



April 24, 2016

Hello Vendors,

I hope all of you are as excited as I am to be a part of the St. Louis Farmers Market!

Enclosed you will find a Vendor Packet. It contains a Vendor Application, Product Declaration, Rules and Policies, and a Signature page. Please read it thoroughly and contact me with any questions.

To become a vendor, you will need to do the following:

1. Fill out the Vendor Application and Product Declaration.
2. Sign the Agreement of Compliance/Waiver of Responsibility.
3. Sign the Photo Release Authorization (optional)
4. Send the above, along with copies of applicable licenses, certifications, and insurance to:

Linda Bader

2290 E Madison Rd.

St. Louis, MI 48880

OR

Scan and email the above to Linda at

[baderL@ispmgt.com](mailto:baderL@ispmgt.com)

Due dates and payment information is explained in the enclosed Vendor Packet.

I will process applications in the order I received them. Vendors that are accepted will be contacted with more information concerning WIC Project FRESH/Senior Project FRESH and a vendor meeting to be held before the season starts.

Thank you for considering the new St. Louis Farmers Market this season! Please contact me anytime with questions via email, phone, or text.

Sincerely,

Linda Bader

Certified Market Manager

St. Louis Farmers Market

Cell/Text: 989-620-0448

Please like the market on Facebook: [facebook.com/stlouisfm](https://www.facebook.com/stlouisfm)

The mission of the St. Louis Farmers Market is to create a diverse and thriving market place for local farmers and crafters to sell their goods. We strive to help local businesses & entrepreneurs through promotion and partnerships; to increase community access to healthy foods; to promote healthy activities; and to be a positive and fun place in the community that customers enjoy visiting again and again.



# 2016 Vendor Packet

## MISSION STATEMENT

The mission of the St. Louis Farmers Market is to create a diverse and thriving market place for local farmers and crafters to sell their goods. We strive to help local businesses & entrepreneurs through promotion and partnerships; to increase community access to healthy foods; to promote healthy activities; and to be a positive and fun place in the community that customers enjoy visiting again and again.

<p>2016 Market Manager: Linda Bader Phone &amp; Text: 989-620-0448 Email: baderL@ispmgt.com</p>	<p>Market Mailing Address: Linda Bader 2290 E Madison Rd St. Louis, MI 48880</p>	<p>Market Fees: Prepaid Seasonal vendor (\$110/stall) Daily vendor (\$10/stall)</p>
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## SUMMARY of the St. Louis Farmers Market Rules and Policies

This is a summary of the Market Rules and Policies. Please see page 8 for the complete Rules and Policies of the St. Louis Farmers Market.

The market will be held in the parking lot of the St Louis City Hall Building at 300 N. Mill Street. The market will be held on Thursdays from 3pm-7pm starting on June 2<sup>nd</sup> and ending on October 27<sup>th</sup>.

Items that will be allowed at the market include produce, plants and flowers; homemade artisan/specialty/craft items; cottage food items; honey, eggs, maple syrup, cider, and on a limited basis: processed/packaged/value added foods and prepared foods.

Vendor spaces will be approximately 10 feet wide and 20+ feet deep. There will be space enough for a 10x10 canopy and 1 vehicle or trailer parked behind. Seasonal vendors will receive a discounted rate and keep their space throughout the season. Vendors can request up to 4 contiguous spaces.

**Vendors are required to read the full Rules and Policies (starting on page 8) and Fill out the Vendor Application and Product Declaration. Vendors must sign the Agreement of Compliance/Waiver of Responsibility. The Media Release is optional. Vendors must also provide copies of all applicable licenses, certifications, and insurance. All vendors are asked to turn in the above by May 6th.** Seasonal vendors should also include payment on May 6th. Daily vendors can designate their days on the application or they can notify the market manager by 3pm on the Tuesday before the first market day they wish to participate. Daily vendors may bring payment to the market manager on the day of the market (before vendor setup). Seasonal Vendors will be notified of application approval by May 18th (probably sooner). Daily vendors will be notified of approval as soon as possible after they have turned in the necessary paperwork to the market manager.

