

Mill Hall Market 2026 Vendor Handbook

Welcome Mill Hall Market Vendors!

This handbook is designed to assist vendors with guidelines and information.

This handbook contains a map and logistics for the Market, as well as rules for setting up and operating your booth. All vendors are responsible for reading this handbook and abiding by it. If you have any additional questions about the information contained in this handbook, please contact the Market Manager, at (269) 292-1534 or jeanne@mill-hall.com

**2026 Market Hours of Operation
Sunday, June 7, 2026 thru Sunday, December 20, 2026
Noon - 4 p.m.**

**The Market is located at
Mill Hall
Downtown Bangor
142 West Monroe Street
Bangor, MI 49013**

About the Mill Hall Market

Mission

To operate a vibrant market that contributes to the success of local food growers and products that strengthen our economy and serves as a community gathering place.

Criteria for Vendor Selection and Governance

The Market is committed to creating a diverse marketplace with the highest quality, locally produced products available. Although the Market must reserve unconditional discretion to accept or refuse anyone as a Market vendor, the Market considers many factors when evaluating vendor applications.

Factors in Acceptance

Farmer:

Products brought to the Market must be grown in Michigan. Farmers are considered those who produce at least 80% of the products that they offer for sale. Agriculture/ horticultural producers may display "value-added" products (such as salsas, jams, salad mixes, etc.), as long as a substantial portion of the ingredients are wild gathered or grown by the vendor and that all applicable state health department regulations are followed. All products **MUST** be produced by the farmer and not purchased by the farmer and not purchased or made by an outside source. There should be **NO** reselling of produce or any agricultural products of unknown origin. All vendors are subject to inspection, or other verification, of capacity to produce by the Market Manager.

Non-Farmer:

Applications will be assessed and priority given to locally sourced and made products and agriculturally based products. A non-farmer is considered to be a craftsperson/artisan which is someone who creates a product such as candles, apparel, jewelry, photography or other fine arts. All products must be created by the person selling the product or a family member of that person. All vendors of such items must be approved by the Market Manager and **have a sales tax license on file with the market.**

Food Trucks:

There is a limited amount of spaces for food trucks. Applications will be assessed and priority given to locally sourced and made products. All vendors must be approved by the Market Manager and have a **sales tax license and appropriate vendor/health inspections/licenses on file with the market.**

Product Balancing:

- Duplicate products may be denied entry-though product exclusivity is never promised, the Market Manager may exclude a product or vendor if he/she determines that a product is over-represented at the Market.
- Products that are unique or unusual are desirable.

Additional Notes:

No obstacles may be placed in the aisle or frontage that could cause a pedestrian to fall. Outdoor coverings (tents) shall be anchored by heavy weights (at least 25# per leg). In the event that extension cords or hoses are used, they **MUST** be secured by the

vendor with an industrial grade mat so as to not cause an unsafe condition for pedestrians.

General Requirements for All Business Categories

Market Management reserves the right to deny a vendor's application or to prohibit anyone from selling at the Market, or to prohibit any product from being sold at the Market.

1. **Application and Agreement** All prospective vendors must complete a Mill Hall Market vendor application.
2. **Application Fee** All vendors must submit the appropriate fee along with all supportive paperwork - proof of insurance (on the required ACORD 25 Form) and pertinent licensing required for the product(s) being sold.
3. **Product Declarations** Vendors are required to submit a complete list of all products they wish to sell with their application. Vendors must have pre-approval from Market Management before selling any product. **Note:** If a vendor wishes to add to their original list, they must contact Market Management for approval before they wish to sell the product(s).
4. **Documentation** All vendors must provide Mill Hall Market with copies of all relevant documents (liability insurance, organic certification, etc.) prior to the first day they will be attending the Market. Copies are to be available in the vendor's booth during market.
5. **Insurance Requirement** Mill Hall Market is not responsible for any loss or damage incurred by vendors. Liability insurance, naming "Mill Hall" as an additional insured, is required for all vendors (\$1M). Proof of insurance must be submitted by the first Market day..
6. **Conduct, Compliance & Customer Service** All vendors are expected to act in a courteous and professional manner. Positive vendor conduct toward customers, fellow vendors, market staff, and volunteers. Timely submission of vendor application, fees and proof of insurance. Vendors may not publicly disparage other vendors, products or markets. Customer questions should be answered factually and knowledgeably.

7. Product Quality

- Consistently high product quality: fresh, flavorful, and ripe.
- Clean and attractive displays.
- Labeling follows legal requirements (weight, ingredients, etc.)

8. **Food Safety** Vendor adheres to the highest standards in safe food production and handling.

