

Johnstown Township, Barry County, MI Farmers Market and Craft Show Guidelines

1. **Registration:** Vendors may secure a 10'x10' space by submitting an "Application for Farmers Market and Craft Show" by the published registration deadline along with the applicable registration fees. Vendor space is not reserved until the completed Application and **non-fundable registration fees** are received and acknowledged. The Township reserves the right to accept and decline registrations to ensure a varied sale for the patrons. Up to two vendors may share a space, and both must be approved at the time of registration.

Registration fees are payable via cash, check, or money order to **Johnstown Township**. Once accepted for the Market, application fees are **NON-REFUNDABLE**. Application fees returned for non-sufficient funds will be assessed an additional \$30 fee, payable by cash, money order, or cashiers' check to Johnstown Township.

2. **Set Up/Tear Down:** Set up will begin 90 minutes prior to the start of the market. Vendors must be checked in within 30 minutes of the designated start time, or their space will be forfeited and registration fees retained by Johnstown Township. Unloading and loading is allowed in the designated area(s) only. Vendor parking is allowed in the designated parking area only. Vendors may not leave the event early. Tear down must be completed within 60 minutes of the end of the market.
3. **Rules and regulations:** Sellers agree to abide by all federal, state, and local laws, ordinances, and Johnstown Township rules and regulations. Food Vendors agree to operate under a valid Food License or comply with the Michigan Department of Agriculture & Rural Development (MDARD) "Michigan Cottage Food Laws.
4. **Cottage Foods:** All food products shall be produced by the vendor and must be labeled according to the State of Michigan Cottage Food Laws. Vendors are required to confirm on the application that they understand and operate under the Cottage Food Laws.

Products eligible for sale at the Market:

-**Fruits, vegetables and field crops:** Vendors must grow the products they are selling;

-**Plants, Flowers (fresh or dried);**

-**Honey and Maple Syrup;**

-**Meat and Poultry:** All meats and poultry to be sold at the Market must be owned and raised by the farmer selling them and must meet Federal, State and Local preparation, licensing, labeling and storage regulations. All meats must be processed in a USDA-inspected slaughter facility. A USDA seal of inspection must appear on all packages of meat. Poultry producers raising fewer than 20,000 birds may have their birds processed either at a USDA- or MDARD- inspected facility. Product must be labeled appropriately and producers must have a copy of the MDARD license on hand at the Market. All meats and poultry must be stored at 41 degrees F or below. All meats and poultry must be labeled with the farm name and address;

-**Crafts or handmade items;**

-**Baked Goods:** All baked goods must be prepared in your primary residence home kitchen and must be properly packaged and labeled with all information specified in the Cottage Food Laws;

-**Eggs:** Must be sold directly to consumer only and be labeled, "Packaged in a facility that has not been inspected by the department.";

-**Dairy Products:** All dairy products, including cheese, yogurt, ice cream etc., to be sold at the Market, must meet Federal, State and Local preparation, licensing, labeling and storage regulations. All dairy products must come from a licensed dairy; the license must be provided to the Market Manager. All dairy products must be stored at 41 degrees F or below.

5. Prohibited Items: No sale of firearms or other weapons, ammunition, explosives, tobacco or tobacco related products, marijuana products, alcoholic beverages, or counterfeit merchandise of any kind. Johnstown Township reserves the right to restrict the sale of any inappropriate items at its discretion. Additionally, no open flames are permitted.

6. Sales Tax: Vendors are responsible to comply with Federal, State, and Local regulations concerning sales tax.

7. Space: Vendor agrees that all items will remain inside the boundary of the rented 10'x10' space(s) at all times. Products may be displayed only in the space reserved for the Vendor, not in any common areas. Vendor must provide their own table(s). A limited number of picnic tables are able for use, if requested in advance, on a first come, first served basis. Vendors may use a canopy, that fits within allotted space, (no canopies allowed in the pavilion). Vendors selling large items are required to provide their own "claim system" for patrons' use. Vendors are responsible for removing any large items not picked up by their customers at the close of the Market.

8. Liability: These guidelines bind Johnstown Township, sellers, and their respective officers, agents, successors in interest, employees, family members, and their heirs. Johnstown Township assumes no responsibility for injury to any person, including patrons, patrons of sellers, seller and family members, agents or employees of the seller. Furthermore, Johnstown Township assumes no responsibility for loss or destruction of seller's property including property which seller has on loan or consignment from others on account of theft, loss, destruction, fire, storms, and any and all other natural causes of acts of God.

