



# Marlette Farmers Market

Located at 3048 Main Street in Downtown Marlette

Email: [marlettefarmersmarket@gmail.com](mailto:marlettefarmersmarket@gmail.com)

Phone: 989-635-7448

## VENDOR RULES & REGULATIONS

Our market is exclusively for locally raised food, handmade items, upcycled items, and food trucks. No mass produced, MLM, direct sales or flea market items are allowed.

***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.***

### DAYS OF OPERATION

The Marlette Farmers Market will be open on designated **Fridays from 11:00 a.m. until 3:00 p.m.** The 2020 Market season will begin on Friday, May 14 and end on Friday, October 8. 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.**
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 display a handicap parking placard or license plate on their vehicle. **There will be NO VENDOR PARKING on Main Street or Morris Street, these are reserved only for customers use.** You can pull up to unload/load up, but you cannot leave your vehicle there throughout the market hours of 11-3.

### **STALL ASSIGNMENTS**

1. Stall assignments will be made by the Market Manager. Full season vendors will get a regular booth location. *While we will do our best to accommodate your wish to be in a certain area of the lot, we cannot guarantee this because of special events, power usage, and COVID precautions that require specific spacing.*
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.

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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 6 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 10' x 10' canopies are available for rent on a first paid/first reserved basis. You will be required to setup your rented canopy and tents and tear them down after the event.** Market Manager and fellow vendors can assist, but we will no longer be able to have them setup prior to your arrival.
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](http://www.michigan.gov/mdard/0,4610.7-1225-507722_45851-240577--,00.html)
  - b. Meat Sales at Michigan Farmers Markets [https://www.canr.msu.edu/news/licenses\\_to\\_direct\\_market\\_individual\\_cuts\\_of\\_meat\\_in\\_michigan](https://www.canr.msu.edu/news/licenses_to_direct_market_individual_cuts_of_meat_in_michigan)
  - c. Poultry Sales at Michigan Farmers Markets <https://www.canr.msu.edu/resources/poultry-processing-in-michigan>
  - d. Nursery Stock information is available at [http://www.michigan.gov/statelicenseesearch/0,1607,7-180-24786\\_24820-81466-,00.html](http://www.michigan.gov/statelicenseesearch/0,1607,7-180-24786_24820-81466-,00.html)
  - e. Wine Sales at Michigan Farmers Markets <http://mifma.org/2014/03/wine-sales-at-michigan-farmers-markets/>
  - f. Wine Sales at Michigan Farmers Markets <http://mifma.org/2014/03/wine-sales-at-michigan-farmers-markets/>
  - g. 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.
  - d. If you have produce or fruit grown outside of Michigan, it will not be eligible for SNAP, Double Up Food Bucks or Project Fresh reimbursement.

## **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 *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.**
- 3. VENDORS MUST FREQUENTLY SANITIZE ALL HIGH TOUCH SURFACES THROUGHOUT THE DAY. THESE INCLUDE TABLES, PAYMENT PROCESSING DEVICES, CASH BOX, PHONE, ETC.**
- 4. VENDORS MUST PROVIDE HAND SANITIZER AT THEIR BOOTH.**
- 5. 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 Sampling is allowed once again, but only under the following protocol.**

The best practice for sampling at this time is to prepare samples in advance of arriving at the market by prepackaging individual samples into covered containers. At the market, prepackaged individual samples should be spaced out for consumers to pick up in a way that allows the consumer to touch only the sample they will consume. Spacing should allow for the vendor and all consumers to maintain social distancing while waiting for, selecting, and consuming the sample, and while disposing of the sample container.

### **VENDOR PERFORMANCE VENDORS OF FOOD PRODUCTS NEED TO HAVE FACE MASKS ON WHEN DEALING WITH CUSTOMERS. 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.)**

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.

### **NO SMOKING**

**Smoking is absolutely not allowed** within the Market area or on the sidewalks or Morris Street immediately adjacent to the Market area on days the Farmers Market is open, beginning two hours before the opening of the Market and until all visitors and vendors associated with the Market have vacated the property following closing of the Market.

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**Smokers should go into the parking lot area at least 20 feet behind the food trucks.** If you are a vendor and need smoke breaks, please arrange for a nearby vendor to watch your booth while you are gone. In the past, we have had complaints from other vendors and from customers about people smoking on the lot or sidewalks, and customers have refused to come back. Therefore, we are modifying this policy to have strong consequences: **If a vendor smokes in a non-permitted area, they will receive a warning. After two warnings, your vendor privileges will be revoked, they will be asked to leave, and fees will not be refunded.**

#### **BICYCLES, SCOOTERS AND OTHER VEHICLES**

Bicycles, scooters, motorized vehicles, skateboards and other vehicles are not permitted in the Market area or on the sidewalks immediately adjacent to the Market area.

#### **DOGS**

1. Dogs must be kept on a short leash at all times and under control at all times.
2. Dogs must be friendly with other dogs and people and must be non-aggressive.
3. Owners are responsible for cleaning up and disposing of their dog's excrement immediately upon occurrence.
4. Dogs must be properly licensed.
5. Owners are solely responsible for any and all damage or disruption to the Market, or any person, caused by their dog.
6. The Market Manager has the authority to direct shoppers, visitors, and vendors to remove pets from the Market area, at any time, for any reason.

#### **SOLICITATION and POLITICAL ACTIVITIES**

1. The City of Marlette supports constitutionally protected speech, solicitation and political activities, provided reasonable time, place and manner considerations are provided.
2. No solicitations will be allowed in the Market area during hours the Marlette Farmers Market is open.
3. No political campaigning, recruiting, speeches, or related activities will be permitted in the Market area during the hours the Marlette Farmers Market is open.
4. Except as required or permitted in the Marlette Farmers Market Vendors Rules and Regulations, no signs may be erected or displayed in the Market area.

#### **RULES OF BEHAVIOR**

1. Violence and/or threats of violence, verbal or threatening behavior, and activities that adversely impact the ability of vendors to conduct business and visitors and customers to visit and explore the Market area will not be tolerated.
2. Actions by individuals or groups that have the effect of disrupting Farmers Market activities will not be tolerated.
3. Individuals or groups whose activities are in violation of Marlette Farmers Market Rules will be removed from the Market area.
4. Removal from the Market area does not preclude additional steps, including suspension from participating in Farmers Market activities, and seeking of criminal charges, where appropriate.