



2025 Charlevoix Farmers Market Information and Policy

The Charlevoix Farmers Market is held every Thursday, May 22 to October 16 along Bridge Street at East Park.

Market hours: 8am - 1pm Thursdays May 22 through October 16, 2025 (weather permitting).

Date Exceptions: The **July 24 Market** will set up in Bridge Park in cooperation with the Venetian Festival.

The **October 9 Market** will set up in Bridge Park in cooperation with Apple Fest.

Booth Fees: The price for a booth is \$340 for the season. Fees are based on each 10' X 10' space. A 10' X 20' space is \$680. The daily drop-in fee is \$40. Placement preference will be given to annual Vendors and those Vendors that participate May - October.

Application Packets are due by: March 20, 2025. Booth space/location will not be guaranteed after this date.

Market Requirements

1. The Charlevoix Farmers Market Vendor products must be grown or produced in Charlevoix, Antrim, Otsego, Cheboygan, or Emmet counties. The Charlevoix Farmers Market may allow producers outside of the 5-county area to participate in the market if the Farmers Market Advisory Committee feels the Vendor's product(s) will fill a void and/or niche in the market that has not otherwise been filled by any current Vendor, or if the Vendors product(s) are supportive of the Charlevoix Farmers Market Mission Statement.
2. All Vendors must complete, and turn in, a Vendor application before attending the market. Copies of all appropriate licenses/permits 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. We **MUST** have a current W-9 on file. This is part of your packet and must be completed each year. Reimbursements will not be made without a current W-9 on file.
3. Synergistic products must be approved by the Market Manager and must be listed as such on the Vendor Application. Synergistic products are those such as baked, canned, bottled, or jarred items that enhance the farmers' offerings. The Market Manager determines eligibility of synergistic products. The Market Manager has the authority to question any item not on the Vendor's application. Removal of items not on the list and not grown by the Vendor may be required.
4. To ensure the integrity of the products sold, Farm visits may take place by the Market Manager and/or members of the CFM Advisory Committee on rotation. The visits will be arranged in advance, with the Vendor, by the Manager.
5. Priority will be given to Vendors who pay a seasonal rate and make a weekly commitment to attend the market, on-time for the entire season, as well as to those with seniority in their faithful commitment to working the Charlevoix Farmers Market.
6. The market will be open from 8am to 1pm. Booth set up may begin as early as 6:30am. Vendors must be ready to open for sales at 8am - no sales before the 8am opening. Vendors are required to stay until 1pm.

7. Any Vendor wishing to leave the market earlier than 1pm must get approval from the Market Manager. Leaving early without permission may result in forfeiture of position.

8. In the case of an absence, or tardiness, Vendors must call in by 7:00am. If you are not present, or have not called by 7:00am, your space will be given to another Vendor. **Please do not email the Market Manager or call the office number if you are going to be late or absent from the Market. You must call or text the Manager's cell phone.** The Market Manager will address anyone who is late or absent more than three times. Any Vendor that does not fulfill their seasonal term will not be refunded. Any Vendor that files an application and does not attend the market within 2 weeks of their stated start date will be removed from the Market and will forfeit their booth space and fees. Likewise, any Vendor who is absent more than three times without prior Market Manager approval will lose their booth position or be removed from our Market for the season.

9. Farmers shall sell only agricultural, horticultural or food items they themselves have grown in our 5-county area. Important: No re-selling 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 within 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 will forfeit booth fees.

10. Bakers, cooks and non-produce Vendors shall sell only products they make. Local ingredients must be utilized wherever possible.

11. No handcraft items are allowed at the Charlevoix Farmers Market.

12. 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 Law (see link below). Their products will be inspected by the Market Manager, who has authority to ask a Vendor to remove a product not in compliance. **Refer to:** <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information> website for all details.

13. To maintain a healthy Farmers Market, price-cutting of top-quality products is discouraged. Poor quality or over-ripe produce must be labeled as such and may be sold at a discounted price.

14. Vendors must remove all their own trash and dropped produce, flower cuttings and such at completion of the market. The park is to be left as you find it, or cleaner.

15. There will be one mandatory Vendor meeting at 12:00 noon, Thursday, April 17, 2025, second floor City Hall 210 State Street in Council Chambers. Even if you have attended this meeting in the past, you or a working representative must attend.

16. You must participate in our Credit Card token system; and it is strongly suggested that anyone eligible participate in Bridge Card tokens (SNAP), Senior Project Fresh, Double-Up Food Bucks and WIC. When doing so, all Vendors must follow all rules governing these programs as explained at the mandatory meeting. Instructions on participation will be provided by the Market Manager.

17. To maintain a healthy environment, NO SMOKING is allowed in the Market Area during open hours and no personally owned dogs will be in your booth space. Compliance is mandatory for all Vendors and attendants.

18. **All vendor vehicles must be moved immediately after unloading.** The setting up of tables and tents should be done after your vehicle is moved to the parking lot. All Vendor vehicles must be moved by 8:00am. You may use any of our non-metered, back lot parking areas (west of Bridge Street, behind the store fronts). If you park in a metered space, you WILL be ticketed.

