



Marlette Farmers Market

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VENDOR RULES and REGULATIONS

DAYS OF OPERATION

1. The Marlette Farmers Market will be open on designated Fridays from 2:00 p.m. until 7:00 p.m. The 2018 Market season will begin on Friday, July 6, 2018. The last day of the 2018 Market season will be Friday, October 19, 2018.
2. In case of inclement weather, the Market may be closed early or canceled. In cases of cancellation, vendors will be notified as soon as possible by phone or email using information provided in the Vendor Application. Information regarding cancellations will also be posted on the Marlette Farmers Market webpage.
3. The Marlette Country Fair Days will host a Vendors Market on Saturday, July 21, 2018 from 9:00 a.m. until 3:00 p.m. Farmers Market vendors who participate on Friday, July 20, and who wish to participate in the Vendors Market on July 21, will be provided a stall space on July 21 at no additional cost. Vendor Market Rules will apply for this special event. The Rules and additional information will be published on the [Marlette County Fair Days Facebook page](#).

To take advantage of this opportunity, Farmers Market vendors must submit their application, with payment by Friday, June 29, and must complete the Vendor Market application, which can be found on the Country Fair Days Facebook page.

PAYMENT OF FEES

1. Vendors are responsible for payment of all required fees for their stall and equipment (if any) rental.
2. Fees are due two days before the scheduled Market day.
3. Returned checks will incur a \$35.00 service charge.

ATTENDANCE POLICY

1. Once a vendor's application, along with payment, is accepted and approved, the vendor will be notified by the Market Manager and a stall will be reserved for the vendor.
2. Vendors are expected attend and conduct business on the dates they have reserved.
3. In the event a vendor is unable to attend, it is requested that the Market Manager be notified by email 72 hours in advance.
4. Repeated absences by a vendor may result in cancellation of the vendor's authorization to participate in Market activities, and future reserved dates are subject to cancellation.
5. There will be no refund of stall or equipment rental fees.

STALL SET-UP AND IDENTIFICATION

1. Vendor set-up may begin at 12:00 p.m. Vendors may not begin selling prior to the Market opening.
2. Vendors are required to be set-up by 1:45 p.m.
 - a. Vendors who are not set-up by Market opening will be required to meet with the Market Manager who will determine how set-up can be completed with the least possible disruption to other Market vendors and customers.
 - b. Previously reserved stalls that are not occupied by vendors by 1:45 p.m. may be reassigned at the discretion of the Market Manager.
3. All vendors are required to remain set-up and open for business until the Market's scheduled closing time.
4. During Market hours, vendors must display a sign or signs which clearly identify the farm or business by name and location.
5. Vendors may continue selling to customers who may be in the Market area following the designated closing time.
6. If potential customers remain in the Market area following the designated closing time, vendors are encouraged, but not required, to remain open until the potential customers vacate the area.
7. To provide for ease of movement for Farmer Market customers, vendors shall park on the west side of the parking lot located immediately west of the Market area. Exceptions will be made for vendors who have reserved and paid for a truck stall and vendors or their staff who display a handicap parking placard or license plate on their vehicle.

STALL ASSIGNMENTS

1. Stall assignments will be made by the Market Manager.
2. Vendors must receive a stall assignment from the Market Manager prior to setting-up or occupying a stall.
3. Vendors may not sublet stall space.
4. Standard stalls are 10' x 10' and located on the grass. Stalls that include a truck stall will be located on the west side of the Market lot.
 - a. Truck stalls will include a 10' x 10' paved section and a matching 10' x 10' grass section.
5. Vendors may rent as many stalls as needed, however each rented stall must contain items for display.
6. A limited number of tables and 12' x 12' canopies are available for rent on a first paid/first reserved basis. See Vendor Application for additional fee information.
7. Vendors may bring their own tables and tents or canopies with the following requirements:
 - a. Tables, tents, and canopies must fit within the vendor's rented stall(s)
 - b. The tables, tents, and canopies must be clean and in good condition.
 - c. Vendors are responsible for securing their tents or canopies to the ground.
 - d. Tents, ties, sand bags, weighted pipes are commonly used for securing tents and canopies.
 - e. It is the responsibility of the vendor to provide the anchoring device(s).
 - f. It is the responsibility of the vendor to ensure that the tent or canopy, as well as anchoring devices, are contained within the vendor's stall(s) and do not pose a tripping hazard.
 - g. Anchoring stakes may not be driven into any paved areas.

