



Downtown Marquette Farmers Market 2018 APPLICATION PACKET

Dear Prospective Market Vendor:

Thank you for your interest in the Downtown Marquette Farmers Market. We are looking forward to an outstanding 2018 season. The Downtown Marquette Farmers is sponsored by the Marquette Downtown Development Authority (DDA). 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, accept credit/debit cards and participate in food assistance programs. Participation in all applicable food assistance programs by vendors is expected. Information and complete instructions on market operations and expectations will be provided in the Vendor Welcome Packet, sent once vendor is accepted, and at the mandatory vendor meeting that will be held on Wednesday May 16, 2018.

Please take note of the following points:

- The full market season: May 26-December 15. Market hours: 9:00 a.m. until 1:00 p.m., for the entire season. The market is operated in two sections with two separate payments. The outdoor market season: all Saturdays, May 26 - October 27. The cost is \$165.00 for a full season vendor. The indoor season is November 3-December 15 and is \$10./week. Both Season Vendor and late season market are paid in advance. Be sure to indicate your availability on page 9 of the application.
- Season Vendor fee for the outdoor market (May 26-October 27) is \$165 for one 10'x10' space, maximum two spaces per vendor. Request for electrical access and tent rental must be made at time of application. (See page 9)
- Daily Vendor is an option for a vendor 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 \$100/season.) Payment is made on the day of market attendance. Indicate your available dates on page 9 to be scheduled. Request for electrical access and tent use must be made at time of application. (See page 9)
- The indoor market season will begin Saturday, November 3 and run every Saturday through December 15. The indoor season is \$10/week, paid in advance. Indicate your interest and date availability on page 9. The market hours are 9:00 a.m. until 1:00 p.m.
- All vendors will be notified of acceptance no later than Wednesday, May 9, 2018. Submission of a completed application does not guarantee the applicant a spot at the market.
- There will be a mandatory vendor meeting for all 2018 participating vendors on Wednesday, May 16. Choose to attend either 10:00 a.m. or 5:30 p.m. at the Marquette Commons, 112 South Third Street, Marquette, MI.

Please read the 2018 Vendor Application packet, completely fill out the vendor application, sign the vendor agreement, attach pictures and licenses where required and return. E-mail your completed application no later than Friday, May 4, 2018 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 2018 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 full 2018 market season will begin on Saturday, May 26 and run every Saturday through December 15. The outdoor season runs May 26 – October 27. The late season indoor market runs November 3 - December 15. Remember to indicate your availability on page 9. Market location is 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 consumer by themselves, their employee/s, or family member/s.

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

Artisan: A person who creates handmade items that cannot be consumed, such as paintings, jewelry, wood works, metal works, wearable art, fibers, personal care products, 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/s designated and authorized by the Marquette Downtown Development Authority who is responsible at the market for cash-handling, processing of credit card/EBT transactions, distribution and redemption of food assistance programs.

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 2018 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 market (May 26—October 27) Season Vendor fee is \$165 per 10' X 10' space, maximum of two (2) spaces per vendor, paid in advance. The daily market vendor fee is \$10 per day, paid on day of market attendance. Maximum charge of \$100 per season per vendor (may be scheduled more than ten(10) times). The indoor season (November 3—December 15) is \$10/week, paid in advance.
3. Each vendor is required to sign and return the VENDOR APPLICATION (pg. 7-9), VENDOR POLICY AGREEMENT (pg. 10), along with any required photographs and licenses.
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 on the City of Marquette website or 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 Michigan Department of Agriculture, at least one week prior to the first day of selling perennial plants.
 - c. All vendors must clearly mark all prices for all items.
6. Submission 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 requesting to be a Season Vendor than space available for the outdoor season, vendor selection will be based on a point system that recognizes 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 2018 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), WIC Project FRESH, and Senior 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 the first Saturday of: July, August, September, October, November and the final check will be mailed the week of December 17. *Vendors are required to have signed agreements on file with the Marquette Downtown Development Authority to be reimbursed for food assistance 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. Review regulation at the MDARD website, Michigan Cottage Food Laws. http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html
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, wood, jewelry, metals, wearable art, personal care products, 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 grew/produced the products.
 - Where 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. Vendors must arrive by 8:30 a.m. to guarantee their weekly vendor space, 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 parking spaces north of the plaza 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 2018 VENDOR POLICIES

17. The Marquette Downtown Development Authority has tents available for rent, on a first come, first serve basis. Season rental fee is \$35/tent. Vendors must indicate their request 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. When you bring your own tent, you provide your own weights. The weights at the market are for the market rental tents.
18. Customers/vendors may not bring/keep pets on the market plaza. The market is licensed as a food establishment and therefore must follow food establishment pet regulations. 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, along with a \$10 "complaint fee" to the Market Manager. (The complaint fee will be refunded if violation is proven valid and results in discipline).
 - ii. 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 form and appropriate action will be taken before the next market day.

Please retain this copy of the Downtown Marquette Farmers Market 2018 Vendor Policies for your records.



Downtown Marquette Farmers Market 2018 Market Information

This page is blank, intentionally, for back to back printing.
Vendor, please retain copy of policies (pages 1-6) for your reference.