



## MISSION STATEMENT

The mission of the St. Louis Farmers Market is to create a diverse and thriving market place for local farmers and crafters to sell their goods. We strive to help local businesses & entrepreneurs through promotion and partnerships; to increase community access to healthy foods; to promote healthy activities; and to be a positive and fun place in the community that customers enjoy visiting again and again.

<b>Market Manager:</b> Linda Bader Cell/Text: 989-620-0448 Email: stlouisfarmersmarket@gmail.com	<b>Market Mailing Address:</b> St. Louis Farmers Market 2290 E Madison Rd St. Louis, MI 48880	<b>Vendor Fees:</b> Whole Season \$154/stall Daily Vendor \$10/stall
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## INTRODUCTION

**Vendors are required to fill out the Vendor Application/Product Declaration and read the Rules/Policies. Vendors must sign the Agreement of Compliance/Waiver of Responsibility. The Media Release is optional. Vendors must provide copies of all applicable licenses, certifications, and insurance.**

**Market Location and Time:** Parking lot of the St Louis City Hall Building at 300 N. Mill Street, St. Louis MI 48880. Market is held on Thursdays from 2pm-6pm starting on the first Thursday in June and ending on the last Thursday of October.

**Items allowed to be sold:** Produce, plants and flowers, homemade artisan/specialty/craft items, baked goods and other cottage foods; honey, eggs, meat, cheese, maple syrup, cider, processed/packaged/value added foods, wine/hard cider and, on a limited basis; hot or cold prepared ready to eat foods.

**Vendor spaces:** 10 feet wide and 20+ feet deep. Seasonal vendors are required to pre-pay and attend each market day. In return for this commitment, seasonal vendors receive a discounted rate and keep the same space each week. Daily vendors are assigned a spot at the sole discretion of the market manager.

**Application Approval:** The St. Louis Farmers Market approves vendor applications based on several factors including, but not limited to: alignment with the mission, vision and core values of the St. Louis Farmers Market, performance at past events and other farmers markets in Michigan, and diversity of product mix. The St. Louis Farmers Market has the sole discretion to approve or deny any vendors' application.

**Seasonal Vendor application and payment deadline: April 25, 2019. All vendors who meet this deadline will be notified if approved by May 9<sup>th</sup>, 2019.**



## RULES AND POLICIES (vendor copy)

### 1. LOCATION/HOURS:

- The parking lot of the St. Louis City Hall Building (300 N. Mill Street, St. Louis, Michigan).
- Thursdays from 2pm-6pm, June through October.
- Vendor setup begins at 12:45pm and must be completed by 1:45pm. No vehicles can drive in the market area after 1:30pm.
- Vendor must end sales and start cleanup at 6pm and vacate by 6:45pm.

### 2. ITEMS TO BE SOLD:

- Fruits, vegetables, plants and flowers. A portion of the produce must be homegrown.
- Homemade artisan/specialty/craft items: No flea market, garage sale, manufactured, or factory-made items.
- Cottage Food Items: Includes a wide variety of items prepared in a home kitchen. For more information visit [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood).
- Honey/Maple Syrup/Cider/Eggs
- Processed/Packaged/Value Added foods: All must comply with US Dept. of Ag Food Safety Regulations ([www.usda.gov](http://www.usda.gov)) and provide a copy of license.
- Prepared hot or cold food: All must comply with Gratiot County Health Dept. Temporary Food Establishment licensing rules ([www.mmdhd.org/?q=node/37](http://www.mmdhd.org/?q=node/37)) and provide a copy of license.
- Wine/Hard Cider with proper licensing from the Michigan Liquor Control Commission. More information can be found at <http://mifma.org/2014/03/wine-sales-at-michigan-farmers-markets/>
- All items sold are subject to the approval of the Market Manager and the St. Louis Farmers Market Advisory Committee.
- Vendor approval is the sole discretion of the Market Manager.

### 3. VENDOR SPACES:

- Vendor spaces will be approximately 10 feet in width (frontage) and 20 feet deep.
- Vendors can request up to 4 contiguous vendor spaces.
- Additional vehicles and/or trailers may not be parked in unused vendor spaces.
- Seasonal vendors will keep the same space(s) throughout the market season. Vendor must notify the market manager as soon as possible if they will be absent. If the vendor is absent, then the market manager will decide how that space is used on that market day (no sub-letting allowed).
- Space(s) will be assigned for Daily Vendors by the Market Manager each week. Some daily spaces will be assigned on a first come first serve basis.



## RULES AND POLICIES (vendor copy)

### 4. VENDOR REQUIREMENTS

- Complete the Vendor Application and Product Declaration. Read the Rules/Policies and sign the Acknowledgement/Waiver Form and optional Photo Release. Provide copies of applicable licenses, certifications, and insurance. Vendor Liability Insurance is highly recommended. Insurance discounts are available to MIFMA members ([www.mifma.org](http://www.mifma.org)). Mail or Email all documentation to the Market Manager (see pg.1 for address)
- Payment can be mailed to the Market Manager or to the Gratiot Area Chamber of Commerce, 110 West Superior St., Alma, MI 48801
- Seasonal vendors who have 3 unexcused absences will be given a written warning. Seasonal vendors who have 4 or more unexcused absences may still attend the market but will lose their reserved space(s).
- Daily Vendors are encouraged to turn in their application by April 25<sup>th</sup>, 2019. At the very latest they are required to turn in an application 1 week prior to the first day they wish to participate. Daily vendor payment is due the day of market, before vendor setup.
- Minimum vendor age is 16 years old. Anyone younger must have adult supervision.