PRODUCT LABELING, COMPLIANCE WITH LAWS, REGULATIONS AND RULES

1. Vendors are responsible for ensuring their knowledge and compliance with federal, state, and local laws and regulations pertaining to their products. Laws and regulations may include requirements for production, display, sampling and sale of their products.
2. Although not all-inclusive, examples of laws and regulation include:
 - a. Michigan Cottage Food Law. For additional information review Michigan Cottage Foods information at http://www.michigan.gov/mdard/0,4610.7-1225-507722_45851-240577--,00.html
 - b. Nursery Stock information is available at http://www.michigan.gov/statelicense/0,1607.7-180-24786_24820-81466-,00.html
 - c. Wine Sales at Michigan Farmers Markets <http://mifma.org/2014/03/wine-sales-at-michigan-farmers-markets/>
 - d. Wine Sales at Michigan Farmers Markets <http://mifma.org/2014/03/wine-sales-at-michigan-farmers-markets/>
 - e. Michigan Sales and Use Tax information <https://www.michigan.gov/uia/0,1607.7-118--89978--,00.html>
3. Any products offered for sale by a vendor that is not grown/produced or manufactured by the vendor offering the goods or product for sale must be individually labeled indicating:
 - a. The origin of the product.
 - b. The name of the grower/producer/manufacture of the product.
 - c. Location of the farm or business of the grower/producer/manufacture.

LICENSES, INSURANCE AND TAXES

1. Vendors are responsible for being aware of and complying with federal, state and local licensing and permit requirements regarding sale, display, storage and sampling of their products.
2. Vendors are responsible for displaying any permits or licenses during hours of Market activity that are required to be displayed.
3. Although not required, it is recommended that vendors consider liability insurance. Neither the City of Marlette, the Marlette Downtown Development Authority or property owners of the venue of the Market accepts liability on behalf of vendors who participate in the Marlette Farmers Market.
4. Taxes are the sole responsibility of each vendor.

PRODUCT AND PRODUCT DISPLAY

1. The Marlette Farmers Market accepts a wide range of products for display and sale, with an underlying focus on products that are grown, produced or crafted in the Thumb region.
2. It is not the intent for the Marlette Farmers Market to be a venue for re-sale of bulk purchased produce or crafted/manufacture products.
 - a. Questions regarding the acceptability of product for sale should be discussed with the Market Manager prior to offering the product for sale.
3. Commercial product or corporate distributors will not be accepted for sale at the Marlette Farmers Market.
4. Produce offered for sale will be of good quality. Spoiled or overripe product shall not be offered for sale.
5. Food items must be displayed, handled and stored in compliance with federal, state and local laws and regulations.
6. Vendors are encouraged to maintain clean and attractive stalls and displays of products for sale.

The goal of the Marlette Farmers Market is to provide a venue where local farmers, crafters, and businesses can offer their products for display and sale to Marlette area residents and visitors to Marlette. Locally produced and locally grown products will be featured

7. Vendors are encouraged to clearly display prices for the products for sale in their stall.
8. With the exception of pumpkins and squash all fresh fruit and vegetables must be stored and displayed off of the ground.
9. Vendors who sell items that can reasonably be expected to generate waste must provide a trash receptacle in their stall and accessible to customers.
10. Prior to leaving the Market, vendors are responsible for removing any unsold items, their equipment, debris and trash from their stall area.
11. Product display may not extend beyond the assigned stall area. If additional stall space is needed, additional stall space may be available.

FOOD SAMPLING

1. Vendors must comply with state and local guidelines for food handling and sampling.
2. Pre-packaged prepared food must comply with labeling laws.
3. Vendors who offer samples must adhere to the Michigan Department of Agriculture and Rural Development (MDARD) guidelines for handwashing and food safety.
4. Vendors offering samples must ensure that samples are handled and displayed in a manner to protect against contamination.
5. Questions regarding safe food handling should be directed to MDARD at 800-292-3939, or MDA-info@michigan.gov

VENDOR PERFORMANCE

1. Vendors shall act in a professional and courteous manner toward customers, other vendors and Market staff. Discourteous conduct, profanity and threatening or harassing conduct will not be tolerated.
2. Any disagreements that arise shall be handled in a professional manner.
3. The safety and security of customers, vendors and Marlette Farmers Market staff is critical. Threatening behavior, whether verbal or physical, will not be tolerated.
4. Any concerns about the behavior of an individual should be brought to the attention of the Market Manager.
5. Vendors or visitors displaying behavior that is not appropriate to the Farmers Market experience will be removed from the Market area.
6. Vendors who do not comply with the Marlette Farmers Market's Rules and Regulations may be subject to appropriate action, including, but not limited to, termination of their participation in the Marlette Farmers Market.
7. Incidents or allegations of potential criminal activity will be referred to the Marlette Police Department for appropriate action.