To maintain the integrity of the market, vendors are required to display appropriate signage. There must be a prominent sign that lists the name and address of their business. All prices must be clearly marked. All produce vendors are required to clearly label items as either “Homegrown” or “Grown in Michigan” or “Grown in \_\_\_\_\_ (location)”. **If you cannot provide the location where the produce you bring for sale is grown (not purchased), then they are not allowed at the St. Louis Farmers Market.** The Market Manager has the authority to enforce all rules. All fees are non-refundable.



## 2016 Vendor Packet

### VENDOR APPLICATION (fill out and return)

Name:

Business Name:

Email:

Website:

Mailing Address:

Telephone Home:

Work:

Cell:

Preferred contact method: (mail/text/email/phone)

Emergency Contact Name:

Emergency Telephone:

**Please mark all product categories that apply:**

- Farmer/Grower (a portion of the produce and/or plants that you sell must be homegrown)
- Cottage Food (qualified foods properly prepared in the home kitchen)
- Artisan, Specialty, Crafter (handmade items only)
- Honey, Maple Syrup, Eggs, Cider
- Licensed Processed Food Vendor (processed, packaged, value added foods)
- Food Cart Vendor (ready to eat hot or cold food)
- For Profit Private Business not in any of the above categories – Contact Market Manager
- Non-Profit Booth – Contact Market Manager (free when space allows)

**Please mark how you will participate in the market:**

- All Season (22 weeks) June 2<sup>nd</sup>-October 27<sup>th</sup>
- Daily Vendor – mark days below or contact Market Manager by 3pm on Tuesday before market.

June	July	August	September	October
2	7	4	1	6
9	14	11	8	13
16	21	18	15	20
23	28	25	22	27
30			29	

**Fees:** Make checks payable to Gratiot Area Chamber of Commerce with St. Louis Farmers Market in the memo field.

Type of Vendor	Number of Days	x Number of Stalls	x Price per Stall	= Total \$ Due
Seasonal	22		\$5.00	
Daily			\$10.00	
Business		1	\$35.00	
<b>Total Enclosed:</b>				



## 2016 Vendor Packet

(multiply Number of Days by Number of Stalls and then multiply by Price per Stall to get Total Due)

### VENDOR APPLICATION (fill out and return)

Please list full names (and ages if under 16) of those who will be assisting you at your booth during the market season:

- 1.
- 2.
- 3.
- 4.

Please describe how you plan to display your goods and what vehicle and/or trailer you plan to park in your space. This will assist the market manager in vendor stall layout.