- Each vendor is responsible for knowing and adhering to all laws pertaining to their products, including labeling requirements, sanitary practices, temperature regulation, sampling requirements, etc.

Contact MDARD for Information and Assistance

Contact the Michigan Department of Agriculture and Rural Development at 1-800-292-3939 or visit <http://michigan.gov/mdard> MDARD also has a Farm Market FAQ guide, which you can see at <http://tinyurl.com/nbynmdp> (or search “Farm Market” at Michigan.gov/mdard)

Market and Vendor Requirements

Vendor Identification

Each booth space must prominently display a sign clearly identifying the farm or business by name and the location of the farm or business. All descriptions of products must be accurate and truthful.

Certified Organic Vendors Must

- Provide the Market with copies of their organic certification.
- Post their organic certification in their booth if the vendor claims an organically grown product.

Product labeling and certification

- Vendors should provide clear, written information about production methods, which can be available to any consumer who requests it.
- All *meat and dairy products* must be labeled in accordance with laws as processed food products.

Vendors wishing to sell *processed foods* must

- List all products to be sold at the Market on their application.
- List all sources of ingredients in the products to be sold at the market.
- Detail any part of the processing not done by the vendor and provide appropriate documentation of any second party processor or co-packer. Approval of some products that are processed by a second party or a co-packer may be considered on a case-by-case basis.
- Packaged, processed foods must be labeled in accordance with applicable laws. Bulk dried foods must also be labeled appropriately.

Compliance with health, safety, and related laws

- Vendors and their employees are responsible for knowing and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- Vendors providing samples of their products must comply with the laws governing market sanitation and health issues.

Fair and honorable marketing practices

- Vendors are discouraged from giving produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. This does not include sampling.
- All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board.
- Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way. When aisles are particularly crowded, standing in the aisles while providing samples to customers is not permitted.

Site Set-Up and Safety

Electricity

- All electrical equipment must be pre-approved by Market Management.
- Vendors requiring electrical power are responsible for providing their own indoor/outdoor extension cords and mats to cover all portions of the cord that lie in any area used by market customers.

Booth equipment

- Tables/Chairs will be available at the Market, however, some vendors may supply their own tables. Booths and tables must not be a hazard to the public or other vendors.

Parking, unloading and on-site driving

- To allow for customer parking, vendors should use the public parking lots located throughout downtown Bangor, MI.
- Vendors should off-load their packaged products and supplies in their space, park their vehicles, and then return to unpack their product and set the booth space. The reverse should be true for load-out.

Space assignment and stall appearance

- The Market Manager assigns spaces to vendors. Vendors with their space assignments may occupy their spaces up to 1 hour prior to the Market opening time.
- Vendors **must** stay at the Market until 4:00 p.m., even if they have sold out of their products. Vehicles, tents and displays may not be broken down until after 4:00 p.m.. Consolidation is permitted, in preparation for leaving, but tents /booths **must** remain up.
- Vendors are responsible for keeping their space clean and attractive during Market hours and must clean up their space after the Market closes, including sweeping up any debris and removing trash. If anything a vendor sells or distributes produces trash, the vendor has a trash can available for customer use. All vendors will carry out their own garbage and keep the spaces garbage free during market hours. **Do not use the Market's on-site trash receptacles to offload large boxes, unused produce, etc.**

Limits on Market Participation

Exclusivity

- The Market does not offer exclusive rights to any one vendor to sell any one product. However, if the Market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

Reselling

- Buying products from another store, or other food operation and then selling those products is not permitted at the Market.

Transfer of Space/Space allotment

- Vendors may not sublet stall space to others. Space is not to be shared with other vendors unless approved by the Market Manager.
- Prepaid fees are non-transferable to other Market dates or vendors.
- If a vendor sells his or her business, he/she may not transfer his or her market spaces to the new owner.

Market Policies

No Smoking

- Vendors are not allowed to smoke in the Market area at any time.

Radios

- Vendors are not permitted to play radios or use other sound-generating electronics during market hours.

Buskers/Peddlers

- Music buskers are permitted when space allows. They are asked to check in/ wait for Market Management who will assign them an area. Unauthorized peddlers are not allowed to set up within the market.

Weather-related Market Cancellations

- The Market is open rain or shine. However, the Market reserves the right to close a Market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers.

Vendor Roster Publication

- The Market supports an open policy in regards to publishing the vendor roster (unless the vendor requests not to be included). The roster is posted on the Market website and individual names released upon inquiry by the press or potential customers. Vendors are asked to indicate to Market Management if they do not wish the release of their information.

