



Downtown Marquette Farmers Market 2016 APPLICATION PACKET

Dear Prospective Market Vendor:

Thank you for your interest in the 2016 Downtown Marquette Farmers Market! We are looking forward to a spectacular season.

The Marquette Downtown Development Authority (DDA) is pleased to sponsor the Downtown Marquette Farmers Market. In order to cultivate a successful market, the DDA will provide vendors with a vibrant, high traffic marketplace to sell goods. We will coordinate advertising and promotion, serve as an information clearing house, and participate in a number of food assistance programs. The market will accept Visa, MasterCard, and Discover credit/debit cards. Participation in all applicable food assistance by vendors programs is expected. Information and complete instructions on these programs will be provided in the vendor welcome packet, sent once vendor is accepted. There is also education at the mandatory vendor meeting that will be held on Tuesday May 10, 2016.

Please take note of the following points:

- The outdoor market season will begin on Saturday, May 21 and run every Saturday through October 29. The last 2 weeks of the market will be held inside and around the Commons building. Be sure to indicate your availability on page 8 of the application.
- Seasonal vendor fee for the outdoor is \$135 for one 10'x10' space, maximum two spaces per vendor. The market hours are 9:00 a.m. until 1:00 p.m. Request for electrical access and tent rental must be made at time of application. (See page 8)
- Choosing to be a daily vendor is an option for someone who would like to participate in the market but does not want to commit to every Saturday. The fee for a daily vendor is \$10/market day (maximum charge \$80/season. You may be scheduled for more than 8 times, but there is no fee after 8 times.) Payment is made on the actual day of market attendance. Indicate your available dates on page 8. Request for electrical access and tent rental must be made at time of application. (See page 8)
- The indoor market season will begin Saturday, November 5 and run every Saturday through December 17. The indoor season is \$10/week, paid in advance. Indicate your interest and date availability on page 8. The market hours are 9:00 a.m. until 1:00 p.m.
- All vendors will be notified of acceptance no later than Monday, April 25, 2016. Receipt of a completed application does not guarantee the applicant a spot at the market.
- There will be a mandatory meeting for all 2016 participating vendors on Tuesday, May 10. Choose to attend either 10:00 a.m. or 5:30 p.m. at the Marquette Commons, 112 South Third Street.

Please read the 2016 Vendor Application packet, completely fill out the vendor application, sign the vendor agreement, attach pictures where required and return. E-mail your completed application no later than Friday, April 8, 2016 to: marketmanager@mqtfarmersmarket.com

Or mail to: *Downtown Marquette Farmers Market
Marquette Downtown Development Authority
203 South Front Street, Suite 1-B
Marquette, MI 49855*

Sincerely,
Myra E. Zyburt
Market Manager, Downtown Marquette Farmers Market

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Downtown Marquette Farmers Market 2016 Market Information

The Marquette Downtown Development Authority (DDA) sponsors the Downtown Marquette Farmers Market.

I. Mission:

The mission of the Downtown Marquette Farmers Market is to support local farmers, growers, and artisans; to make available wholesome, quality food and goods; and to provide a festive marketplace that benefits the Marquette community.

II. Market Season:

The 2016 outdoor market season will begin on Saturday, May 21 and run through Saturday, October 29. The last two weeks will be scheduled inside and around the Commons building. Remember to indicate your availability on page 8. The indoor season will begin Saturday, November 5 and run through Saturday, December 17 at the Marquette Commons, 112. Third Street, Marquette, MI 49855. Market hours for the entire season are 9:00 a.m. - 1:00 p.m.

III. Participant Definitions:

Vendor: A person authorized and registered to sell at the market.

Farmer/Grower: A person who has grown, raised, or gathered a product that is sold directly to the consume themselves, their employee/s, or family member/s.

Producer: A person who creates handmade items that can be consumed, such as breads, jams/jellies, syrup, honey, etc.

Artisan: A person who creates handmade items that cannot be consumed, such as personal care products, paintings, glass, jewelry, metals, wearable art, fibers, etc.

Market Manager: The person designated and authorized by the Marquette Downtown Development Authority to manage all aspects of the market, coordinate market programs, and to enforce the policies of the market.

Market Cashier: The person responsible for cash-handling, processing of credit card/EBT transactions, and redemption of food assistance programs at the market.

Downtown Development Authority Staff: Maintenance staff and administrative support individuals who work at the market as employees of the Marquette Downtown Development Authority.



Downtown Marquette Farmers Market 2016 VENDOR POLICIES

IV. Policies:

1. Only those vendors that have obtained authorization from the Marquette Downtown Development Authority may participate in the Downtown Marquette Farmers Market. Each vendor space must be controlled by the registered vendor or their representative, as provided in writing on their application.
2. The outdoor seasonal market vendor fee is \$135 per 10' X 10' space, paid in advance. A maximum of two (2) spaces per vendor. The daily market vendor fee is \$10 per day, paid on day of market attendance. Maximum charge of \$80 per season per vendor (may be scheduled more than eight (8) times, no fee charged after the eighth scheduled week). The indoor season is \$10/week, paid in advance.
3. Each vendor is required to sign and return the VENDOR APPLICATION (pg. 7-8) and VENDOR POLICY AGREEMENT (pg. 9), and any required photographs.
4. Vendors must abide by City of Marquette Ordinance: Title II, Chapter 6, Section 16 "Farmers Markets and Farm Produce Vendors." This document is available from the Marquette Downtown Development Authority by request. The Marquette Downtown Development Authority obtains licensing from the City of Marquette to operate the Downtown Marquette Farmers Market.
5. In addition to the Downtown Marquette Farmers Market policies, it is the responsibility of the vendor to comply with all local and state regulations and ordinances governing farmers market sales.
 - a. This includes obtaining appropriate licenses and submitting copies with their application.
 - b. Sellers of perennial plants are required to provide a copy of their current license to the Market Manager, obtained from the Department of Agriculture, at least one week prior to the first day of selling the perennial plant.
 - c. All vendors must clearly mark all prices for all items.
6. Receipt of a completed application does not guarantee the applicant a spot at the market. The Market Manager is responsible for the final selection of vendors and reserves the right to accept or reject any applicant based on:
 - The market policies.
 - Appropriateness of product to the market mission.
 - Market attendance record
7. In the event of more vendors than space available for the outdoor season, vendor selection will be based on a point system that rewards vendors who have participated in the market the longest and most consistently. The system is based on the past three market seasons and the number of days a vendor attended. All vendors are considered under the following calculations:
 - 2 points per season for vending during the past three seasons.
 - .5 point for each day of attendance during the past three seasons.
 - .5 point for selling consumable goods during the past three seasons.
 - 1 point for accepting *Project FRESH, Market FRESH, SNAP/EBT benefits and Double Up Food Bucks (DUFB)*
 - 1 point to vendors who are residents of Michigan's Upper Peninsula.
 - 1 point for product grown or produced in Michigan's Upper Peninsula.
 - .5 point for vendors who are residents of the City of Marquette.