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## 2016 Vendor Packet

### PRODUCT DECLARATION (fill out and return)

#### **FARMER/GROWER** – Fruits, Vegetables, Plants, Flowers

Please mark all products that you plan to bring to the market. Mark with a “P” if you produce the item, mark with a “R” if you do not produce the item, but will be bringing (Re-Seller), mark with an “O” if the item is USDA certified organic. If USDA certified organic, then must submit a copy of this certification with the application and also display the certification at your vendor booth. If bringing perennials, then vendor is required to provide a copy of their license.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Apples          | <input type="checkbox"/> Flowers (Cut)        | <input type="checkbox"/> Pears          |
| <input type="checkbox"/> Apricots        | <input type="checkbox"/> Flowers (Potted)     | <input type="checkbox"/> Peas           |
| <input type="checkbox"/> Artichoke       | <input type="checkbox"/> Garlic               | <input type="checkbox"/> Peppers        |
| <input type="checkbox"/> Asparagus       | <input type="checkbox"/> Gourds               | <input type="checkbox"/> Plums          |
| <input type="checkbox"/> Arugula         | <input type="checkbox"/> Grains: _____        | <input type="checkbox"/> Potatoes       |
| <input type="checkbox"/> Bok Choi        | _____   | <input type="checkbox"/> Pumpkins       |
| <input type="checkbox"/> Basil           | <input type="checkbox"/> Grapes               | <input type="checkbox"/> Purslane       |
| <input type="checkbox"/> Beans           | <input type="checkbox"/> Herbs: _____         | <input type="checkbox"/> Radish         |
| <input type="checkbox"/> Beets           | _____   | <input type="checkbox"/> Raspberries    |
| <input type="checkbox"/> Blackberries    | _____   | <input type="checkbox"/> Rhubarb        |
| <input type="checkbox"/> Blueberries     | _____   | <input type="checkbox"/> Rutabaga       |
| <input type="checkbox"/> Broccoli        | <input type="checkbox"/> Jerusalem Artichokes | <input type="checkbox"/> Scallions      |
| <input type="checkbox"/> Brussel Sprouts | <input type="checkbox"/> Kale                 | <input type="checkbox"/> Spinach        |
| <input type="checkbox"/> Cabbage         | <input type="checkbox"/> Kohlrabi             | <input type="checkbox"/> Summer Squash  |
| <input type="checkbox"/> Cantaloupe      | <input type="checkbox"/> Leek                 | <input type="checkbox"/> Strawberries   |
| <input type="checkbox"/> Carrots         | <input type="checkbox"/> Lettuce              | <input type="checkbox"/> Sweet Potatoes |
| <input type="checkbox"/> Cauliflower     | <input type="checkbox"/> Melons               | <input type="checkbox"/> Swiss Chard    |
| <input type="checkbox"/> Celery          | <input type="checkbox"/> Mulberries           | <input type="checkbox"/> Tomato         |
| <input type="checkbox"/> Cherries        | <input type="checkbox"/> Mushrooms            | <input type="checkbox"/> Tomatillos     |
| <input type="checkbox"/> Collards        | <input type="checkbox"/> Mustard Greens       | <input type="checkbox"/> Turnip         |
| <input type="checkbox"/> Corn            | <input type="checkbox"/> Okra                 | <input type="checkbox"/> Watermelon     |
| <input type="checkbox"/> Cucumber        | <input type="checkbox"/> Onion                | <input type="checkbox"/> Winter Squash  |
| <input type="checkbox"/> Currants        | <input type="checkbox"/> Parsley              | <input type="checkbox"/> Yams           |
| <input type="checkbox"/> Eggs            | <input type="checkbox"/> Parsnips             | <input type="checkbox"/> Zucchini       |
| <input type="checkbox"/> Eggplant        | <input type="checkbox"/> Peaches              |   |

Other:

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NOTE: Vendors will be required to label all items as either “Homegrown”, “Grown in Michigan”, or “Grown in \_\_\_\_\_ (location). To uphold the integrity of the St. Louis Farmers Market the Market Manager may conduct farm/site visits as deemed necessary.



## 2016 Vendor Packet

### PRODUCT DECLARATION (fill out and return)

#### **COTTAGE FOOD VENDOR**

Please describe all Cottage Food Items you wish to sell in detail (flavors, types, etc). All items must be non-potentially hazardous foods and adhere to the packaging and labeling requirements of the Michigan Cottage Food Law. If you have proof of completing the Michigan Cottage Food Law Food Safety Online Training, please attach it to this application. For more information, see [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood)

- |                                     |   |
|-------------------------------------|---|
| Breads _____                        | Popcorn _____                           |
| Baked goods _____                   | Cotton Candy _____                      |
| Vinegars _____                      | Dry bulk mixes _____                    |
| Cakes _____                         | Chocolate covered _____                 |
| Sweet breads/muffins _____          | _____                                   |
| Fruit Pies _____                    | Coated/uncoated nuts _____              |
| Jams/Jellies _____                  | Dried pasta _____                       |
| Cookies _____                       | Roasted coffee (beans/grounds) _____    |
| Dry herbs/mixtures _____            | Vanilla extract* _____                  |
| Dry mixes (baking, dip, soup) _____ | Baked goods that contain alcohol* _____ |
| Dehydrated vegetables/fruit _____   | _____                                   |

\*These products require licensing by the Michigan Liquor Control Commission

Other:

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Please initial the following:

\_\_\_\_ I certify that my cottage food operation complies with the Michigan Cottage Food Law and with all labeling, and other provisions found in the Michigan Food Law, as well as other applicable state or federal laws, or local ordinances.

#### **FOOD CART VENDOR (READY TO EAT)**

Please describe all the food items you wish to sell. Attach a menu or more detail if necessary. Please include a copy of your food license.

