



## Vendor Handbook

### Mission Statement

The mission of the Warren-Sundays @ the Square is to provide a family destination that promotes a healthy living lifestyle through fresh products, variety of vendors and FUN experiences. In addition, the Warren-Sundays @ the Square will establish itself as a gather place that promotes a rich and diverse cultural community.

### Vendor Definitions

#### 1. Growers

Growers are defined as professional farmers, part-time farmers, and urban/suburban/rural growers. Growers' products shall include, but not be limited to: vegetables, fruits, seasonal plants/flowers, meats, poultry, seafood, dairy products. Items that will enhance vendors' products are permitted.

#### 2. Craft Artist

Craft artists are defined as those making handcrafted decorative and/or functional items, such as, metal works, wooden bowls, glass, pottery, cards, jewelry, leather, textiles and woolen goods. Fine art items, such as paintings, prints, and photography are also included.

#### **NO Flee Market/Garage sale items**

#### 3. Prepared Food

Prepared food vendors are defined as those making foods that are ready to eat or serve. Such items include baked goods, ice cream, jams and jellies, honey and canned goods. All prepared food vendors must follow the State of Michigan Cottage Food Laws in order to vend at Warren-Sundays @ the Square. **Due to the changes in the Cottage Food Industry laws, home baked goods must comply with all rules and regulation set forth by the State of Michigan, including labeling and preparation of food. Refer to Cottage Food Information at:**

[https://www.michigan.gov/mdard0,4610,7-125-50772\\_45851-240577--,00.html](https://www.michigan.gov/mdard0,4610,7-125-50772_45851-240577--,00.html)

## Eligibility

### Warren Parks and Recreation Rules and Guidelines for the Warren-Sundays @ the Square

1. Vendors must grow or make their product.
2. Any resale items must be approved by the Supervisor
3. **Any product that is not Michigan Made or grown must be labeled.**
4. The Warren-Sundays @ the Square encourages products that enhance items sold.  
Example: Tupperware, spices, cooking utensils, crafts
5. Vendors must comply with all Health Department Rules and Guidelines every week or they will not be allowed to set up.
6. All individuals whose goods are in compliance with Warren-Sundays @ the Square rules and guideline who wish to participate as vendors will be required to complete a Vendor Application form.
7. A vendor will not be allowed to participate without submitting a completed application to the Supervisor and agreeing to all terms of this handbook.

### Upon Check-In

1. Vendors must check in with Supervisor prior to setting up to receive their space assignment. **(check in and set up time is between 7:30-9am)**
2. Proceed to space assignment and unload vehicle from the street. After unloading, move vehicle to vendor parking area. ALL vendor tables will be in the street and face inward.
3. Vendors must properly set up spaces by no later than 9:00am. NO EXCEPTIONS.
4. If vendor arrives after 9:00am, park in vendor lot area and walk your goods to your assigned table.
5. No vendor will be allowed to bring vehicle in table area to check out until 12:30pm.

## Placements & Reservation at the Warren-Sundays @ the Square

1. Returning vendors will have first choice of space reservation, but **may not** be guaranteed previous year's space, depending on when application was turned in. Allow for 3 choices of space reservation request.
2. Annual vendors will have assigned spaces. If the vendor does not show up, space will remain empty.
3. If vendor does not show up for 3 consecutive weeks, **without notice**, their space will be given away.

## Vendor Rules & Regulations

### 1. Space Assignments/Agreements

- a. Only vendors with a signed & approved contract will be allowed to sell products.
- b. The Supervisor will determine assignment of all spaces.
- c. For cancellations: Notify the Supervisor (586-754-4518) asap, if not coming that day. **Please: leave a message.**
- d. Rules may be modified at any time, as deemed necessary for the benefit of the program.

### 2. Space

Spaces will be assigned and will coordinate with the map of the program. Canopies are **not** provided.

### 3. Suitability of Merchandise

Supervisor has the authority to approve or disapprove any items to be sold and reserves the right to refuse space to any vendor selling unsuitable merchandise. **Please note, Supervisor may approve or disapprove specific items and vendors to maintain desirable product ratios.**

### 4. State Sales Tax

The collection and filing of applicable taxes is the responsibility of the vendors.

**5. Inspections**

The Michigan Department of Agriculture, and the local Health Dept., police dept. and fire department make frequent, unannounced inspection.

Vendors are responsible for correcting all violations associated with their business operations.

**6. Parking**

After unloading inventory, vendors will move their vehicles to the vendor parking lot as directed.

**7. Holding space**

No items shall be placed in an empty stand or space without prior approval from Supervisor.

**8. Hazardous Property**

No materials, substances, equipment, or objects shall be brought onto the premises that created a safety hazard to life, limb or property.

**9. Smoking**

Per MI State law, smoking is prohibited in the retail sales and food areas.

You may go in either of the parking lots.

**10. Basic Rules**

- a. Vendors are responsible for leaving their vending spaces clean and orderly at the end of each day.
- b. The department will not be responsible for damage or loss of any personal belongings.
- c. Children brought to the program must be kept under adult supervision at all times.

**11. Expulsion from the Warren-Sundays @ the Square**

- a. Sale of illegal merchandise
- b. Failure to adhere to Rules and Regulations
- c. Any behavior that shed a negative light on the program