

GLADSTONE



City of Gladstone Farmers Market & Street Fair Summer 2015

Dear City of Gladstone Farmers Market & Street Fair Vendor,

Our market sets a fine example of what a farmers' market should be and as always your participation helps make it successful each year. As the Market Manager, I enthusiastically invite you to be a part of our third season at our Delta Avenue location. We hope you will sign up to be a seasonal vendor so we can see you and your fine products every Monday this summer and fall. If a weekly arrangement is best for you, we will make every effort to accommodate you.

Enclosed with this letter you will find the vendor application, market policy regarding compliance with MDARD guidelines and the vendor regulation agreement. Please read all attachments carefully as changes to policies have been made. After reading please complete and return your signed application and vendor regulation agreement by May 29th, 2015 to the mailing address printed below.

During our 2015 farmers market vendors will have the chance to offer customers the convenience of using EBT/Snap cards and tokens, Project Fresh coupons and Double UP Food Bucks! We are very excited to offer these alternate payment options to our market customers. I have enclosed these contracts, so if you wish to accept these forms of payment please read all contracts carefully, sign and return them along with your application.

2015 promises to be a great season for the City of Gladstone Farmers Market & Street Fair. Many special events are being planned to attract shoppers to our market along with weekly entertainment. I look forward to working together again this year to make our market a success. Please contact me if you have questions, suggestions or concerns.

Sincerely,

Amber Hanson

Market Manager

1100 Delta Avenue · PO Box 32 · Gladstone, MI 49837 · ahanson@gladstonemi.org · 906-280-5169

Gladstone Farmers Market & Street Fair 2015- Vendor policies

Please retain this information for your records

Product/Vendor Criteria:

The primary focus of the market will be locally grown farm fresh produce, entrepreneurial food based products and artist vendors who produce original pieces.

1. Entry to market will be limited to vendors who grow/harvest food, produce and handcraft items in Delta, Marquette, Dickinson, Menominee, Alger, Schoolcraft and Iron Counties. All decisions made by the Market Master are final. Decisions may be appealed through the City of Gladstone DDA Board.
2. All agricultural products sold must be germinated, grown, raised or gathered by the vendor, their employee/workers or family members in accordance with the Michigan Department of Agriculture regulations. No resale of products will be permitted.
3. If you are selling any type of processed foods, you must abide by all Cottage Food Industry Laws for the State of Michigan or attach a copy of your commercial food-processing licenses as applicable, to your application. Foods improperly labeled or which are not allowed, must be immediately removed from the vendors booth. Failure to comply will lead to dismissal from the City of Gladstone Farmers Market & Street Fair and loss of vendor fees.
4. All farmers/growers must provide the following information to consumers:
 - o Name of farm/s that produced the products
 - o Where in Michigan each farm is located
 - o All signage required by the Michigan Department of Agriculture and/or alternative payment programs. (ex: SNAP)
 - o Clearly marked prices
5. 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 opening market.

2015 Market Days:

1. Dates/Times:
 - a. Monday June 1st, 2015-October 26th
 - b. 3:00-6:00pm
2. Setup:
 - a. Vendors may begin their setup at 1:30; not before.
 - b. A train whistle will sound the start of market at 3:00pm. No early sales will be allowed.
3. Your schedule:
 - a. Please select the weeks you expect to be in attendance at the City of Gladstone Farmers Market & Street Fair on your application. Any changes to

this schedule must be communicated with the Market Master no later than 24 hours before the scheduled market. We understand that circumstances do come up, but appreciate the advanced notice of cancellation. Two unexcused absences will result in a loss of space and a forfeit of fees paid.

Market Fees:

All fees will be due in full by May 29, 2015

1. Full season- \$40.00
2. Daily- \$10.00

Market Procedures:

1. Application: All prospective vendors must complete and sign a City of Gladstone Farmers Market & Street Fair application and agreement.
2. Product Declarations: Vendors must submit a list of products they intend to sell. If vendors wish to add to their original list, they must submit additions to the Market Manager in writing to be added to their original vendor contract.
3. The City of Gladstone Farmers Market & Street Fair does not offer exclusive rights to any one vendor to sell any one product. Market customers typically benefit from having a choice. However, in the event there are vendors on waiting list, the same or similar products is excessive, duplicate products may be denied entry.
4. Parking: Vendors may park at or near the market site ONLY to load and unload. No vehicles larger than a car/pickup truck without a trailer is allowed to park in the parking lot between the DDA Building and Wally's Bar, AT ANY TIME. No vehicles will obstruct parking lot, street or alley at any time. Wagons are available to use to load and unload items. Parking is available within the Bay Bank Parking Lot for vehicles no larger than a car/pickup truck.
5. Conduct and Courtesy: While at the market, vendors are expected to behave courteously to customers, other vendors, market staff, and volunteers. Vendors are also asked to conduct themselves professionally at all times. All vendors agree to keep sales areas and displays clean and attractive. Appropriate dress is required; clothes must be clean and in good condition.
6. Setup and Cleanup: Vendors are responsible for their own set-up and clean-up. All stands, tables, and products shall be transported to the area each market day and everything shall be removed after each market day. Materials or produce may not be left overnight; no exceptions. Each vendor is responsible for cleaning their own space and must remove all garbage and left-over produce. Vendors may use a tablecloth if they wish, but are responsible for cleaning their table/s at the close of each market.
7. Tent/Table/Chair Rentals: If you need a tent, tables and/or chair please indicate that on your application. 1 tent, 1 table and 2 chairs are included with your vendor fee. Tent size will be determined upon availability and vendor needs. Please note

that the fee for utilizing an extra table is \$5.00 and \$1.00 per chair, per week. Maximum number of tables that any one vendor can utilize is 2 and is based upon availability.

8. Early departures: Vendors leaving the market before closing time is disruptive and discouraging to other vendors and customers. Please plan to be at market and not begin packing up before 6:00 pm.
9. Smoking: No smoking is permitted within the perimeter of market by vendors or customers. This policy will be strictly enforced for the good of the market.
10. The Market Manager may deny or restrict any vendor or vendor representative's access to the market for failure to follow the state and local laws or the guidelines of the Gladstone Farmers Market & Street Fair rules. Problems, complaints or concerns may be directed immediately to the Market Manager. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the City of Gladstone DDA Board for consideration at the next scheduled DDA meeting.