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## 2016 Vendor Packet

### PRODUCT DECLARATION (fill out and return)

#### **ARTISAN/SPECIALTY/CRAFTER**

All items must be an individual's creative effort and sold by the artist or their representative. Please describe the item(s) you wish to sell. If you did not make the item yourself, name the artist or craftsman. Please include a copy of your sales tax license:

Product(s) Description:

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#### **HONEY, EGGS, MAPLE SYRUP, CIDER VENDORS**

Product(s) Description:

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Please Initial:

\_\_\_ I certify that my operation is EXEMPT from licensure under the Michigan Food Law and my operation meets all labeling, sanitation, building construct and design, and employee hygiene requirements of the Michigan Food Law.

\_\_\_ I certify that my operation IS licensed and I have attached a copy of the license to this application.

#### **LICENSED PROCESSED FOOD VENDOR**

These items must be produced in a licensed facility. Please attach a copy of your food license to this application.

___ Pickles/Pickled Items	___ Salsas	___ Sauces	___ Meats	___ Other
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List details about the products you will be selling at the market:

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## 2016 Vendor Packet

### **SIGN AND RETURN**

#### Agreement of Compliance/Waiver of Responsibility

I, as a vendor at the St. Louis Farmers Market, have read and fully understand the St. Louis Farmers Market Vendor Application, Product Declaration, and Rules and Policies. I certify that all information provided by me on the Vendor Application and Product Declaration is accurate and true to the best of my knowledge. I hereby agree to comply with the Rules and Policies and all other Federal, State and local regulations that apply, knowing full well that I will forfeit all monies paid and my right to sell at the Market if I am found to be in noncompliance. The City of St. Louis, Gratiot Area Chamber of Commerce, and the St. Louis Farmers Market will not be held responsible for any damage to personal property, or for accidents or injuries sustained by myself (vendor) and/or my associates while using the St. Louis Farmers Market facilities.

**Vendor Signature:**

**Date:**

**Printed Name:**

#### Photo Release Authorization

The St. Louis Farmers Market and/or media outlets will, from time to time, take photographs of the market for promotional purposes. Photos may be taken with or without knowledge of the subject. While we will make every attempt to get permission for participation in a photograph from those subjects depicted, this written authorization gives the market permission to utilize all photos taken at the market for publicity and advertising purposes. By signing below, you acknowledge that photos taken at or around your booth are acceptable and will be allowed.

**Vendor Signature:**

**Date:**

**Printed Name:**



## 2016 Vendor Packet

### St. Louis Farmers Market RULES AND POLICIES (vendor copy)

#### 1. LOCATION/HOURS:

- The parking lot of the St. Louis City Hall Building located at 300 N. Mill Street, St. Louis, Michigan.
- Thursdays from 3pm-7pm, June 2<sup>nd</sup> – October 27<sup>th</sup>
- Vendor setup begins at 1:45pm and be completed by 2:45pm. No vehicles are allowed to drive in the market area after 2:30pm.
- Vendor must end sales and start cleanup at 7pm and vacate by 7:45pm.

#### 2. ITEMS TO BE SOLD:

- Fruits, vegetables (with location where grown clearly labeled), plants and flowers.
- Homemade artisan/specialty/craft items: No flea market, garage sale, manufactured, or factory made items. A sales tax license is required for those selling non-food items.
- Cottage Food Items: including baked goods, some candy/snacks, jams/jellies, dry mixes, granola, and vinegars. ([www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood))
- Honey/Maple Syrup/Cider/Eggs: See FAQ's link below
- [http://www.michigan.gov/mdard/0,4610,7-125-1568\\_2387\\_46671-169336--,00.html](http://www.michigan.gov/mdard/0,4610,7-125-1568_2387_46671-169336--,00.html)
- Processed/Packaged/Value Added foods: All must comply with US Dept. of Ag Food Safety Regulations ([www.usda.gov](http://www.usda.gov)) and provide a copy of license.
- Prepared hot or cold food: All must comply with Gratiot County Health Dept. Temporary Food Establishment licensing rules ([www.mmdhd.org/food](http://www.mmdhd.org/food))
- All items sold are subject to the approval of the Market Manager and the St. Louis Farmers Market Advisory Committee.

#### 3. VENDOR SPACES:

- Vendor spaces will be approximately 10 feet in width (frontage) and 20 feet deep.
- Vendors can request up to 4 contiguous vendor spaces.
- Season-long vendors: will keep their space throughout the market season. Please notify the market manager as soon as possible if you know you will be absent. If the vendor is absent, then the market manager will decide how that space is used on that market day (no sub-letting allowed).
- Space will be reserved for daily vendors.