19. These rules apply to all Vendors and all employees/representatives of the Vendors. The Market Manager will oversee any violations and consequences of any market rules as supported by the Farmers Market Advisory Committee.

20. The City of Charlevoix Farmers Market Manager and Advisory Committee, at their discretion, reserve the right to refuse any Vendor or product and to make all decisions regarding the implementation and management of the Charlevoix Farmers Market.

I, _____ (Signature) have read and agree to the above rules and regulations of the Charlevoix Farmers Market. _____ Date

Notes and/or Questions for the Market Manager



2025 Charlevoix Farmers Market Mission Statement and Code of Conduct

MISSION STATEMENT

Charlevoix Farmers Market exists to bring our whole community to the heart of the City to experience healthy living, including shopping for and eating the best local produce, meats and fine artisan baked goods while learning more about health as a family. The Market sponsors events to help educate the children and public while providing space for quality family time on a regular basis as well as supporting our local growers and helping incubate small business.

CODE OF CONDUCT

The primary purpose of this Code of Conduct is to ensure the wellbeing of all participants. It is the market's intent to serve the public and create a friendly atmosphere that will benefit both the Vendors and customers. Vendors are expected to behave courteously to customers, other Vendors, and market staff.

As a Charlevoix Farmers Market Vendor and/or their representative, I will:

- Respect and adhere to all rules established by the Charlevoix Farmers Market.
- Not willingly deceive or exploit customers, the Market Manager or The City of Charlevoix concerning Market business.
- Always demonstrate the highest standards of personal behavior and integrity.
- Vendors shall require compliance with the Code of Conduct by people employed by them. It is the responsibility of the Vendors to educate and supervise employees such that they understand the importance of preserving the integrity of the Charlevoix Farmers' Market.
- Please be accountable to each other.
- Treat everyone with respect. Rude, violent, aggressive, uncooperative, or belligerent behavior toward others will not be tolerated.
- Under no circumstance shall a Vendor or representative attend or participate in the Charlevoix Farmers Market while under the influence of alcohol and/or controlled substance.

- If an issue arises and it cannot be solved between the Vendors, the procedure is as follows: The Vendor with the grievance must go to the Market Manager. If the Market Manager cannot solve the issue with the help of the Farmers Market Advisory Committee the Vendor must file a formal grievance. To preserve the integrity of the presented grievance no other outside parties shall be notified unless questioned by the Market Manager or the Charlevoix Farmers Market Advisory Committee.

It is important that all Charlevoix Farmers Market Vendors and/or their representatives comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Market Manager or market advisory committee may lead to dismissal as a Vendor at the Charlevoix Farmers Market with no refund.

I have read the Charlevoix Farmers Market Vendor Code of Conduct above and agree to comply with the terms as stated.

Name: _____ Farm/Business: _____

Signature: _____ Date: _____

Without signed copy of Code of Conduct on file with the Market Manager, Vendor cannot participate in Charlevoix Farmers Market

2025 WAIVER & RELEASE

I (Vendor/Farm/Business), _____, as indemnitor, I agree to indemnify, defend and hold harmless the Charlevoix Farmers Market, Charlevoix Recreation, City of Charlevoix, Farmers Market Advisory Committee, and Market Manager from and against any and all claims, losses, liability, costs or 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 Charlevoix’s property for the purpose of selling items at the Charlevoix Farmers Market during its seasonal operational schedule.

Additionally, the indemnitor, including indemnitor’s agents or employees, admits receipt of a copy of the Charlevoix Farmers Market Rules for the current year, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these Guidelines.

Signature Date

Printed Name Farm/Business



Market Grievance Procedure and Inspection Policy

As members of the Charlevoix 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 Charlevoix Farmers Market Committee 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 three individuals appointed by the Farmers Market Advisory Committee.
- Minor complaints concerning rule infringement (not usually requiring a Grievance Form such as space violations, time violations and uncovered foods) may be resolved on the spot by the Market Manager. Major complaints concerning rule infringement (involving out of season produce, out-of-area produce or wholesale produce) must be submitted on the Grievance Form (available from the Market Manager).
- Fill out the Complaint Form and return it to the Market Manager.
- Pay a \$25 deposit for the Market Manager and/or Committee Members 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.

Complainants 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.

The production site must be available for inspection within five days following the receipt of the complaint. If the Farmers Market Advisory Committee cannot be satisfied by Vendor compliance, it may have the Vendor removed permanently from the market.

A complaint may be filed with the City of Charlevoix to force the removal of any offending Vendor by the police.



**THURSDAY MARKET on BRIDGE STREET 8 AM - 1 PM
APPLICATION**

Vendor Information/Profile

Farm/Business Name: _____

Owner/Representative Name(s): _____

Contact Person (If different than above): _____

Mailing Address: _____

City/State/Zip Code: _____

Business Phone: _____ Cell: _____

Email Address: _____

Please provide the physical address for your business' primary point of production (if different than above):

Street: _____

City/State/Zip Code: _____

County: _____

How many years have you participated in the Charlevoix Farmers Market? _____

What other farmers markets do you participate in? _____

Please specify booth size requested: 10 x 10 ft. 10 x 20 ft. 5 x 5 ft.

