ITHACA

FARMERS MARKET

2021 Registration

2021 Ithaca Farmers Market Rates:

- Per Day vendor fee – No Charge
- Seasonal vendor fee – No Charge
- Additional space – No Charge

Name: _____ Business Name: _____

Address: _____

City: _____

Phone: (____) _____

Email: _____

The Market is held every Tuesday beginning May 4th from 2:00 p.m. – 6:00 p.m. and ending on October 12th weather permitting.
Set up begins at 3:00 p.m.

Description of items to be sold: _____

(circle dates)

2021 Farmers Market Dates
May 4, 11, 18, 25
June 1, 8, 15, 22, 29
July 6, 13, 20, 27
August 3, 10, 17, 24, 31
September 7, 14, 21, 28
October 5, 12

Vendor shall indemnify and hold harmless the City of Ithaca, its officers, agents, representatives, and employees from and against all loss of expense by reason on any liability asserted or imposed upon the City of Ithaca, its officers, agents, representatives, and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use, arising out of, or in consequence of the participation in the Ithaca Farm Market is due, or claimed to be due to the negligence of the Vendor, the City of Ithaca, its officers, agents, representatives, and employees.

In response to the COVID-19, I have read and understand the attached farmers market guidelines, workplace check list, health screening form and documents by the Mid-Michigan Health Department. I agree to follow these guidelines along with the guidelines set forth by the most current State of Michigan Executive Order which can be found at: www.michigan.gov/covid19. I understand that no market manager is onsite and it is my responsibility to adhere to all guidelines and Executive Orders.

Vendor Signature:_____ Date: _____

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FOR OFFICE USE ONLY

Registration Date: _____ Market Date: _____ Pavilion #: _____ Initials: _____

2021 VENDOR GUIDELINES FOR ITHACA FARMERS MARKET

1. All Vendors must be registered with the City of Ithaca prior to participating in the Farm Market.

2. In the event there are more Vendors than space allows under the pavilion, a preference will be given to Vendors that are residents of Gratiot County. Otherwise, space is available in the parking lot area.

3. The Market will be held every Tuesday beginning May 4th from 2:00 p.m. – 6:00 p.m. and ending on October 12th, weather permitting.

4. Set up will begin at 1:00 p.m. Vendors shall back their trailers up in the parking spaces to the **West** side of the pavilion in order to unload from their trailers or vehicle. All parking spaces along the street (east) side of the pavilion shall be reserved only for customers & patrons.

5. Vendor spaces are 10' x 10'. Any additional coverings, tables, etc. are provided by the vendor. Any damage done to the vendor's equipment is the responsibility of the vendor. The market is not liable for damaged, lost or stolen goods. Limited electricity may be provided upon request.

6. Vendors must maintain clear signs identifying the products sold as well as clear prices for their items. Vendors are also encouraged to have a sign with their business name. Vendors shall not display or sell spoiled or decayed produce or fruit. Each vendor shall present a clean appearance at all times and will be responsible for keeping their space clean.

7. The following products are allowed to be sold at the Ithaca Farmers Market:

   - Fresh produce (must be fresh, clean and safe. Can be grown by seller or purchased and resold. No produce from out of state.)
   - Homemade food items (Vendor is responsible to follow all food safety laws by the MI Department of Agriculture Rural Development (MDARD) and the Gratiot County Health Department and have items properly labeled. Vendor must obtain all applicable licenses from the appropriate issuing agency. The vendor is responsible to meet all labeling requirements.)
   - Artisan goods. (All artisan vendors are only allowed to sell goods that are handmade; no resale of pre-manufactured goods will be allowed.)
   - Vendor is responsible to have all items properly labeled and to obtain appropriate licenses. Neither the City of Ithaca, the DDA, nor the DDA Coordinator are liable for any fines or citations received for improperly labeled items or items sold without the proper licensing.
   - Samples are permitted but must comply with MDARD guidelines.

8. The cost for vendor space has been waived for the 2021 season. **Fees are waived; however, the vendor must fill out a Registration Form and submit to City Hall before the market date in which vendor plans to attend.**

9. Vendors are responsible to tear down and clean up after each market. Vendors are required to leave each space clean of any products and debris at the end of the market day.

10. All rules will be enforced by the DDA Coordinator or a City designee.

11. Vendor shall indemnify and hold harmless the City of Ithaca, its officers, agents, representatives, and employees from and against all loss of expense by reason on any liability asserted or imposed upon the City of Ithaca, its officers, agents, representatives, and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use, arising out of, or in consequence of the participation in the Ithaca Farm Market is due, or claimed to be due to the negligence of the Vendor, the City of Ithaca, its officers, agents, representatives, and employees.

Additional Vendor Guidelines Responding to COVID-19

•Vendors must mark the ground around booths with items such as tape, chalk, driveway markers, or traffic cones to instruct customers to distance themselves at least 6 feet apart while they are waiting in line.

•Limit the number of customers who can be in the vending space at one time in order to ensure that everyone within the market is able to maintain proper social distancing- 6 feet of space between people.

•Increase market stall spacing and aisle widths to allow customers and vendors to distance themselves at least 6 feet away from others.

•Pre-package all items before coming to the market as applicable.

•Clearly and legibly post product lists with prices so that customers can distance themselves from you and your booth and still see what you have to offer.

•Set up your booth in a way that minimizes/eliminates a customer's ability to touch your products. For example, set up a table in front of you with a product list and a table behind you with the product. Customers can tell you what product(s) they want and you can get it for them.

•Put less product out for display and restock more often.

•Staff your booth with two people with distinct roles where one person handles the currency transaction with the customer while a second person handles the product. These two individuals should maintain their distinct roles and wash their hands if/when they switch between the task of handling currency versus handling product.

•Vendors, employees and volunteers must use disposable gloves for those who handle money and remind helpers about proper glove use and handwashing procedures.

•Only use market table covers that can be sanitized throughout the market day, such as plastic or vinyl.

•Minimize cash transactions and round prices to the nearest dollar to reduce the need to exchange coins.

•During the market, routinely clean and disinfect "high touch" items such as tables, cash boxes, and touch screens on point-of-sale devices.

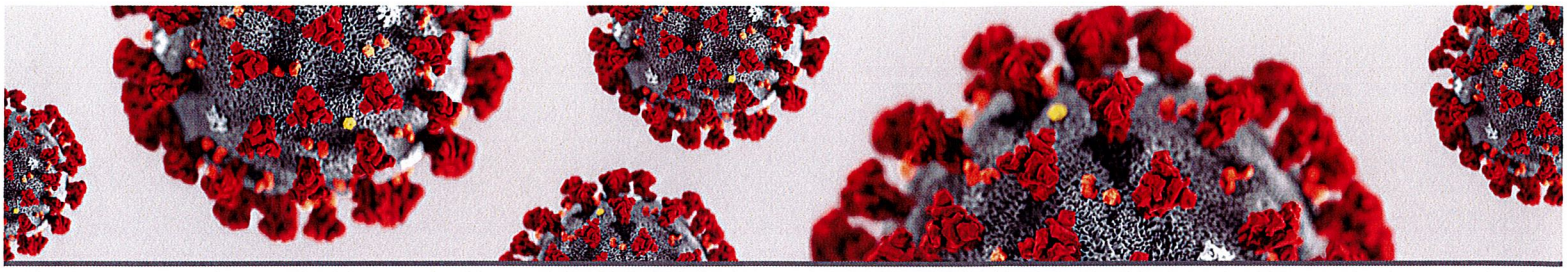
•Provide handwashing and sanitizing (when available) at your market space.

•Communicate and reinforce best practices for washing hands and covering coughs and sneezes to your employees and volunteers.

•Place visible signage at your area with CDC-recommended safety and behavior guidelines (attached).

•The vendor must ensure all employees and volunteers have access to a mask or face covering. Masks should be worn in any enclosed space by anyone who is able to medically tolerate wearing a mask and whenever you are interacting with customers.

•The attached Health Screening Sheet that identifies and prevents vendor, employees and volunteers from entering the market if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19 must be filled out.



WHY MUST BUSINESS RESPOND TO COVID-19?

COVID-19 is a grave threat to health

In only a matter of months COVID-19 has become the leading cause of death in the United States. Business must respond to this challenge, because wherever people mingle the disease can spread. Just trying to "return to normal" will not work. We have already seen numerous examples of people abandoning businesses they think are affected by COVID-19, and employees leaving workplaces they think are unsafe.

Employers must take precautions because it is likely people with the disease will enter your workplace

We now know that more than 25% of COVID-19 cases are spread by people without symptoms. A similar percentage of time COVID tests fail to detect the fact that someone is sick. Therefore, the precautions described here make the assumption that no matter how good your screening is, you still must assume people at work could be sick. Precautions like social distancing, using personal protective equipment and sanitation reduce the chance that someone with COVID will spread the disease before they are detected.

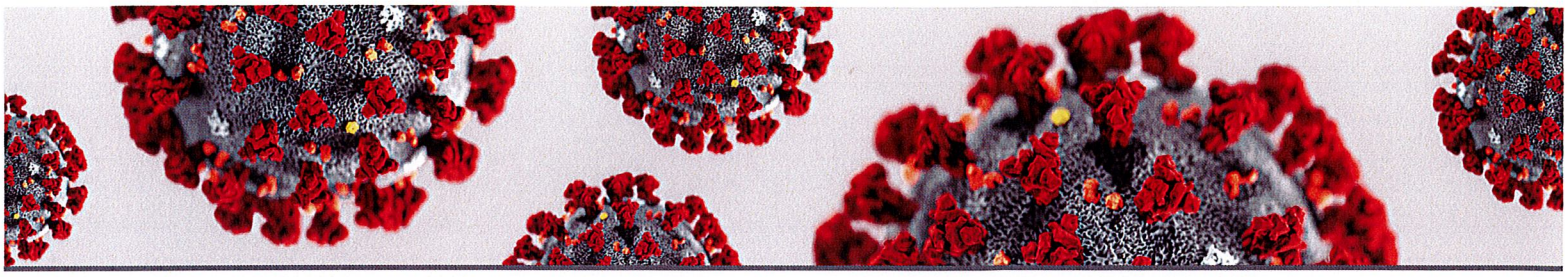
Liability

If an employer knows there is a risk to the safety of their employees or customers and does nothing to prevent it, they could be liable for negligence.

The purpose of this guide is to make it as easy as possible to do the right thing. It includes simple checklists that make it simple to document you are following all the recommended practices. This means if someone gets sick you can rest assured you did what you could to avoid that.

If you have questions about the information in this packet, please contact the Mid-Michigan District Health Department:

- **Visit our website:** www.mmdhd.org
- Call our office:
  Clinton County: 989-224-2195 Gratiot County: 989-875-3681 Montcalm County: 989-831-5237



COVID-19 WORKPLACE CHECKLIST

Mid-Michigan businesses and other organizations may need this guidance to "reopen" or expand current services. Under the recent guidance, Mid-Michigan District Health Department strongly encourages businesses and entities to take the following actions to ensure the safety of employees and customers. This guidance covers universal screening, social distancing practices, and what to do if an employee gets sick. This is basic guidance. The Governor's Office along with the Michigan Economic Recovery Council (MERC) and industry associations may provide additional, more detailed, and industry-specific guidance.

☐ Provide COVID-19 training to staff

Document that every employee was trained. Documentation enables you to prove you discharged your responsibility to keep employees and customers safe.

Training should, at a minimum, include a statement about the seriousness of COVID-19, plus the items in this packet.

Provide employees with clear communication of new processes and expectations.

Business and workplace guidance from the CDC

☐ Develop facility entry and health screening protocols

Create and implement a screening plan that will work best for your facility and communicate to employees the screening process and requirements in advance of implementation.

Determine where and how this screening will take place. You can use the form in this packet to record answers or employees can do it themselves. The important thing is to document screening to show you followed the best practices to protect employee safety and health.

You are not required to record employee temperature results, but we recommend it as it helps identify early onset. If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F (recently lowered) or above.

Advise vulnerable workers and people with underlying health conditions of their right to continue to quarantine and to apply for Unemployment Insurance Benefits instead of returning to work.

COVID-19 WORKPLACE HEALTH SCREENING

Company Name: _____

Employee: _____ Date: _____

Time In: _____

In the last 14 days, have you had any of these symptoms develop or worsen with no other known cause:

Fever or felt feverish:	☐ Yes	☐ No
Chills:	☐ Yes	☐ No
Cough:	☐ Yes	☐ No
Shortness of breath:	☐ Yes	☐ No
Sore throat:	☐ Yes	☐ No
New loss of smell or taste:	☐ Yes	☐ No
Muscle aches:	☐ Yes	☐ No
Diarrhea:	☐ Yes	☐ No
Current Temperature:		

If you answer "yes" to any of these symptoms, or your temperature is 100.4°F or higher (100° if working as a health care provider), do not go into work. Self-isolate (stay) at home and contact your health care provider for direction.

You should self-isolate (stay) at home as directed by your health care provder or health department. This is typically for 10 days after your symptoms started and after you have gone 3 days without a fever and 3 days with improving respiratory symptoms.

If you are diagnosed as a probable COVID-19 or test positive you should call your local health department and make them aware of the diagnosis or testing status.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	☐ Yes	☐ No
Traveled internationally or taken a cruise?	☐ Yes	☐ No

If you answer **"yes"** to either of these questions, do not go into work. Self-quarantine at home for 14 days or as directed by the health department.

For questions, visit www.mmdhd.org or contact Mid-Michigan District Health Department at:
Clinton County: 989-224-2195 Gratiot County: 989-875-3681 Montcalm County: 989-831-5237.