#### 4. VENDOR REQUIREMENTS

- Complete and sign the Vendor Application and Product Declaration. Read the Rules/Policies and sign the Acknowledgement Form and Photo Release (optional). Provide copies of applicable licenses, certifications, and insurance.
- Seasonal vendors are asked to turn in the above with payment by Thursday, May 6th.
- Daily vendors are asked to turn in the above by Thursday, May 6th if possible. At the very latest items may be submitted by 3pm on the Tuesday before the market day they wish to participate. Daily vendor payment is due the day of market, before vendor setup.
- All vendors who submit information by May 6th, with payment, will be notified by May 18<sup>th</sup> of approval.
- Checks are to be made out to the Gratiot Area Chamber of Commerce, with St. Louis Farmers Market in the memo field.



## 2016 Vendor Packet

### St. Louis Farmers Market RULES AND POLICIES (vendor copy)

- Please mail completed forms and payment to: Linda Bader, 2290 E Madison Rd, St. Louis, MI 48880. Forms may also be scanned and emailed to: [baderl@ispmgt.com](mailto:baderl@ispmgt.com)
  - Minimum vendor age is 16 years old. Anyone younger must have adult supervision.
  - All vendors are highly encouraged to carry liability insurance. This is available at a reasonable cost as a benefit of joining the Michigan Farmers Market Association (<http://www.mifma.org>)
5. DISPLAY OF GOODS AND PRODUCE:
- Displays must be neat/orderly and stay within their designated vendor area.
  - Produce and food items must be fresh and appealing. All produce must be kept off the ground.
  - All vendors must supply their own equipment (table, chairs, canopies, brooms, refuse removal)
  - All canopies must be firmly weighted with at least 24 lbs per tent leg. No staking permitted.
  - **All tent, table, and chair legs must be placed on padding to prevent them from damaging the asphalt. 6"x6" plywood squares work well.**
  - Food Sampling is allowed but must follow the MDARD Guidelines for Providing Safe Food Samples at a farmers market:
  - ([https://www.michigan.gov/documents/mda/MDA\\_FdSmpIngFarmMkts5-09\\_279110\\_7.pdf](https://www.michigan.gov/documents/mda/MDA_FdSmpIngFarmMkts5-09_279110_7.pdf))
6. PARKING
- Vendors should have room to park one vehicle or trailer behind their canopy.
  - Other vehicles must be out of the market area by 2:30pm and parked across the street in the parking lot behind the Office of Human Services Building. Please leave street parking open for customers.
  - Any vendor who arrives late will have to cart their goods from the vehicle to their stall.
7. VENDOR SIGNAGE:
- Vendors are required to display a prominent sign that lists the name and address of their business.
  - Vendors are required to clearly display prices and label produce as "Homegrown", "Grown in Michigan", or "Grown in \_\_\_\_\_" (location).
  - If the vendor cannot provide the location where the produce for sale is grown, then they are not allowed to sell at the St. Louis Farmers Market.
8. REFUSE:
- Each vendor must clean up all of their refuse before leaving the market. The market manager has a broom and dust pan available.
  - Refuse containers provided at the market are for customer use only.



## 2016 Vendor Packet

### St. Louis Farmers Market RULES AND POLICIES (vendor copy)

#### 9. MISCELLANEOUS

- No Solicitations or political activity are allowed at the market
- The market does not have the ability to provide electricity for the vendors.
- Vendors are not allowed to bring their pets to the market (other than service animals).
- Smoking is not allowed in the market area.

#### 10. ENFORCEMENT OF RULES:

- The Market Manager has the authority to enforce all rules.
- All fees are non-refundable even if the vendor does not attend on a scheduled market day. This includes early closing of the market due to inclement weather or any other unforeseen emergency situation.
- Disputes that cannot be resolved satisfactorily by speaking with the market manager must be presented in writing to the Market Manager by utilizing a grievance form that will be provided.

#### 11. FARM INSPECTIONS:

- To maintain credibility and transparency all produce/plant vendors are required to label their goods so it is explicitly clear to the customer where the items are grown.
- The Market Manager may perform farm/site inspections as deemed necessary to verify this information.

#### PROPOSED STALL LAYOUT:

