



Gratiot MI Market Handbook

MISSION STATEMENT

The mission of the Gratiot MI 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.

St. Louis Location Manager: Sara Piaskowski Cell/Text: 734 249 3961 Email: GratiotMIMarket@gmail.com	Market Mailing Address: Gratiot MI Market 201 N Mill St., St. Louis MI 48880	Alma Location Manager: Lisette Smith Cell/Text: 989 824 0152 Email: GratiotMIMarket@gmail.com
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Payment Information: Payment should be made to Gratiot MI Market 201 N Mill St, St. Louis MI, 48880, (Please add vendor or sponsorship in Memo of Checks) or visit <https://portal.conventionforce.com/index.cfm?aid=863> to sign up as a vendor and pay by card.

Quick Overview

Vendors are required to fill out the Vendor Application/Product Declaration and read the Market Handbook. Vendors must sign the Agreement of Compliance/Waiver of Responsibility. The Media Release is optional. Vendors must provide copies of all applicable licenses, certifications, appliance usage stickers, and insurance if they have it.

Market Location and Time: 201 N Mill St. Louis MI 48880. Thursdays from 2pm-6pm. Summer Season starts on the first Thursday in June and ends on the last Thursday of October. Winter Season is the first Thursday in January to the last Thursday in May including Saturday 10am to 2pm.

Alma- State Street next to True Value Hardware. Saturdays 8am-1pm. Summer Season starts the first Saturday in June and ends the last Saturday in 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: Indoor year round and outdoor availability June through October. Indoor 8ft, 6ft, or 4ft table and outdoor 1 standard 10 feet canopy. Seasonal vendors are required to pre-pay and attend each market day. In return for this commitment, seasonal vendors receive a discounted rate and are given spots first. Daily vendors will only have access to the vendor layouts 1 week before each market.

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



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1. LOCATION/HOURS: St. Louis
 - 201 N. Mill Street, St. Louis, Michigan. Corner of Mill and Saginaw St. in downtown St. Louis MI.
 - Thursdays from 2pm-6pm.
 - Vendor setup begins at 1pm and must be completed by 2pm. No vehicles can drive in the market area after 1:45pm.
 - Vendors must end sales and start cleanup at 6pm and vacate by 6:45pm.
 - November through May Saturdays from 10am-2pm.
 - Vendor setup begins at 9am and must be completed by 10am.
 - Vendors must end sales and start cleanup at 2pm and vacate by 2:45pm.
2. LOCATION/HOURS: Alma
 - State Street next to True Value Hardware in Alma MI, 48801.
 - Saturday from 8am-1pm First Saturday in June to Last Saturday in October.
 - Vendor setup begins at 7am and must be completed by 8am. No vehicles can drive in the market area after 7:45 am.
 - Vendors must end sales and start cleanup at 1pm and vacate by 1:45pm.
3. ITEMS TO BE SOLD:
 - Fruits, vegetables, herbs, plants and flowers. A portion of this 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 (<https://www.fsis.usda.gov/food-safety>) and provide a copy of license. (Meat, Cheese, Salsa, etc.)
 - Prepared hot or cold food: All must comply with Gratiot County Health Dept. Temporary Food Establishment licensing rules (<https://www.mmdhd.org/food-program/>) and provide a copy of license.
 - Wine/Hard Cider with proper licensing from the Michigan Liquor Control Commission. More information can be found at [Microsoft Word - Wine Sales at Michigan Farmers Markets 5-13-14.docx \(mifma.org\)](#)
 - All items sold are subject to the approval of the Market Manager and the St. Louis Farmers Market Advisory Committee.
4. VENDOR SPACES:
 - Vendors 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 subletting allowed).
 - Spaces are chosen by the vendor through the application
 - All vendors requiring electricity for appliances and refrigeration units will be assessed a monthly fee for electricity, depending on the appliance usage stickers and vending days.



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Indoor-

- Vendor Spaces are 1 8ft, 6ft, or 4ft table and 5ft behind.
- Vendors can request up to 4 continuous vendor spaces

Outdoor- June to October

- Vendor spaces are 1 standard 10ft pop up canopy.
- 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.
- Vendor fees can be paid through the vending application process.

