



Marlette Farmers Market

Located at 3048 Main Street in Downtown Marlette

Email: marlettefarmersmarket@gmail.com

Phone: 989-635-7448 Day of Market Cell: 810-404-2701

Market Manager, Lisa Kenny Day Managers Sandie Cargill & Tabithia Laursen

VENDOR RULES and REGULATIONS

CHANGES DUE TO COVID-19 PROTOCOL ARE IN ALL CAPS, ITALIC AND RED, AND ARE SUBJECT TO CHANGE AT ANY TIME. THESE ARE STATE MANDATORY PRACTICES.

AS OF 5/5/2020, THE ONLY ITEMS ALLOWED TO BE AT THE MARKET ARE FOOD, PLANTS, PET FOOD AND TREATS, AND PERSONAL HYGIENE PRODUCTS. THESE INCLUDE: FRESH PRODUCE, DAIRY, HONEY, MEAT, EGGS, FRUIT, MAPLE SYRUP, COTTAGE FOODS, BAKED GOODS, PACKAGED FOODS, HANGING BASKETS, FLATS OF FLOWERS OR VEGETABLE PLANTS, POTTED FLOWERS, SOAP, LOTION, AND HANDMADE FACE MASKS. CRAFTS AND ARTISAN ITEMS ARE NOT ALLOWED AT THIS TIME. IF YOU ARE INTERESTED IN JOINING ONCE THEY ARE ALLOWED, PLEASE LET US KNOW AND WE WILL CONTACT YOU.

DAYS OF OPERATION

1. The Marlette Farmers Market will be open on designated **Fridays from 11:00 a.m. until 5:00 p.m.** The 2020 Market season will begin on Friday, May 15 and end on Friday, October 9. 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.

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. **Payment can be mailed to the address on the application, or you can pay by credit card by calling City Hall at 989-635-7448 between 8 am and 4:30 pm Monday-Friday.**
4. Returned checks will incur a \$35.00 service charge.

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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.
IF YOU OR ONE OF YOUR STAFF ARE SICK OR HAVE A FEVER, PLEASE STAY HOME. THIS WILL BE AN EXCUSED ABSENCE.
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 10 a.m.** Vendors may not begin selling prior to the Market opening.
2. Vendors are required to be set-up by 10:45 a.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 10:45 a.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. Full season vendors will get a regular booth location.
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 12' x 12' and located on the grass. Stalls that include a truck stall will be located on the west side of the Market lot. **THERE WILL BE A 10 FOOT SPACE BETWEEN STALLS.**
 - a. Truck stalls will include a 12' x 12' paved section and a matching 12' x 12' 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/statelicenseesearch/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

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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 *ALL PRODUCT MUST BE KEPT OUT OF THE REACH OF THE CUSTOMER (PUT AN ADDITIONAL TABLE BETWEEN THE CUSTOMER AND THE TABLE WITH YOUR PRODUCTS). ALL PRODUCT MUST BE PREPACKAGED AS MUCH AS POSSIBLE. (CLEAR PLASTIC BAGS ARE FINE).*

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/manufactured 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. ***IT IS RECOMMENDED THAT YOU HAVE A CLEAR VINYL SHEET OVER FABRIC TABLECLOTHS, OR USE VINYL TABLECLOTHS SO YOU CAN SANITIZE THEM THROUGHOUT THE DAY.***
7. Vendors are encouraged to clearly display prices for the products for sale in their stall. ***PRICES MUST BE CLEARLY PRINTED AND DISPLAYED ON A TABLE IN FRONT OF THE VENDOR.***
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.

HAND WASHING AND SANITIZING GUIDELINES

1. ***OUR MARKET IS PROVIDING A TOUCH FREE HAND WASHING STATION FOR YOUR WORKERS AND THE PUBLIC TO USE, SO YOU DO NOT HAVE TO HAVE YOUR OWN HAND WASH STATION AT OUR MARKET.***
2. ***VENDORS MUST WASH THEIR HANDS FREQUENTLY THROUGHOUT THE DAY, THEN PUT ON FRESH GLOVES.***
3. ***VENDORS MUST DISPLAY COVID-19 SOCIAL DISTANCING, HANDWASHING AND SNEEZE/COUGH PROTOCOL POSTERS. WE WILL PROVIDE THESE TO YOU EACH WEEK, PLEASE RETURN THEM TO THE MARKET MANAGER AT THE END OF THE DAY.***

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4. **VENDORS MUST FREQUENTLY SANITIZE ALL HIGH TOUCH SURFACES THROUGHOUT THE DAY. THESE INCLUDE TABLES, PAYMENT PROCESSING DEVICES, CASH BOX, PHONE, ETC.**
5. **VENDORS MUST PROVIDE HAND SANITIZER AT THEIR BOOTH (IF AVAILABLE).**
6. **ALL VENDORS MUST FOLLOW SOCIAL DISTANCING GUIDELINES WITHIN THEIR BOOTH (UNLESS WORKERS LIVE IN THE SAME HOUSEHOLD) AND WITH ALL OTHER PEOPLE AT THE MARKET.**

FOOD SAMPLING DURING COVID 19 PROTOCOL, ABSOLUTELY NO SAMPLING IS ALLOWED

VENDOR PERFORMANCE YOU WILL NEED TWO PEOPLE WORKING AT YOUR BOOTH. ONE TO TAKE THE PAYMENT AND ONE TO PACKAGE THE FOOD. BOTH PEOPLE NEED TO HAVE FACE MASKS AND WEAR GLOVES. IT IS RECOMMENDED YOU PRICE EVERYTHING IN FULL DOLLAR AMOUNTS TO REDUCE THE NEED TO GIVE CHANGE. (4 FOR \$1.00 INSTEAD OF .25 CENTS EACH.) IF ONLY ONE WORKER IS AVAILABLE THEN ITS SUGGESTED TO HAVE A CASH BOX FOR CUSTOMERS TO DROP THEIR PAYMENT IN THROUGH A SLOT AT THE TOP.

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.

FINAL NOTES: We realize this is a lot to ask of our vendors and appreciate you working with us to provide our community with healthy, fresh food, flowers and personal care items.

This year we will be implementing SNAP, Double Up Food Bucks, and Senior Project Fresh, all with the Central Market Terminal Model. **That means every food vendor that sells allowable products will be able to accept SNAP and we will do all the paperwork for you and pay you directly.** More details to come as our certification comes through! Studies have shown that when a vendor takes SNAP, their sales are usually double. This will help a lot of local people and will help you sell and make more.

We appreciate your compliance with the new COVID guidelines, and are happy to answer any questions to make this as easy as possible.

Sincerely,

Lisa, Sandie, and Tabithia *The Marlette Farmers Market Crew*

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