

# Iron County Farmers Market Policy

## Market Policies

The Board of Directors reserves the right to make policy changes during the season, as needed to comply with changes in local, state, or federal food laws. Changes will be posted on Facebook and our website. Paper copies may be requested of the managers.

## Mission Statement

The Iron County Farmers Market is dedicated to being a local outlet for area growers and artisans to provide locally grown and handmade products while concurrently providing an educational forum for customers to learn the uses and benefits of buying locally produced products that will enhance their quality of life; and is also dedicated to fostering social activities in our local communities.

## Location

Iron County Farmers Market is located just north of Hurley on Business Hwy 51 at 13420 N 10th Avenue in the Market Pavilion, located across from Wisconsin Tourist Information Center in Hurley, Wisconsin. Our mailing address is: P.O. Box 183, Hurley, WI 54534.

## Market Organization

The Iron County Farmers Market Corporation, Inc. is responsible for the operation of the Market according to the By-Laws of said Corporation. The policies for the operation of the Market are designed to meet state and local regulations for direct market sales and to insure the highest quality of locally grown produce.

**Vendors:** The Market is open to any person or non-profit organization who applies, is accepted by the Market Board of Directors, and pays the required space rental fees or who volunteers at the market/events. All potential vendors must complete a Vendor Application prior to participating in the market. Volunteer Applications are available, as well. In most cases, this can be done on your first day at the market. Applications are also available on our website. ICFM reserves the right to refuse access to Vendors or Volunteers at the market.

**Market Managers:** The Market Manager oversees the routine operation of the Market on a day to day basis, and has the authority of the Board of Directors to enforce Market Policies. If the Market Manager is unavailable to be at the Market, another Board of Director may serve as Acting Market Manager as needed. See full description of the Market Managers position on the last page, along with names and contact information.

**Non-Profit:** The Iron County Farmers Market Corporation, Inc. is a non-profit organization registered with the State of Wisconsin. The space rental fees are charged to help pay for operating expenses, advertising, events, facility maintenance, and improvements. The Board of Directors and Managers are volunteers.

## Season & Hours

The market is open the last Saturday in June through the mid October. Hours are Wednesdays 3 to 6pm and Saturdays 10am to 1pm; and will be advertised as such. Vendors are encouraged to plan their inventory to be able to provide their goods until the set closing time if at all possible. Vendors who have early or late season items to provide (before or after the regular market season) should contact a Board Director to check into the possibility of opening the Market at those times.

## Membership

Voting Membership in the Market (at the General Membership Meetings) is open to any person or non-profit organization that has participated in Market activities at least two times and/or paid space rental fees. These fees shall be set by the Board of Directors and approved by the majority of the membership at a General Membership Meeting, according to the By-Laws. Anyone who has been

previously removed by the Board of Directors from membership of the Iron County Farmers Market shall no longer be eligible to become a member.

The Secretary and Managers shall keep a complete list of names, addresses, phone numbers, and social media of all members as provided on their annual Vendor Application. Members are responsible for notifying the Secretary of any changes in address and phone numbers, to be used for the purpose of contact/meeting notices.

### **Stall Space Rental**

The Annual Space Rental Fee is \$ 25.00 per space. Each space contains a wooden 8 foot table (while supplies last). Preference of space choice will be given to previous year's membership. Any non-reserved spaces are considered to be transient, and will be assigned by the Market Manager on a first come basis. The daily fee for transient spaces is \$5.00 per day, per space. Any reserved spaces not filled by the pre-paid vendors will also be considered transient spaces for that day. Once all spaces are rented, additional vendors will need to provide their own tables, at the same cost; and may be assigned a space down the center or outside of the pavilion where available.

\*All vendors are asked to text, use messenger, or call the Market Manager of the day (names & phone numbers listed below) whether you ARE or ARE NOT coming to sell, so that another vendor may be assigned to your space, as necessary. Or you may also set up a schedule before hand with the managers.

Use of Market when not being used as a Market: Any Member may rent the pavilion for use upon approval from Market board. There is a \$50 reservation fee that will be returned, conditional to Market being cleaned and left as it was. Non-Members may also rent the pavilion, with board approval, for a \$25 fee plus the \$50 returnable reservation fee and an application.