5. Food Assistance/Cash tokens:

- Cash tokens are \$5 wooden tokens that can be given out as prizes or incentives during the market season. Can be used on any item.
- SNAP/EBT \$1 wooden tokens to be used for non prepared food items. Only accepted if marked with Gratiot MI Market (St. Louis tokens will be faded out). (fresh fruits and veg, Baked goods, Honey, Eggs and Meats, mushrooms, things that would be ingredients or prepared at home)
- Double Up Bucks \$2 silver metal tokens to be used on fresh fruits and veggies only.
- Senior Project fresh is now accepted by the vendor for fresh fruits and veggies, eggs and meats, and honey. If Interested I can put you in touch with the program lead for Gratiot County.
- Prescription for Health \$2 wooden tokens for fresh fruits and veggies only.
- WIC (WIC project Fresh now WIC Produce Connection) is something that has to be set up between the vendor and WIC. If interested I can put you in touch with WIC to get set up. They changed their program as of the end of 2023 season.
- A sign for each program will be given out in the vendor folder at the beginning of each market day to be displayed clearly for customers.
- All tokens must be recorded on the sales sheet in the vendor folder handed out at the start of the market Day. Tokens and sales sheets must be turned in to the manager before leaving.
- Token pay back will happen once a month, 1 week after month's completion. (tokens earned in June will be paid the first week of July and so on) with a Check from the Gratiot MI Market.
- If token pay back is less than \$10 then the amount will be added to the next month's check until it is equivalent to \$10. No matter what amount the 1st week of November all checks will be out for the summer season.

6. VENDOR REQUIREMENTS

- Complete the Vendor Application and Product Declaration. Read the Market handbook and sign the Acknowledgement/Waiver Form and optional Photo Release. Provide copies of applicable licenses, certifications, appliance usage stickers, and insurance. Vendor Liability Insurance is highly recommended. **All can be completed with Convention Force.** <https://portal.conventionforce.com/index.cfm?aid=863>
- Payment can be made through Convention Force during the application process. All vendors requiring electricity for appliances and refrigeration units will be assessed a



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monthly fee for electricity, depending on the number and type of appliances being used in accordance with the appliances power usage stickers.

- Seasonal vendors who have 3 unexcused absences will be given a written warning. Seasonal vendors acquiring more than 3 unexcused absences may lose the season.
- Seasonal Vendors must pay in full prior to the start of the season. Daily Vendors are required to turn in an application at least **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.

7. 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 vendors to remove items that do not meet these standards.
- All vendors must supply their own equipment (table, chairs, canopies) and remove all their own refuse. This includes sweeping up their vendor area if needed after market.
- All canopies must be firmly weighted with at least 24 lbs per tent leg. No staking permitted..
- All food sampling is permitted within these guidelines: The best practice for sampling is to prepare samples in advance of arriving at the market by prepackaging individual samples into covered containers.

8. PARKING

- Vendors may park one vehicle or trailer behind their outdoor canopy with market managers acknowledgment. Some market days/events this won't be possible. Please talk to the manager to work out space.
- Other vehicles must be out of the market area by 1:45pm in St. Louis and 7:45 am in Alma.
- Any vendor who arrives late must cart their goods from the offsite vehicle to their stall.

9. 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 a vendor participates in SNAP, DUFEB, WIC/Senior Project Fresh, or Prescription for Health 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 is it not allowed to be sold at the Gratiot MI Market.
- Cottage Food items must have proper labeling (name, address, ingredients, net weight) See www.michigan.gov/cottagefood for complete details.

10. Hand washing, sanitizing, and refuse:

- Vendors are encouraged to provide their own hand sanitizer
- Vendors must wash/sanitize their hands frequently.



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- Vendors are encouraged to 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.

11. MISCELLANEOUS

- No Solicitations or political campaign activities are allowed at the market
- 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.
- If a vendor has a temperature or is feeling ill, they are asked to not attend the market. If a vendor is visibly ill at the market, they will be asked to leave to protect the market staff, other vendors and customers.
- Smoking is not allowed in the market.

12. 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 Steering Committee for review. See Grievance Policy/Enforcement at the end of this document.

13. 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 Gratiot MI Market may perform farm/site inspections as deemed necessary to verify this information.

14. VENDOR STALL LAYOUT: Will be determined at a later date and communicated ahead of time to the vendors. If vendor space is tight an email will be sent out as soon as possible to all vendors to be made aware.

15. VENDOR GRIEVANCE POLICY: The Gratiot MI 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 Gratiot MI Market Steering Committee for review provided the grievance is submitted in writing to: GratiotMIMarket@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 Gratiot MI Market staff and the Steering Committee.



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- Description of complainant's preferred desired resolution
- The Gratiot MI Market Manager and/or the Steering Committee will respond to the 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.

16. ENFORCEMENT POLICY: The Gratiot MI 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.