

## **2019 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 Saturday beginning May 4<sup>th</sup> from 8:00 a.m. – 1:00 p.m. and ending on October 12<sup>th</sup>, weather permitting.
4. Set up will begin at 7:00 a.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 for an additional charge.
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 per booth is \$10/ week per space. Seasonal passes are available for \$100/ space. If additional space(s) are needed, each additional vendor space is \$20/ season. **Vendor fees are to be paid the Friday 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.