Downtown Marquette Farmers Market 2016 VENDOR POLICIES

8. The Market Manager is responsible for all vendor space and location assignments. The market set up shall be completed in a manner that, based on the judgment of the Market Manager, is for the good of the overall market experience.
9. The Downtown Marquette Farmers Market issues *Market Money* for use from a shared credit/debit machine. All vendors are required to accept *Market Money*. The market also participates in a number of food assistance programs, including SNAP/EBT benefits, Double-Up Food Bucks (DUFb), Project FRESH, and Market FRESH. Vendors are expected to participate in all applicable food assistance programs. Eligible vendors who choose to accept SNAP/EBT benefits, Project FRESH, Market FRESH coupons, and Double Up Food Bucks tokens are:
 - Required to submit signed agreement forms prior to participation in the market.
 - Display required signage for each alternative payment program each market day.
 - Clearly mark prices on all products.
 - Vendors will be reimbursed by the Marquette Downtown Development Authority for these sales on a monthly basis. *Vendors who do not have signed agreements on file with the Marquette Downtown Development Authority will not be reimbursed for alternative payment program sales.*
10. All agricultural products sold must be germinated, grown, raised or gathered by the vendor, their employee/workers or family members and in accordance with Michigan Department of Agriculture regulations.
11. Food products produced under the Michigan Cottage Food Law must conform to the regulations set forth in that legislation. All processing and packaging must be done by the vendor, in their home, and have required labeling.
12. All non-food artisan products sold at the market must be original and created by the artist. Acceptable works include: all media painting, photography, fibers, glass, jewelry, metals, wearable art, etc. No kits, imports, or re-sale items are permitted.
13. Only signs pre-approved and authorized by the Market Manager may be displayed. All farmers/growers must provide information to the consumer as to:
 - Name of farm/s that produced the products.
 - Where in Michigan each farm is located.
 - All signage required by the Michigan Department of Agriculture
 - Food assistance programs signs
 - Prices on products
14. Vendors are responsible for:
 - Their own set-up and clean-up. All stands, tables, and products must be transported to and from the market each market day.
 - All vendors agree to keep displays and sales area clean and attractive.
15. To guarantee their weekly vendor space, vendors must arrive by 8:30 a.m. unless they have contacted the Market Manager at least 24 hours prior to the market date.
16. All vendors must set up their booth prior to 8:45 a.m. Vendors may park on or near the market site to unload and reload. No vehicles are allowed to remain on the market plaza or the adjacent north parking spaces during market selling hours. For the safety of customers and vendors, vendors must wait until 15 minutes past the close of the market to bring vehicles back on the plaza. Vendors who must close their booth prior to the close of the market are required to remove their goods and equipment by hand.



Downtown Marquette Farmers Market 2016 VENDOR POLICIES

17. The Marquette Downtown Development Authority has tents available for rent, on a first come, first serve basis. Season fee is \$35/tent. Vendors must indicate their interest of tent rental on their application form. Vendors may also supply their own tents and weights; provided they are no larger than 10'x10' and are approved by the Market Manager. All tents are required to be weighted for the safety of everyone at the market.
18. Customers/vendors may not bring/keep pets on the market plaza. Pets left in a vehicle are subject to enforcement by the Marquette City Police Department.
19. All vendors are expected to act in a professional manner and treat customers, other vendors and all Marquette Downtown Development Authority staff with respect.
20. Failure to follow market policies or any dispute about market policies should be brought to the attention of the Market Manager. The process for all market policy violations and disputes are as follows:
 - a. Policy violations by vendor:
 - i. First Offense: verbal warning from Market Manager.
 - ii. Second Offense: Written warning and vendor forfeits their next scheduled market day.
 - iii. Third Offense: Final warning with dismissal from market for remainder of season (all fees forfeited).
 - iv. Vendors who miss two weeks of market during the season without 24 hour prior notification to the Market Manager forfeits their booth space for the remainder of the season. (All fees forfeited.)
 - b. Disputes among vendors:
 - i. Submit a written complaint form to the Market Manager.
 - ii. \$10 "complaint fee" required at time of filing complaint, refundable if violation is proven valid and results in discipline.
 - iii. If the decision of the Market Manager is challenged, the complaint may be appealed to a grievance committee, appointed by the Marquette Downtown Development Authority Board of Directors, for a final decision.
 - c. Customer Complaints: Any customer complaint received by the Market Manager concerning a vendor at the market will be documented on a complaint form provided to the customer by the Market Manager or Market Cashier. The vendor against whom the complaint was filed will receive a copy of the complaint before the next market day.

Please retain this copy of the Downtown Marquette Farmers Market 2016 Vendor Policies for your records.



Downtown Marquette Farmers Market 2016 Market Information

This page is blank, intentionally, for back to back printing.
Vendor, please retain copy of policies (pages 1-5) for your reference.
Send only the application (pages 7-9) to market manager.



Downtown Marquette Farmers Market 2016 VENDOR APPLICATION

(Title II, Chapter 6, Section 16)

Please include a brief summary of your business for inclusion with marketing materials and publication on the Downtown Marquette Farmers Market website (should you be accepted as a market vendor):

The Downtown Marquette Farmers Market outdoor season begins Saturday, May 21 and runs through October 22.
Please check the dates you will commit to attend the market as either a season or daily vendor:

I plan to attend all markets (Full-season vendor)

<input type="checkbox"/> May 21	<input type="checkbox"/> July 2	<input type="checkbox"/> August 13	<input type="checkbox"/> September 24
<input type="checkbox"/> May 28	<input type="checkbox"/> July 9	<input type="checkbox"/> August 20	<input type="checkbox"/> October 1
<input type="checkbox"/> June 4	<input type="checkbox"/> July 16	<input type="checkbox"/> August 27	<input type="checkbox"/> October 8
<input type="checkbox"/> June 11	<input type="checkbox"/> July 23	<input type="checkbox"/> September 3	<input type="checkbox"/> October 15
<input type="checkbox"/> June 18	<input type="checkbox"/> July 30	<input type="checkbox"/> September 10	<input type="checkbox"/> October 22
<input type="checkbox"/> June 25	<input type="checkbox"/> August 6	<input type="checkbox"/> September 17	

Indicate interest and dates available for indoor market

<input type="checkbox"/> October 29	<input type="checkbox"/> November 12	<input type="checkbox"/> November 26	<input type="checkbox"/> December 10
<input type="checkbox"/> November 5	<input type="checkbox"/> November 19	<input type="checkbox"/> December 3	<input type="checkbox"/> December 17

PAYMENT & FEES

Please indicate below if you are applying to be an outdoor full season or daily vendor. Vendor applicants need to specify tent rental for the outdoor season and electrical access. **Payment for the outdoor season, once acceptance into the market has been determined, is due by May 18, 2016.** Applicants will be notified of acceptance no later than Monday, April 25, 2016.

The inside market schedule will be completed by Oct. 8. Payment in full for scheduled dates is due by October 15, 2015.

OUTDOOR SEASON VENDORS:

MARKET FEE (\$135 for the full season)	
ADDITIONAL SPACE (\$135)	
ELECTRICITY ACCESS (no fee but need to indicate for placement)	n/c
TENT RENTAL (\$35/ for the full season)	
TOTAL :	

OUTDOOR SEASON DAILY VENDORS:

I would like to be a daily vendor. (*\$10 payment due on each day of market attendance, capped at \$80 total.*) Scheduling of dates will begin on April 29. based on dates you provide above.

I would like to be a daily vendor should I not be selected as a full season vendor. Include dates available. Submitted application does not guarantee full season placement

Applications received after Friday, April 8, 2016 will be considered based on space availability
E-mail completed application pages 7-9 to: www.marketmanager@mqtfarmersmarket.com
Or mail to: Marquette Downtown Development Authority
Downtown Marquette Farmers Marquette
203 South Front Street, Suite 1-B
Marquette, MI 49855

Return with application :

Completed Vendor Application (pages 7 & 8)

Signed Vendor Agreement (page 9)

Photo of products (Artists and Producers)



Downtown Marquette Farmers Market 2016 VENDOR AGREEMENT

VENDOR POLICY AGREEMENT

I have read and agree to follow all of the policies outlined in the Downtown Marquette Farmers Market 2016 Vendor Policies.

I understand that if the Market Manager observes or receives evidence of my failure to abide by this agreement, the offense may affect my ability to participate in the market.

I understand that it is my responsibility to inform my family and employees of these policies before they sell at the market on behalf of my business.

INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Marquette Downtown Development Authority, its appointed officials, employees and volunteers, and others working on behalf of the Marquette Downtown Development Authority any and all claims, demands, suits, or loss, including all costs and attorney fees connected there with, and for any damages which may be asserted, claimed, or recovered against or from the Marquette Downtown Development Authority, its appointed officials, employees, volunteers, or others working on behalf of the Marquette Downtown Development Authority, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or in any way connected or associated with my participation in the Downtown Marquette Farmers Market.

This document releases liability, results in assumption of risk, provides for indemnification, and holds harmless the Marquette Downtown Development Authority by vendor participant. Please read carefully before signing.

Please sign and return along with pages 7-8 of the 2016 Vendor Application form.

Vendor Name (Please Print)

Business Name (Please Print)

Vendor Signature

(Electronic submission of this form assumes adoption of this agreement by the authorized representative.)

Date

Reimbursement checks made payable to: _____