### **General Policies**

The Iron County Farmers Market is designed for local farmers and gardeners, artisans and crafters to have a place to provide their home grown or handmade products. No resale items are allowed.

1. All products must be locally grown, picked, or handmade by the vendor or an immediate family member. An immediate family member consists of a parent, spouse, or child. Cottage foods may only be provided by the producer directly to the consumer.
2. We do not allow people to provide products from people outside of their immediate family. Items provided at the Market are not allowed to be bartered, traded, or purchased from another person within or outside of the market to be resold by the vendor.
3. Set up starts one hour prior to the Opening Bell for all vendors.
4. Early Sales are discouraged. Market officially opens at 3pm on wednesday; 10am Saturday.
5. Vendors must clean off their tables and pick up all litter after each use. Vendors are encouraged to make their space appealing to the consumer.
6. Domestic animals are permitted, but they must be leashed or caged at all times. If you choose to bring any domestic animals, you are claiming sole liability for any damages or injury that may result.
7. Cottage Foods/Pickle Bill/Baked Goods/etc: ALL vendors must follow the food laws for Wisconsin (the physical place of our market). These links provide further info: <http://docs.legis.wisconsin.gov/2009/related/acts/101>; [forrager.com](http://forrager.com); [https://datcp.wi.gov/Pages/Programs\\_Services/FSHomeCannedFoods.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSHomeCannedFoods.aspx); [https://datcp.wi.gov/Pages/Licenses\\_Permits/HomeBakers.aspx](https://datcp.wi.gov/Pages/Licenses_Permits/HomeBakers.aspx); and [https://datcp.wi.gov/Documents/DAD/LocalMarketingFoodGuide\\_1\\_16.pdf](https://datcp.wi.gov/Documents/DAD/LocalMarketingFoodGuide_1_16.pdf).
8. All Vendors must follow proper labeling requirements. See these links: <http://docs.legis.wisconsin.gov/2009/related/acts/101>; and [https://datcp.wi.gov/Pages/Programs\\_Services/FSHomeCannedFoods.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSHomeCannedFoods.aspx).

9. Licensing: Any processed products intended for consumption require proper labeling and/or licensing in accordance to city, county, state, and/or federal laws. Any seller intending to sell products that require licensing must have proof of licensing on his/her person at time of sale. The vendor assumes full liability for products sold and assumes responsibility for ensuring that they are in compliance with city, county, state, and federal laws.
10. No soliciting.
11. Any complaints are to be brought to the Market Manager/Board Directors and will be resolved on a case-by-case basis. Anyone not in compliance with market rules will be notified verbally or in writing of their infractions. If not corrected, the person/organization could be banned from further use of the Iron County Farmers Market and no refund will be issued.

## Product Descriptions & Regulations

All products sold should be measured for sale in accordance with the Wisconsin Weights and Measures Laws for Farm Markets. See link: [https://datcp.wi.gov/Pages/Programs\\_Services/WeightsAndMeasures.aspx](https://datcp.wi.gov/Pages/Programs_Services/WeightsAndMeasures.aspx); <https://datcp.wi.gov/Documents/FarmersMarketHandbook.pdf>.

