



MISSION STATEMENT

The mission of the St. Louis Farmers Market is to create a diverse and thriving marketplace 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.

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

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. *POTENTIAL CHANGES DUE TO COVID-19 ARE IN ALL CAPS AND ITALICS AND SUBJECT TO CHANGE AT ANY TIME.*

Market Location and Time: Parking lot of the St Louis City Hall Building at 300 N. Mill Street, St. Louis MI 48880. 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, pet food and treats, 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. ***SEASONAL VENDORS CAN PRE-PAY 1 MONTH AT A TIME STARTING ON OPENING DAY***

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.



RULES AND POLICIES

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 are allowed.
- Cottage Food Items: Includes a wide variety of items prepared in a home kitchen. For more information visit 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) 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) and provide a copy of license. **ALL PREPARED HOT OR COLD FOOD MUST BE PACKAGED TOGO AND NOT BE EATEN AT THE FARMERS MARKET.**
- 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 WILL BE SEPARATED BY AT LEAST ONE EMPTY VENDOR SPACE TO ASSIST WITH SOCIAL DISTANCING.**
- Vendors can request up to 4 contiguous vendor spaces.
- Additional vehicles and/or trailers may not be parked in unused vendor spaces unless permission is granted by the market manager.
- 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.

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). Email all documentation to the Market Manager (see pg.1 for address). **EMAIL ALL DOCUMENTATION - ONLY MAIL A PAPER COPY OF YOUR VENDOR APPLICATION IF ABSOLUTLY NECESSARY.**

- Payment can be made in person at the market, mailed to the Gratiot Area Chamber of Commerce, 110 West Superior St., Alma, MI 48801 or **PAYMENT MAY ALSO BE MADE BY CREDIT CARD OVER THE PHONE BY CALLING THE GACC AT 989-463-5525.**
 - 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).
 - Seasonal Vendors must pay in full prior to the start of the season. **SEASONAL VENDORS CAN PRE-PAY MONTHLY STARTING ON THE FIRST DAY OF THE SEASON.** Daily Vendors 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 and 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 PRODUCT MUST BE KEPT OUT OF REACH OF THE CUSTOMER (ON A TABLE BEHIND THE VENDOR FOR EXAMPLE). ALL PRODUCT MUST BE PREPACKAGED AS MUCH AS POSSIBLE.**
 - 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 VENDORS MUST WEAR A MASK. GLOVES ARE OPTIONAL AND USE OF GLOVES DOES NOT REDUCE THE NEED FOR FREQUENT HAND WASHING.**
 - 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.**
 - **ALL FOOD SAMPLING IS PROHIBITED.** ~~Food Sampling is encouraged 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
 - **CUSTOMER PRE-ORDERS AND PRE-PAYMENT ARE ENCOURAGED AS MUCH AS POSSIBLE.**
 - **IF VENDOR TAKES CASH OR TOKENS/COUPONS AT THE MARKET IT IS SUGGESTED TO PRICE ITEMS IN WHOLE DOLLAR AMOUNTS TO REDUCE THE NEED TO GIVE CHANGE.**
 - i. **IT IS SUGGESTED TO HAVE TWO WORKERS AVAILABLE – ONE TO SERVE CUSTOMERS AND ONE TO HANDLE MONEY. IF ONLY ONE WORKER IS AVAILABLE THEN IT IS SUGGESTED TO HAVE A CASH BOX AVAILABLE FOR CUSTOMERS TO DROP THEIR PAYMENT IN THROUGH A SLOT AT THE TOP.**



2020 Vendor Rules

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.

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. **PRICES MUST BE CLEARLY PRINTED AND DISPLAYED ON A TABLE IN FRONT OF THE VENDOR.**
- All Produce must be labeled as "Homegrown", "Grown in Michigan by (grower name)", or "Grown in (location)".
- If a vendor participates in SNAP, DUFEB, WIC/Senior Project Fresh, Prescription for Health or POP Club then they must display the appropriate sign at their booth every week.
- 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 for complete details.
- **ALL VENDORS MUST DISPLAY PROVIDED COVID-19 SOCIAL DISTANCING, HANDWASH, AND SNEEZE/COUGH ETIQUETTE POSTER(S)**

8. **HAND WASHING, SANITIZING, AND REFUSE:**

- **EACH VENDOR MUST PROVIDE THEIR OWN HAND WASH STATION AT THEIR BOOTH.** <https://www.youtube.com/watch?v=hxEFZEtxVP8&feature=youtu.be>
- **VENDORS MUST WASH THEIR HANDS FREQUENTLY.**
- **EACH VENDOR MUST ALSO PROVIDE HAND SANITIZER AT THEIR BOOTH (IF AVAILABLE)**
- **EACH VENDOR MUST FREQUENTLY SANITIZE ALL HIGH TOUCH SURFACES (TABLES, PAYMENT PROCESSING DEVICES, CASH BOX, PHONE, ETC.)**
- Each vendor must clean up all their refuse before leaving the market. The market manager has a broom and dustpan available.
- Refuse containers provided at the market are for customer use only.

9. MISCELLANEOUS

- **ALL VENDORS MUST FOLLOW SOCIAL DISTANCING RULES WITHIN THEIR BOOTH (UNLESS WORKERS LIVE IN SAME HOUSEHOLD) AND WITH ALL OTHER WORKERS, CUSTOMERS AND VENDORS AT THE MARKET.**
- **ALL VENDORS MUST SUBMIT A HEALTH SCREENING PRIOR TO SETTING UP THEIR BOOTH AT THE MARKET EACH WEEK.**
- No Solicitations or political campaign activities are allowed at the market
- The market does not have the ability to provide electricity for vendors.
- **NO ENTERTAINMENT GROUPS WILL BE ALLOWED AT THE MARKET.** Entertainment groups will be allowed to plug amplifiers, etc into an outlet located on the south wall of the City Hall Building.



2020 Vendor Rules

- 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.
- ***IF A VENDOR DOES NOT PASS THE HEALTH SCREENING OR REFUSES THE HEALTH SCREENING THEY WILL NOT BE ALLOWED TO SET UP AT THE MARKET.***
- ***VENDORS WILL BE EXPECTED TO HELP ENFORCE SOCIAL DISTANCING OF CUSTOMERS AT THEIR BOOTH.***
- 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.

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 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.



2020 Vendor Rules

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.
14. VENDOR STALL LAYOUT: ***WILL BE DETERMINED AT A LATER DATE AND COMMUNICATED AHEAD OF TIME TO THE VENDORS.***