9. Indemnification: Vendors agree to defend, indemnify, and hold harmless Johnstown Township, its Board, and employees from any claim, demand, suit, fine, loss, cost or expense or any damage which may be asserted, claimed, or recovered against or from Johnstown Township by reason of any damage to property, person, or bodily injury, including death, sustained by any person connected with, the use of the facilities, and/or by the negligence of the vendor, its agents, invitees, employees, officers or representatives.

10. Termination: Failure to abide by these guidelines, or behavior or language deemed inappropriate during the conduct of the Market will result in immediate termination of your participation in the Market and possibly future events.

11. Cancellation: If for any reason the Market must be cancelled, the vendors will be contacted immediately using their preferred communication method indicated on the registration form and all registration fees will be fully refunded.

12. Media Release: Vendors participating in the Market agree to give Johnstown Township unlimited permissions to use, publish, and republish for the purposes of advertising, public relations, trade, or any other lawful use, any photos to be used in future promotional activities including print and social media outlets.

13. Agreement: Vendor signature below indicates that you have read and agree to abide by these guidelines.

14. Questions: Any issues not directly addressed in these guidelines should be directed to:

Karmen Nickerson, Treasurer: 269-721-9709, ext. 201 OR

Sheri Babcock, Clerk: 269-721-9709, ext. 202

Vendor#1 Signature: _____

Vendor#2 Signature: _____

Vendor#1 Name (Printed): _____

Vendor#2 Name (Printed): _____

Date: _____

Date: _____

Johnstown Township Representative Signature: _____

Johnstown Township Representative Name (Printed): _____

Date: _____

Johnstown Township
Farmers Market and Craft Show
Registration Form

Dear Vendor:

Please note your 10'x10' space is **not** reserved until receipt of your application **and** fees has been acknowledged.

Registration fees are payable via cash, check, or money order to **Johnstown Township, PO Box 188, Delton, MI 49046. Please use the drop box for cash payments.** Once accepted for the Market, application fees are **NON-REFUNDABLE**. Application fees returned for non-sufficient refunds will be assessed an additional \$30 fee, payable by cash, money order, or official bank check payable to Johnstown Township.

Once approved, you will receive your space assignment. Additional information will be sent via email approximately two weeks prior to the Market for which you have registered.

Market Date(s) requested: _____ **July 20, 2024** _____ **August 10, 2024** _____ **Sept 14, 2024**

\$10.00 PER DATE IF YOU ARE PARTICIPATING IN ALL 3 FARMERS MARKETS ONE SPACE IS \$30.00

Vendor#1 Name: _____ **Contact Name:** _____
Address : _____ **City, State, ZIP** _____
Phone 1: _____ **Phone 2:** _____
Email: _____ **Cancellation Communication Preference:** Text Email
Website: _____ **Social Media handle:** _____
Brief description of product(s) offered: _____

- 10'X10' Space (Qty: _____) 8' Picnic Table Electrical Hookup + \$10
 Other: _____

If two vendors are sharing the space, please indicate the following for Vendor #2:

Vendor #2 Name: _____ **Contact Name:** _____
Address : _____ **City, State, ZIP** _____
Phone 1: _____ **Phone 2:** _____
Email: _____ **Cancellation Communication Preference:** Text Email
Website: _____ **Social Media handle:** _____
Brief description of product(s) offered: _____

Food Vendors:

Please indicate which rules you operate under:

- Food License will be displayed at Market Michigan Cottage Food Laws

Vendor#1 Signature: _____ **Vendor#2 Signature:** _____
Vendor#1 Name (Printed): _____ **Vendor#2 Name (Printed):** _____
Date: _____ **Date:** _____

[For Township Use Only]		
Registration Fees Due	\$	
Form of Payment		
Acknowledgement Sent:		

Johnstown Township
Farmers Market and Craft Show
Show & Fee Schedule

Show Date & Times Set up: 8:30-9:30 AM Tear Down: 4:00-5:00 PM	Registration Deadline	Applicable Fees
Saturday, July 20 th 2024	July 12, 2024	10'x10' Space rental fee : \$10
Saturday August 10 th , 2024	August 2, 2024	10'x10' Space rental fee : \$10
Saturday, September 14 th 2024	September 6, 2024	10'x10' Space rental fee : \$10