- A. **Raw Homegrown Produce:** Includes whole or uncut fruits and vegetables and any garden produce which the vendor has grown from seeds, transplants, or cuttings. Fruits and vegetables may not be processed nor adulterated. (Produce cannot be cut or processed in any way. You cannot sell half a melon, or cut up chives, etc.) Any plants sold must be grown by the vendor from seeds or a cutting, or from purchased seedlings grown on the vendor's premises at least two months prior to sale at the market. [https://datcp.wi.gov/Documents/DAD/LocalMarketingFoodGuide\\_1\\_16.pdf](https://datcp.wi.gov/Documents/DAD/LocalMarketingFoodGuide_1_16.pdf)
- B. **Maple syrup, Honey, Apple Cider:** See these links for WI honey and maple syrup regulations: [https://datcp.wi.gov/Pages/Programs\\_Services/FSMapleSyrup.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSMapleSyrup.aspx) and [https://datcp.wi.gov/Pages/Programs\\_Services/FSHoney.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSHoney.aspx). See this link for Apple Cider regulations: <https://datcp.wi.gov/Documents/untreatedjuice.pdf>.
- C. **Processed Homegrown Products:** Must follow Wisconsin Regulations. Canned products you may sell without a license includes fruits and vegetables that are either naturally acidic or acidified by pickling or fermenting. These include items which are mainly derived from home grown agricultural products, but which contains derivatives or additives not grown or produced by the vendor. Examples of products allowed if they meet the pH requirement: Jams, Jellies, Pickled fruits and vegetables (not refrigerator pickles), Sauerkraut, Salsas, Chutneys, and Applesauce, Naturally Infused Vinegars. See links on page 2 for more information.
- D. **Other Foods/Special Requirements:** Products you cannot sell without a license: low-acid home-canned foods such as fish, meat, sauces, dressings, or condiments; home-canned foods containing meat, eggs or dairy: such as pickled eggs, lemon curd, and pesto; dried foods/herbs, beverages, foods that must be kept refrigerated to ensure safety, or any other item that is not a high-acid canned fruit or vegetable; any product made outside your family's kitchen, such as in a restaurant or a shared kitchen. <https://datcp.wi.gov/Documents/HomeCannedFood%20FD-PUB-61-web.pdf>. Selling eggs at ICFM requires filling out a form at the Iron County Health Department and proper refrigeration. <https://docs.legis.wisconsin.gov/statutes/statutes/97/11/28>; [https://datcp.wi.gov/Pages/Programs\\_Services/FSEggs.aspx](https://datcp.wi.gov/Pages/Programs_Services/FSEggs.aspx).  
Michigan Sellers: Licensed agricultural producers and food processors, retailing products of their own production: Must be licensed at the base facility.
- E. **Baked Goods:** As of the court case beginning in 2017, Wisconsin home bakers are now free to legally sell their non-hazardous baked goods directly to customers. ICFM requires baked goods to be labelled the same as canned goods. Baked goods must be pre-portioned and pre packaged (or displayed under a rigid, hinged plastic cover and dispensed with tongs. [https://datcp.wi.gov/Pages/Licenses\\_Permits/HomeBakers.aspx](https://datcp.wi.gov/Pages/Licenses_Permits/HomeBakers.aspx). See links on page 2 for more information.
- F. **Bake Sale Fundraisers:** Non-Profit organizations may sell baked goods as a fundraiser, but must first be pre-approved by the Market Board of Directors, and follow Wisconsin state guidelines for

bake sales by non-profits. Guidelines can be found here: <http://www.publichealthmdc.com/documents/BakeSales.pdf>

- G. **Original Art/Craft Items:** Includes handmade art & craft items produced by the vendor from original/repurposed materials. The finished product offered for sale must significantly altered from the original materials. Items may not be purchased, traded, or bartered, and resold by the vendor.
- H. **Wild Gathered/Foraged (Non-Cultivated) Items:** Includes wild berries, wild flowers, mushrooms, etc. The non-cultivated crop must have gathered by the vendor. All gathering must be done legally and with the consent of the owner of the land from which the items were gathered. No possibly harmful or hazardous gathered items may be sold at the market. Any necessary licensing is the responsibility of the vendor.

### Liability

All sellers, members, and buyers are responsible for their own personal and product liability. The Iron County Farmers Market, its members, Board of Directors, or volunteers assume no liability for injuries or damages resulting from use of the Market or the products sold there. Vendors are also responsible for their own tax liability.

### Fundraising Projects for the Market

**Spring Community Rummage Sale:** First or second Saturday in June from 8:00 am to 1:00 pm in conjunction with the Hurley/Ironwood City-Wide Rummage Sales. Space Rental is \$10.00 each. Application forms must be completed and returned to market treasurer by the week before the rummage sale.

**Market Bake Sale:** Every Saturday and Wednesday, the Iron County Farmers Market would like to be able to sell baked goods and coffee to fundraise for the Market. All vendors are requested to donate baked goods a few times per season to help the Market to fund advertising and keep membership and stall rental fees low. Please sign up with the Market Managers to help organize this.

**Annual Farm to Table Dinner:** We ask our vendors to donate some of your products and/or time to create a dinner/social experience that embodies our mission to provide locally grown/locally created goods to the public in a way that creates fundraising for the market with good food, education, and a fun time for ourselves and our customers.

