



Vendor Information & Market Rules 2024

May 23-September 12, Thursdays 4-7pm

Lisa Kenny, Market Manager (810)710-2701 Cell

marlettefarmersmarket@gmail.com

Dates, Location, Hours of Operation:

1. The Market is located at: 3048 Main Street, (M-53) in downtown Marlette
2. The 2024 Season is Thursday, May 23 thru Thursday, September 12, from 4pm-7pm
3. The Mailing address is: Marlette Farmers Market, Attn: Lisa Kenny, 6436 Morris Street, Marlette, MI 48453.
4. Set up time starts at 2:30 pm each week. If you need extra time to set up an elaborate display, please contact Market Manager Lisa Kenny the day before the market. Vendors must be completely set up by 3:45 pm for review by Market Manager.
5. The Market will open promptly at 4:00 pm each Thursday and close at 7:00 pm unless there is threatening weather (lightning, high winds, hail, etc)
6. The market manager reserves the right to cancel, reschedule or close the market due to weather conditions or extreme and dangerous heat. If this happens, all vendors will be contacted by 2:00 pm market day at the phone number provided by the vendor. It will also be broadcast on WMIC/WTGV and on our Marlette Farmers Market Facebook page.
7. **Reasonable efforts will be made not to close/ cancel the market.** Rain on its own will not cancel the market, but lightning, tornado warnings or severe storms may cause it to move indoors for the day or to be canceled. If space is limited indoors, priority is given to season long market vendors and those with perishable goods including baked goods, produce, eggs, etc. If we cannot fit you inside the building, you will receive a refund of your prepaid fees for that week.
8. **Vendors are required to stay throughout the Market hours of operation, unless they are completely out of stock, or are permitted to leave early by the market manager.** Leaving early without permission is a violation of your vendor agreement and could be cause for cancelling the rest of the season for you.

Vendor Spaces, Parking and Assignments:

1. **The only vendors that will have the same assigned spaces each week are those that paid for the whole season up front.** Even so, on special events we may need to move your spot to accommodate additional attractions.
2. Those with physical disabilities, please contact the market manager for parking accommodation details and free setup/teardown assistance.
3. For setup and tear down, you may park temporarily on Morris Street, Main Street, or near the front of the parking lot. **However, your vehicle must be in the parking lot by 3:30 pm and during market hours unless you have a handicapped permit.** This allows more spaces for customers.



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4. **Payment for day rentals is due BEFORE you set up.** You can pay by credit card at City Hall until 2:00 pm on market days, or cash/check are accepted at the market. *Even if you pay the day of the market, you must reserve your spot by the Monday before the market.*
5. **Vendors must check in before unloading or setting up,** as spaces are subject to change.
6. Your booth must have a sign clearly identifying your farm or business by name and location. *Example: Kenny's Pumpkin Patch, Sandusky, MI.*
7. **Your tent/canopy MUST be secured to the ground using tie downs and stakes, sandbags, or weights.** This lot can get wind gusts easily able to topple a tent. If you forget your tie downs, you can borrow them from the Market Manager.

Products and Standards:

1. **All items offered by a vendor must be approved by the market manager and listed on the vendors' application.** New vendors are asked for photos of their products and display prior to being accepted at the market. If items that are not allowed are found in the pre-market walk through, you will have to take them off the display.
2. Commercially made products, MLM, Direct Sales or corporate distributors are not allowed.
3. **Items sold at the Market will be limited to: plants, herbs, herb products, flowers, fruits, vegetables, eggs, meat, poultry, cheese, honey, maple syrup, pantry goods, baked goods, value added food products or cottage food law items, or hand crafted and upcycled items.**
4. The Market allows crafts, and homemade / handmade artisan wares, antiques, or refurbished/upcycled items subject to Market Manager approval.
5. **Factory made, manufactured or wholesale items *may be allowable* if the item offered compliments an item listed above in section 3C.** For instance, gift boxes featuring locally made tea and honey may have a manufactured mug or wooden honey dripper. At no time can a vendors' table offer more than 15% manufactured goods. ***This is allowable ONLY with Market Manager pre-approval.***
6. **ALL items for sale or display at the market are subject to review by the market manager.** The market manager reserves the right to reject any item for sale or display at the Marlette Farmers Market for any reason, without explanation. The vendor must comply with the final decision of the market manager immediately.
7. **Food Sampling is allowed if:** You prepare samples in advance of arriving at the market by prepacking individual samples into covered containers, like disposable lidded sauce containers used by restaurants. Vegetable and fruit samples must be washed first and then put in sample packages. At the market, prepackaged individual samples should be kept at the appropriate temperature, and given to customers directly. Please have a garbage can for waste/empty containers.



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8. Vendors are responsible for adhering to ALL market, local, state, and federal laws pertaining to the transport, sale, use, labeling, artwork, copyright, and display of items at your vendor space.
9. All items offered for sale, and those for use, display, signage or furnishing purposes at the Market must be of good quality, containing no vulgarity, sexual reference, drugs, or the like.

Food Product Labeling:

1. Vendors are responsible for ensuring their knowledge and compliance with state and federal laws pertaining to food products.
2. **Michigan Cottage Food Law:** <https://bit.ly/cottagefoodlaw> For everyone's protection, we ask every vendor making foods from home attend either an online training or in person training prior to the season starting.
3. **Meat Sales at Michigan Farmers Markets:** <https://bit.ly/meatatmarkets> We have power available for your freezer. Be sure to follow all guidelines including using a USDA inspected processor.
4. **Egg Sales at Michigan Farmers Markets.** Please use new, clean cartons and label them with the name of your farm, address, and "produced in a home facility that is not MDARD regulated." Eggs should be clean and kept at 45 degrees.
5. **Any food NOT grown or produced by the vendor needs to be labeled (or have a sign) stating where the product was grown, the name & location of the farmer.** Anything not grown in Michigan will not be eligible for SNAP, Double Up Food Bucks, WIC Project Fresh or Senior Project Fresh reimbursement.

Vendor Performance and Behavior:

1. Vendors shall act in a professional and courteous manner toward customers, other vendors, market staff and city officials. **Discourteous conduct, profanity, threatening or harassing conduct, whether verbal or physical, will NOT be tolerated and can be cause for immediate dismissal.**
2. Any disagreement that arises will be handled in a professional manner.
3. Any concerns about the behavior of an individual should be brought to the attention of the Market Manager.
4. Vendors or visitors displaying behavior that is not appropriate to the Farmers Market experience will be removed from the market area.
5. All items offered for sale must have the price clearly shown. We recommend food items have either a chalkboard or sign with prices of items or a sign with 1 inch tall type/print in front of the item.
6. All produce must be stored off the ground, except squash and pumpkins.
7. Vendors who do not comply with the Marlette Farmers Market Rules and Regulations may be subject to appropriate action, including, but not limited to, termination of their participation in the



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Marlette Farmers Market. You will receive one warning for breaking rules, the second offense will result in termination of your participation.

No Smoking:

1. **Smoking is absolutely not allowed within the market area or on the sidewalks or Morris Street immediately adjacent to the market area beginning two hours before the market begins and until all customers and vendors have left the area after the market is closed.**
2. **Smokers should go into the parking lot area at least 20 feet behind the food trucks.** If you are a vendor that needs a smoke break, please arrange for a nearby vendor to watch your booth while you are gone. We have had complaints in the past from other vendors and customers about smoking in the market area, and customers who have refused to come back. Therefore, we are modifying the policy to have strong consequences. ***If a vendor smokes in a non-permitted area, they will receive a warning. After two warnings, your vendor privileges will be revoked, they will be asked to leave and fees will not be refunded.***

Covid Response and General Sanitation:

1. Vendors are responsible for the cleanliness and general safety of their space and must adhere to market manager recommendations and complete event day compliance forms.
2. All food vendors are to provide hand sanitizer at their booth.
3. Vendors are to regularly disinfect frequently touched items such as the cash box, table, phone, payment devices.
4. Please avoid touching your face if you are handling food. If you do, please clean your hands.
5. Vendors must wear gloves while handling foods that are for immediate consumption, including samples.
6. Vendors are to stay home if they are sick. If reasonable notice is given, the market manager will count this as an excused absence.



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DOGS:

1. Dogs must always be licensed, kept on a short leash at all times, and under control.
2. Dogs must be friendly with other dogs and people and must be non-aggressive.
3. Owners are responsible for cleaning up and disposing of their dog's excrement immediately upon occurrence.
4. Owners are responsible for all damage or disruption to the market or any person that is caused by their dog. This includes a dog urinating on a vendor's product.
5. The Market Manager has the authority to direct shoppers, visitors or vendors to remove pets from the market area at any time, for any reason.

SOLICITATION and POLITICAL ACTIVITIES:

1. The City of Marlette supports constitutionally supported free speech, solicitation and political activities provided reasonable time, place and manner considerations are provided.
2. No soliciting in the market area during the hours the Marlette Farmers Market is operating.
3. No political campaigning, recruiting, speeches or related activities will be permitted in the market area during the hours the market is open.
4. Except as required or permitted in the Marlette Farmers Market Vendor rules, no signs may be erected or displayed in the market area.

SNAP, Double Up Food Bucks, Senior Project Fresh and WIC Project Fresh:

1. **ONLY produce and food vendors that have taken the training, filled out all compliance paperwork, and have appropriate signage can accept ANY tokens or coupons from these programs. It is AGAINST THE LAW to accept these if you are not a registered farmer or food producer and you are subject to fines and possible imprisonment for misusing these programs.** If a non-approved vendor accepts one of these tokens or coupons, they will not be reimbursed, and they will be immediately expelled from the market without refund of fees, and reported to the appropriate authorities.
2. **Prior to accepting SNAP, DUFEB, WIC or Senior Project Fresh Coupons, you must take a training session and have filled out all legal paperwork.** These will be offered in person before the season begins, in late June, or as needed for new vendors late in the season.
3. **At the end of the market day, please turn in your tokens and coupons to the Market Manager, and you will receive a reimbursement check the following week**