates in WIC Project Fresh, Senior Project Fresh, SNAP/EBT (Michigan Bridge Card) and the Double Up Food Bucks programs. Each program is targeted to provide fresh, locally grown fruits and vegetables to people in need. To be eligible to participate in these programs a farmer/food vendor must register with the Market Manager prior to the start of the season (or start of market day for day vendors). Vendors will receive a Farmer Number and instructions on each program. The guidelines for each program are slightly different. Prior to the start of the market season there will be an instructional meeting all vendors are encouraged to participate in.

For more information about these programs, please contact the Market Manager at marketmanager@mainstreetcalumet.com

Senior Project FRESH Program

https://www.michigan.gov/osa/1,4635,7-234-64083_43343---,00.html

WIC Project Fresh

https://www.michigan.gov/mdhhs/0,5885,7-339-71547_4910_4921---,00.html

SNAP/EBT/Bridge Card

<https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program-snap>

Double Up Food Bucks

<http://www.doubleupfoodbucks.org/>

Sales Tax

Farmers/growers or producers selling non-edible products, such as flowers, plants, wreaths, yarn, wool blankets, soap, ready-to-eat foods or other items that are subject to sales tax, should comply with local and state tax regulations. Farmers/growers or producers may be asked to provide sales tax id.

Market Programs

Educational Programs: All farmers/growers and producers may be asked to participate in programs including market tours and chef demonstrations during market days. If you have any fun ideas about programs that you would like to host, please chat with the Market Manager. We would like to help insure any activities are aligned with market values and support our visitors. It is also helpful to know ahead of time so that we can market your program on social media etc..

Non-Profit / Business Sponsorship Programs: If you represent a local business or charity that would like to host a tent or activity at the market, please get in touch with our Market Manager or the Main Street Calumet Executive Director. We would love to have you at the market

Market Space Assignments

Main Street Farmers Market retains control of all assigned and unassigned spaces. Such spaces will be available to current and new farmers/growers or producers who wish to change the size or location of their space. Requests from current farmers/growers or producers for space assignment changes will be considered before locating new farmers/growers or producers in a market. Space assignments to new farmers/growers or producers will be made at the market management's discretion to insure the viability of the the Market and the diversity of the marketplace.

Farmstand Requirements

Signage

Before the market opens, farmers/growers and producers should post prices for all items and hang signage for supplemental food programs they are enrolled in. Each farmer should also post a farm/business sign at their farm stand on every market day. The farm or business sign should be mounted on, or next to, the market tables/tent. The farm or business sign and lettering should be large enough to be easily read from a reasonable distance.

In the 2018 season Main Street Calumet reserves the right to provide each farmer/producer with farmstand signage at all markets with the goal of strengthening the Market brand and educating shoppers. If Market provides signage, each farmer/producer will be asked to approve the content of the sign for accuracy. Main Street will produce the signs, store them at market, and hang them on each stand and then collect them at the end of market day. Farmers/Growers and Producers must comply with the selected location of signage placement so that the signage is uniform throughout the marketplace.

Electricity

Access to electricity is limited. Please bring at least 50' of power cord and a power strip for your use. See application for more details on electricity.

Market Bags

Main Street Farmers Market recommends using biodegradable, compostable or bio- degradable bags and/or paper bags rather than traditional plastic bags. We understand that farmers/producers may have a 3-5 year supply of traditional plastic bags to use up, but we ask that future bag orders be for biodegradable or compostable bags. Farmers/producers may also sell re-useable bags at market and are encouraged to incentivize shoppers to use reusable bags.

Market Canopies/Tents/Umbrellas

All canopies, umbrellas, and other forms of stall cover must be sufficiently and safely secured to the ground with weights from the moment the canopy is erected at the start of the market day until the moment immediately before it is taken down at the end of the market. If tents are inadequately secured, market management will ask the farmer or producer to take it down and sell without it.

Sufficiently means at least 24 pounds per leg for tents, and at least 50 pounds for umbrellas. Tents may be secured to vehicles, but require weights on tent legs that are not facing the

vehicle. For questions about types of tent weights and ways to secure them, please contact your market manager.

Safely means that the method used to secure the canopy does not create its own safety hazards:

- Tent weights should not cause a tripping hazard.
- Tent weights should be tethered with lines that are clearly visible.
- Tent weights should have soft edges to avoid causing scrapes and cuts.
- Tent weights should be securely attached to the canopy.
- Canopy weight should be on the ground and not above people's heads.

Maintenance and Appearance

Tables and other fixtures should be in good repair. All produce must be kept off the ground. Market products should be safe and in good condition. Products that do not meet this safety and quality criterion may be removed at the market management's discretion. Farmers/growers and producers who fail to comply with this requirement are subject to suspension or termination from the Market.

Sanitation

Farmers/growers and producers must maintain their market stands and spaces in a clean and sanitary condition. Please refer to our leave-no-waste policy on page 9. The market management will be responsible for ensuring that any trash from public traffic at the market sites is properly removed and disposed of at the close of each market day.

Smoking

Main Street Farmers Market has a no smoking policy enforced during market hours. If you must leave the premise to smoke, we ask that you please wash your hands before returning to market.

Market Food Samples

Food samples must be prepared and presented in a safe and sanitary manner, according to the state Department of Health code and the direction of the Market Manager. The farmer/grower or producer must provide trash receptacles for the disposal of any sampling materials such as cups, utensils or toothpicks.

Market Conduct

Main Street Calumet expects market farmers/growers, producers, and their staff to comply with the above Farm stand Requirements and to conduct themselves in a manner that contributes to a positive experience to visitors of the market and Calumet. This includes (but is not limited to): not idling your engine, not playing loud music, refraining from smoking at your farm stand during market hours, and failure to properly secure your tent, canopy or market umbrella.

Farmer/grower and/or producer staff should be well versed in the products they are selling, provide positive customer service to ensure a pleasant experience. We ask that farmers and producers not leave their booths unattended during market hours. If you are alone and need a break, please ask a Market Manager or market volunteer to fill in for you.

Common courtesy and respect are essential to the success of the Market. Main Street Calumet expects market participants to be honest and to conduct themselves in a courteous and friendly manner with other market participants, staff and visitors.

Violations of Farm stand Requirements may result in immediate suspension of participation of the market by a Main Street Calumet representative.

Harassment Free Workplace

Main Street Calumet is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees, volunteers, farmers and producers by anyone, including any farmer/grower or producer, co-worker, or an external third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's race, color, national origin, religion, age, sex, gender, or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

All Main Street Farmers Market employees, volunteers, farmers and producers are responsible for helping to enforce this policy against harassment. Any Market employee, market volunteer, farmer/grower or producer who has been the victim of prohibited harassment or who has witnessed such harassment should immediately notify the Market Manager so the situation can be promptly investigated and remedied. If it is the Manager(s) who is responsible for the harassment or reporting the situation to the Manager fails to remedy the situation, complaints of harassment should be immediately be reported to one of the Executive Director of Main Street Calumet.

It is Main Street Calumet's policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, Main Street Calumet will maintain the confidentiality of those involved.

Administration of Rules and Procedures

Advisory Committee to the Main Street Calumet Farmers Market for Rules, Procedures & Product Guidelines

In order to ensure that the producer-only farmers market continues to promote the viability of agriculture in the Keweenaw Peninsula region and to remain flexible for emerging situations related to all farmers/growers and producers, an Advisory Committee was created. This Advisory Committee serves at the direction of Main Street Calumet's Board of Directors and recommends changes to the Farmers Market "Rules, Procedures & Product Guidelines" on an annual basis or as needed for a specific market issue.

Producer-Only Violations

Complaints of a suspected violation of the producer-only rule must be submitted in writing. To file a complaint, or report a suspected rule violation, please send a letter or email to the Market Manager (see section "Market Attendance" for manager's name and contact information). The identity of the person complaining shall be kept confidential. The market management may notify the subject of the complaint in writing and confer with farmer/grower or producermarket

members and others, if necessary, to determine what level of investigation is necessary including a site visit. Farmers/growers or producers refusing to cooperate with a site visit or audit can be permanently removed from the market.

Any farmer/grower or producer who is found to have violated the producer-only rule will receive a warning, temporary suspension, or be permanently removed from the market, depending on the severity of the offense. Any subsequent violation of the producer-only rule will be grounds for removal from market.