### Contact Information/Social Media

Vendors are encouraged to post about yourselves and your products across all of our social media.

**Facebook Page: Iron County Farmers Market @IronCountyFarmerMarket:** All vendors are encouraged to use this page to advertise yourselves and what you sell both on market days and also year around. Contact Deb Tijan if you wish to use this, but choose not to personally use any social media; or if you need to be added as a live contributor (mobile use).

**Private Facebook Group:** This one is only for vendors and volunteers, and is one avenue used by the board to help keep us all up to date. All vendors with a FB presence will be friended by a board member and added to this group. Please ask, if you haven't been added yet.

**Instagram: icfm.marketing (Iron County Farmers Market):** This platform uses photos to advertise. Deb Tijan will take photos throughout the market season of vendors and their products for advertising purposes. You are encouraged to share photos with Deb for her to use, as well!

**Email us at: [ironcountymarket@gmail.com](mailto:ironcountymarket@gmail.com)**

**Visit our Website at: [www.ironcountymarket.com](http://www.ironcountymarket.com):** Vendors and Consumers can find our market information here, as well as applications, by-laws, policies, and educational links.

**Mailing Address: ICFM, P.O. Box 183, Hurley, WI 54534**

**Fan Club:** We are continuing to collect emails and texting phone numbers in order to send market day reports to our consumers.

## **Iron County Farmers Market Volunteer Job Descriptions:**

### **Saturday Manager Duties**

- A. Open and Close the Market.
- B. Assign Tables to Vendors/Volunteers on a weekly basis.
- C. Placement of temporary signage on Market days.
- D. Collection of Space Rental Fees at the Market.
- E. Distribute Market Applications and Policies to new vendors.
- F. Coordinate Market Tables: Merchandise, Bakery and Coffee Table, Fundraising, and Volunteers.
- G. Handle Snap/EBT/FVRX.
- H. Answer questions about the Market.
- I. Coordinate Volunteers to manage Market events and activities.
- J. Enforce Policies of ICFM as mandated by Board and Market Policy.
- K. Inform Board of Directors of concerns by Vendors/Customers.
- L. Manage Parking Lot as needed. (vendor and customer parking)

### **Wednesday Manager Duties:**

- A. Close the Market, take down market tables, put everything away @6pm.
- B. optional: assist with setting up at @2:30-3pm
- C. Distribute Market Applications and Policies as needed.
- D. Handle Snap/EBT/FVRX.
- E. Answer questions about the Market.
- F. Enforce Policies of ICFM as mandated by Board and Market Policy.
- G. Inform Board of Directors of concerns by Vendors/Customers.
- H. Manage Parking Lot as needed. (vendor and customer parking)

### **Poster Application/Signage Placement:**

- A. Placement of temporary signage on Market days.
- B. Place posters around town and remove as necessary periodically throughout season.

### **Art Projects:**

- A. Create or use existing Make and Take projects targeting the young and grade school ages.
- B. Provide paid or free classes in various art/craft/etc mediums for various ages.

## **ICFM Board of Directors**

Bruce Dalman: Chairperson. Wakefield, MI;  
Call: 906-224-8201; Call or Text: 906-364-2362; Messenger

Grace Swartz : Vice Chairperson. Saxon, WI;  
Call or Text: 715-862-0530; Messenger

Shelly Roncali: Treasurer. Ironwood, MI;  
Call or Text: 906-285-0757; Messenger

Deborah Tijan: Secretary. Pence, WI;  
Call or Text: 715-360-0644; Messenger

Carol Decker: Board Director. Kimball, WI;  
Text: 715-208-0456; Messenger

Lana Bean: Board Director. Ramsey, MI;  
Text: 906-396-2311

Jacey Roncali: Board Director. Ironwood, MI;  
Call or Text: 906-285-0756; Messenger

## **Volunteers:**

Saturday Market Manager: Deborah Tijan:  
Text or call: 715-360-0644; Messenger

Wednesday Market Manager: Mary Kasten:  
Text or call: 262-370-5758

Art Projects: (We would like many more volunteers!)  
Terry Hudson

---

---

---

Poster Application/Signage Placement:  
Shelly Roncali  
Deb Tijan  
Sara Ribble

---