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## NON-PROFIT ORGANIZATIONS AND COMMUNITY GROUPS MARSHALL AREA FARMERS' MARKET POLICY AND REGISTRATION FORM

The Marshall Area Farmers Market does allow non-profit organizations to have space at the Market in a designated area that will be determined and assigned by the Market Manager. Political activities are not included.

All groups are required to submit the "Non-Profit Organizations and Community Groups Registration" form and pay the \$20.00 registration-processing fee before requesting a space at the Marshall Area Farmers' Market. If the desired date is not available the fee will be returned. The permit is good for the current market season only which is approximately Mid-May through October annually

Two booths are set aside each Market Day - for community and non-profit organizations and for special events at the market. Each registered organization may reserve two days at the market during each season; additional days may be provided if the two booths are not reserved by others. All non-profit groups must provide the Market Manager with satisfactory proof of the organization's non-profit status and his/her position as a representative of the organization. The Market Manager reserves the right to require proof that the fund raising proceeds will go directly to the sponsoring organization on whose behalf the fund raising items have been sold.

Sale of items, approved *in advance* by the Market Manager, that are related to or in support of participating organizations for fund raising purposes is permitted. Only those items related to the organization by nature of their being officially branded, usually by inclusion of the organization's logo, will be approved. Examples of items that will be allowed are Relay for Life luminaries, Girl Scout cookies, Boy Scout Popcorn, Blues Festival t-shirts, or group cook books, etc. Food items to be sold must meet the requirements of Michigan Department of Agriculture and Rural Development of the Michigan Cottage Law. Organizations are strongly advised to discuss their plans for food sales with the Market Manager before proceeding with their plans.

Service clubs and other recognized non-profit organizations may sell raffle tickets and/or tickets to their events or activities such as the Fourth of July Barbeque, Dream Dollars, Garden Tour and the Home Tour. Prohibited items include jewelry, toys, books and unrelated items that do not represent the non-profit organization's branding or name. Consideration will be given for items made by the organization and are branded may be accepted pending the approval of the Marshall Farmers' Market Advisory Board.

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**Rules that groups or individuals must follow while present at the Marshall Area Farmers' Market are as follows:**

1. Individuals or groups may not interfere with Market operations by aggressively soliciting signatures, donations or attention. Such activities may not block walkways or access to assigned seller stall spaces.
2. All individuals or groups must stay in their assigned stall area. At no time may representatives walk through the Market handing out information.
3. Individuals or groups must accept the spaces assigned to them by the Market Manager. Space not to exceed 10' x 10'.
4. Individuals or groups must comply with parking instruction given to them by the Market Manager.
5. Each organization or individual must prominently display its name in the stall. The Market Manager will inform the user if it is necessary to bring their own canopy, tables and chairs. Compliance with all applicable Marshall Area Farmers' Market rules outlined in the Vendor Handbook is mandatory.
6. The Marshall Area Farmers' Market retains the right to regulate the time, place and manner of activities relating to displays, signs, posters, placards and other expressions of the interests represented. ***The use of "fighting words", obscenities, grisly or gruesome language, graphics and pictures.***
7. Any fundraising must be approved in advance by the Market Manager, via e-mail to: [pam.mafm@gmail.com](mailto:pam.mafm@gmail.com)

The Advisory Board has authorized the Market Manager to enforce the above rules. Violation could mean expulsion from the Market. The Marshall Area Farmers' Market cannot endorse the opinions or positions of any group or individual. If you have questions, contact the Market Manager via e-mail.

**I HAVE READ AND AGREE TO ABIDE BY THE ABOVE MARSHALL AREA FARMERS' MARKET POLICY**

**Return to: Marshall Area Farmers Market, City of Marshall, 323 West Michigan Avenue, Marshall, MI 49068**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

-----OFFICE USE ONLY BELOW-----

**Paid Date:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Market Manager Only: Date Approved & Added to List:** \_\_\_\_\_