### 5. DISPLAY OF GOODS AND PRODUCE:

- Displays must be neat/orderly and stay within their designated vendor area.
- All produce and food items must be fresh and appealing. All produce must be kept off the ground. Market manager has authority to ask vendor to remove items that do not meet these standards.
- All vendors must supply their own equipment (table, chairs, canopies) and remove all of their own refuse.
- All canopies must be firmly weighted with at least 24 lbs per tent leg. No staking permitted.
- **All tent, table, and chair legs must be placed on padding to prevent them from damaging the asphalt. 6"x6" plywood squares work well.**
- Food Sampling is allowed but must follow the MDARD Guidelines for Providing Safe Food Samples at a farmers market. For more information please visit the link below:
- [www.michigan.gov/mdard/0,4610,7-125-1568\\_2387\\_46671---,00.html](http://www.michigan.gov/mdard/0,4610,7-125-1568_2387_46671---,00.html)

### 6. PARKING

- Vendors may park one vehicle or trailer behind their canopy.
- Other vehicles must be out of the market area by 1:30pm and parked across the street in the parking lot behind the Office of Human Services Building. Please leave street parking open for customers.
- Any vendor who arrives late must cart their goods from the offsite vehicle to their stall.



## RULES AND POLICIES (vendor copy)

### 7. VENDOR SIGNAGE:

- Vendors are required to display a prominent sign that lists the name and address of their business.
- Vendors are required to clearly display prices.
- All Produce must be labeled as “Homegrown”, “Grown in Michigan by (grower name)”, or “Grown in (location)”.
- If the location and/or grower name of an item is unknown, then it is not allowed to be sold at the St. Louis Farmers Market.
- Cottage Food items must have proper labeling (name, address, ingredients, net weight) See [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood) for complete details.

### 8. REFUSE:

- Each vendor must clean up all their refuse before leaving the market. The market manager has a broom and dust pan available.
- Refuse containers provided at the market are for customer use only.

### 9. MISCELLANEOUS

- No Solicitations or political activity are allowed at the market
- The market does not have the ability to provide electricity for vendors.
- Entertainment groups will be allowed to plug amplifiers, etc into an outlet located on the south wall of the City Hall Building.
- Michigan Law prohibits animals inside a licensed food establishment. All animals must be leashed and kept away from any vendor who handles, displays, or stores food. Animals that belong to customers are allowed in open-air pathways only and must be kept on a leash.
- Smoking is not allowed in the market area.

### 10. ENFORCEMENT OF RULES:

- The Market Manager has the authority to enforce all rules.
- All fees are non-refundable even if the vendor does not attend on a scheduled market day. This includes early closing of the market due to inclement weather or any other unforeseen emergency.
- Disputes that cannot be resolved satisfactorily by speaking with the market manager must be presented in writing to the Market Manager who will present it to the Advisory Committee for review. See Grievance Policy/Enforcement at the end of this document.

### 11. FARM INSPECTIONS:

- To maintain credibility and transparency all produce/plant vendors are required to label their goods, so it is explicitly clear to the customer where the items are grown and by whom.
- The St. Louis Farmers Market may perform farm/site inspections as deemed necessary to verify this information.



## RULES AND POLICIES (vendor copy)

12. **VENDOR GRIEVANCE POLICY:** The St. Louis Farmers Market has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the policies herein. Problems, complaints or concerns must be directed within 24 hours of the event to the market manager. Any grievance that cannot be resolved immediately by the market manager will be referred (within 5 business days) to the St. Louis Farmers Market Advisory Committee for review provided the grievance is submitted in writing to: [stlouisfarmersmarket@gmail.com](mailto:stlouisfarmersmarket@gmail.com) and includes:
- Name (First, Last), business name, address, email address and phone number
  - Description of the problem, complaint or concern, or specific market policy violation, including the date and approximate time of occurrence
  - Name (First, Last), business name of offending vendor or vendor representative
  - Description of steps taken by complainant to resolve the issue with vendor or vendor representative prior to reporting it to St. Louis Farmers Market staff and the Advisory Committee
  - Description of complainant's preferred desired resolution
  - The St. Louis Farmers Market Manager and/or the Advisory Committee will respond to complainant with recommended next steps for resolution within 5 business days of receipt of complaint, providing that all five of the above details are submitted.
13. **ENFORCEMENT POLICY:** The St. Louis Farmers Market Manager, has the authority to enforce all policies. Failure to follow policies of the Farmers Market will result in the following consequences:
- First Occurrence: Verbal warning
  - Second Occurrence: Written warning
  - Each warning will include an explanation of which policy has not been observed, the steps that need to be taken to come into compliance, and the requested timeline in which those steps should be taken.
  - Third Occurrence: Participants will either be asked to leave the market or will be excluded from returning to the next market, depending upon the severity and timing of the offense. If a participant is asked to leave or not return to a market, no registration fees will be returned.

RULES AND POLICIES (vendor copy)

14. VENDOR STALL LAYOUT:

