



Downtown Marquette Farmers Market 2019 VENDOR APPLICATION PACKET



Dear Prospective Market Vendor:

Thank you for your interest in the Downtown Marquette Farmers Market. We are looking forward to an outstanding 2019 season. The Downtown Marquette Farmers Market is managed by the Marquette Downtown Development Authority (MDDA). In order to cultivate a successful market, the MDDA will provide vendors with a vibrant, high traffic marketplace to sell goods, serve as an information clearing house, accept credit/debit cards and participate in food assistance programs. Participation in all applicable food assistance programs by qualifying vendors is expected. Complete information on market operations and expectations will be provided in the Vendor Welcome Packet, sent once vendor is accepted to the market. Information will also be covered at the mandatory vendor meeting on Wednesday, May 15, 2019. Choose to attend either 10:00 a.m. or 5:30 p.m. at the Marquette Commons, 112 South Third Street, Marquette, MI.

Please take note of the following points:

- Saturday Market:** May 25 - October 26
 Hours: 9:00 a.m. - 1:00 p.m.
 Season Vendor Fee: \$360 for each 10' x 10' space. Vendor fee payable in two installments. \$185 due by Thursday, May 23, \$175 due by August 3
 Tent rental \$50/tent for the Summer season.
 Saturday Daily Vendor is a vendor who does not commit to every Saturday.
 Fee: \$20./market day. Payment is made on the day of market attendance. Indicate your available dates on page 9 to be scheduled. Tent use is included in Daily Vendor fee.

- Late Fall Market:** Saturdays, November 2 - December 14.
 Hours 9:00 a.m. - 1:00 p.m.
 Fee: \$140 for all seven Saturday dates
 \$25/week for selected Saturday dates
 Payment due by October 26

- Wednesday Evening Market:** June 12 - September 25. New this season
 Hours: 5:00 p.m. - 7:00 p.m.
 Fee \$30/market, due by May 3
 Minimum 15 vendors/week commitment required for market to commence. Indicate the dates you will commit to on page 9.

- Applications received by Friday, May 3, 2019 receive priority placement, if accepted.
 All vendors will be notified of acceptance no later than Monday, May 6, 2019.
 Submission of a completed application does not guarantee applicant a spot at the market.

Please read the 2019 Vendor Application packet, completely fill out the vendor application, sign the vendor agreement, W-9 (if not already on file w/MDDA), attach pictures and licenses where required and return.

E-mail your application to: marketmanager@mqtfarmersmarket.com

Or mail to: *Marquette Downtown Development Authority
Downtown Marquette Farmers Market
337 West Washington Street
Marquette, MI 49855*

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

Downtown Marquette Farmers Market 2019 Application Packet

Application Packet:

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Downtown Marquette Farmers Market 2019 Market Information



The Marquette Downtown Development Authority (MDDA) manages 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 2019 Downtown Marquette Farmers Market has three seasons.

The Saturday Market, May 25 - October 26.

The Late Fall Market, Saturdays November 2 - December 14.

Market hours for the Saturday markets are 9:00 a.m. - 1:00 p.m.

New in 2019 is a pilot Wednesday Market 5:00 p.m. - 7:00 p.m. Minimum commitment 15 vendors/week required for market to commence.

Remember to indicate your availability on page 9.

All markets are located at the Marquette Commons, 112 Third Street, Marquette, MI 49855.

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.

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



Downtown Marquette Farmers Market 2019 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 designated representative, as provided in writing on their application.
2. The Saturday Market, May 25 - October 26, Season Vendor fee is \$360 per 10' X 10' space. Vendor fee can be paid in 2 payments. \$185 by May 23, \$175 by August 3. The Saturday Market Daily vendor fee is \$20 per day, paid on day of market attendance. The Late Fall Market, Saturdays, November 2 - December 14 is \$140 for all 7 Saturdays or \$25/week, for selected Saturdays, paid in full by October 26. Pilot Wednesday Evening Market, June 12- September 25, vendor fee is \$30/week, paid in full by June 11. Minimum commitment of 15 vendors/week for the Wednesday Evening Market to commence.
3. Each vendor is required to sign and return the *vendor application* (pg. 7-9), *vendor policy agreement* (pg. 10), *W-9*, if not already on file with the MDDA), along with any required photographs and licenses, when applicable.
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, including State of Michigan Sales tax, if applicable to your product, 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 markets. 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, if returning vendor.
7. In the event of more vendors requesting to be a Season Vendor at the Saturday Market than space available, vendor selection will include 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 *SNAP/EBT*, *Double Up Food Bucks (DUFb)*, *WIC Project FRESH*, *Senior Market FRESH*.
 - 1 point to vendors who are residents of Michigan's Upper Peninsula.
 - 1 point for product grown or produced in Michigan's Upper Peninsula.



Downtown Marquette Farmers Market 2019 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* and give change in U.S. Currency. The market also participates in food assistance programs, including SNAP/EBT, 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 accept SNAP/EBT benefits, Double Up Food Bucks tokens, Project FRESH, and Market FRESH coupons 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 16. *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 primary residence, 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 grow/produces 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. Saturday Market Vendors must arrive by 8:30 a.m. to guarantee their assigned vendor space, unless they have contacted the Market Manager at least 24 hours prior to the market date.
16. All Saturday Market vendors must have their booth set up prior to 8:45 a.m. Vendors may park on or near the market site to unload and reload. All vehicles must be removed from the market plaza and the adjacent parking spaces north of the plaza by 8:45 a.m.. For the safety of customers and vendors, vendors must wait until 1:15 p.m. 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 2019 VENDOR POLICIES



17. The Marquette Downtown Development Authority has tents available for rent, on a first come, first serve basis for the Saturday Market Season vendors. Rental fee is \$50/tent. Vendors must indicate their request for tent rental on their application form. Vendors may also supply their own tents and weights; their tent must be 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 only.
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 EVERYONE with respect. (Customers, other vendors, and all Marquette Downtown Development Authority staff.)
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).
 - b. 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).
 - c. 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 the Farmers Market Committee, for a final decision.
 - d. 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 2019 Vendor Policies for your records.