Annual Vendor Fee: Single \$340 Double \$680 Half \$170 Daily Drop-In \$40

Electricity Needed - Add \$25

Months attending (check): May June July Aug
 Sept Oct ALL

IMPORTANT: You MUST list your Expected Market Start Date: _____

(This is your agreement date. If you are absent more than twice from this beginning date, you will be removed from the market and your booth fee will be forfeited).

Please check all products you will be selling at the market:

- | | | | | |
|------------------------------------|------------------------------------|---------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Produce | <input type="checkbox"/> Eggs | <input type="checkbox"/> Meat | <input type="checkbox"/> Cheese | <input type="checkbox"/> Baked Goods |
| <input type="checkbox"/> Sauces | <input type="checkbox"/> Preserves | <input type="checkbox"/> Plants | <input type="checkbox"/> Juice | <input type="checkbox"/> Wine |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Tea | <input type="checkbox"/> Coffee | <input type="checkbox"/> Canned Items | <input type="checkbox"/> Hard Cider |
| <input type="checkbox"/> Ointments | <input type="checkbox"/> Soaps | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Specify all items you will be vending at the Charlevoix Farmers Market:



2025 Charlevoix Farmers Market Vendor Check List

Copies of all the following items must be turned in with this application:

- Required licenses and certificates.
- Signed Waiver & EBT form and Double-Up & Project Fresh agreements (if applicable).
- Signed application with all products listed.
- Signed Code of Conduct
- Signed Cottage Food Industry Agreement (if applicable).
- Photo Release for promotional use.
- Signed W9
- Cash, check or money order made out to Charlevoix Farmers Market

I am willing to donate an item(s) toward customer appreciation baskets/prizes.

Number of times you may ask me: _____

I attest the above information in my Vendor Profile is true and is in no way a misrepresentation of my market products. Further, I acknowledge full responsibility for all activities and conduct. I attest that I have read and agree to all the 2025 Charlevoix Farmers Market rules.

Signature: _____ Date: _____

Charlevoix Farmers Market · City Hall, 210 State Street, Charlevoix, MI 49720

Beth Anzell, Market Manager - 231-547-3253 (O) or 231-675-3578 (C)

Email: farmersmarket@charlevoixmi.gov or betha@charlevoixmi.gov

Office Use Only

Total Amount Paid: \$ _____ Cash Check # _____

Date Received: _____ W9 SPF



Small Wine, Hard Cider and Mead Vendors

Eligible Wineries must:

Complete the Michigan Liquor Control Commission (MLCC) Application for Farmers Market Permit (https://www.michigan.gov/documents/lara/LCC-3020_Farmers_Market_Permit_Application_08-13_432699_7.pdf)

1. A map of the Farmers Market location will be provided upon acceptance of your Farmers Market Application for submission with your Permit.
2. Obligations:
 - a. Wineries must make fewer than 5,000 gallons of wine per year at all locations.
 - b. Wineries must grow their own fruit or source county specific, Michigan fruit; if sourcing from other farms or vineyards, the winery must provide a detailed list of those sources with contact information.
 - c. The Market Manager has the right to cancel a winery's table assignment at any time, for any reason.
 - d. Wineries must submit a copy of their liability insurance with insured in the amount of at least \$1,000,000.
 - e. Wineries shall supply trained servers (certificate on file) who will be present to distribute 1-ounce wine samples at the market. In the event of substitutions, the Market Manager must be notified and be provided with information for any/all new servers.
 - f. Wineries will check photo identification of ALL customers sampling or purchasing wine and will not serve wine to anyone under the age of 21 years old, in accordance with federal law.
3. Wine Vendors will devise their own system for distributing the 1-ounce pour. No one person will be served more than six ounces (one, 6 oz. glass of wine) per Vendor on a given market day.



2025 Charlevoix Farmers Market Vendor EBT (Electronic Benefit Transfer) Agreement

Charlevoix Farmers Market accepts food assistance benefits (SNAP/EBT/food stamps) in the form of Michigan Bridge Card. Eligible Vendor participation is strongly recommended.

Agreement:

I agree to follow all the rules as explained on the attached process/rule sheet.

- I agree to follow all policies of the Charlevoix Farmers Market, as well as those of the US Department of Agriculture Food and Nutrition Service (USDA FNS), who administers the Bridge Card program. An in-depth review of eligibility and process will be addressed at the mandatory meeting.
- 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 market eligibility.
- I understand I will not be reimbursed for tokens or scrip collected incorrectly.
- I understand 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.

Signature

Date

Printed Name

Farm/Business



2025 Charlevoix Farmers Market Photography Release

Charlevoix 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 on the situation. We will make attempts to get permission of subjects and use 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 City's 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

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							
or								
Employer identification number								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td></td> <td></td> <td></td> </tr> </table>					-			
-								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.