Non-Compliance

A few examples of non-compliance include:

- Selling before the Market officially opens.
- Driving infractions.
- Selling a product that does not meet the Market's standards for quality.
- Unsafe product storage and handling.
- Unsatisfactory stall appearance and stall maintenance.
- Multiple customer complaints.
- Failing to provide the Market with copies of mandatory licenses, permits and insurance policies.
- Failing to pay appropriate booth fees.
- Uncooperative or improper conduct towards Market Manager, staff or volunteers.

How the Market enforces the rules:

- All rules of the Market are enforced by Market Management or his/her designee, who have ultimate on-site authority. Complaints or problems should be directed to the Market Manager in a timely manner.
- Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from the Market.
- The Market reserves the right to visit and inspect the farm or business of any vendor and to request any documents verifying business.
- If a vendor does not abide by the rules of the Market or comply with federal, state, and local regulations applicable to market participation, the Market Management or designee may take any action deemed appropriate.
- Market Management reserves the right to make exceptions to these Market rules and guidelines at its discretion.

MILL HALL MARKET GRIEVANCE POLICY

TYPICAL REPRIMAND / ENFORCEMENT SEQUENCE

Consequence:

1st Offense: Verbal Warning

2nd Offense: Written Warning

3rd Offense: Potential Suspension Plus Stall Fees Forfeited

A. Three Strikes Rule:

Policy Violations by Vendor:

i. Vendors Who:

1. Violate the rules and regulations outlined in the Vendor Handbook;
2. Fail to comply with vendor application requirements;
3. Fail to comply with any additional rules set forth during the Market season (notified in writing) will be dealt with under the Three Strikes Rule;
4. Violations may deal with multiple rules or the same rule;
5. Three violations will result in the vendor being removed from the Market for the season and may result in permanent removal from the Market if recommended by the Market Manager.
6. No refunds will be granted upon removal;
7. Vendors who have been suspended shall forfeit rental of space(s) during suspension.
8. Violation records will be maintained by the Market Manager. The Market Manager will first issue a verbal warning, but a note will be made on the vendor's record. After the verbal warning, if the violation continues, the following steps will be taken (Three Strikes Rule):
 - a. 1st Violation - Will be verbal;
 - b. 2nd Violation - Will be written, with a copy given to the vendor; and
 - c. 3rd Violation - Will result in dismissal from the Market and all fees forfeited.

ii. Disputes Among Vendors:

1. Disputing parties are encouraged to resolve their differences on their own. If the dispute cannot be resolved in this manner, the following steps must occur:
 - a. Submit a Grievance Form to the Market Manager;
 - b. \$25 "complaint fee" is required at the time of filing a complaint, which is refundable if the violation is proven valid and results in disciplinary action; and
 - c. Disputes among vendors are subject to the same guidelines as the Three Strikes Rule.

iii. Customer Complaints:

1. Any customer complaint received by the Market Manager concerning a vendor at the Market will be documented on a complaint form provided to the customer by the Market Manager; and
2. The vendor against whom the complaint was filed will receive a copy of the complaint within 7 days and should respond in writing within 7 days of receipt.

2026 MILL HALL GRIEVANCE FORM

Problems, complaints or concerns related to a vendor at the Market are taken very seriously and should be directed immediately to the Market Manager. All vendors are asked to review a copy of the 2026 Vendors' Handbook containing the rules and regulations of the Market before submitting their application. Upon submission of their application they agree to abide by these rules and regulations. This grievance procedure is in place to ensure that rules and regulations are followed and help maintain the good reputation of the Market. If validated, the complaint outlined on this form will count against the vendor's Three Strikes Rule.

Name of the Vendor or Person in Question:

Infraction(s): (Please provide as much detail as possible to assist in investigating your claim.)

Date of Occurrence: _____ (Grievance Form must be submitted within 7 days of occurrence.)

Your Name:

Your Farm or Business Name (Vendors Only)

Your Phone Number or Email Address:

Signature: _____ **Date:** _____

Vendors Only: Please attach a \$25.00 check made out to Mill Hall and give to the Market Manager or mail to:

Mill Hall Market
Attn: Market Manager
142 West Monroe Street
Bangor, MI 49013

If the Market Manager validates your claim, your check will be returned to you. All grievances will receive a written response within three weeks of submission.

This section is to be completed by Market staff only.

Received By: _____ Date: _____

Vendor Fees

Vendor type	Daily	
Farmer (Produce, Plants, Animal Products)	Daily – Sunday	\$30
Non-Farmer (Handcrafted Goods or Foods)	Daily – Sunday	\$40

10 wood banquet tables along with 2 wood chairs are available on a 1st come basis - \$5