



**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.

<b>Market Manager:</b> Linda Bader Cell/Text: 989-620-0448 Email: stlouisfarmersmarket@gmail.com	<b>Market Mailing Address:</b> St. Louis Farmers Market 2290 E Madison Rd St. Louis, MI 48880	<b>Vendor Fees:</b> Whole Season (\$105/stall) ½ Season (\$77/stall) Daily vendor (\$10/stall)
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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 11 for the complete Rules and Policies of the St. Louis Farmers Market.

**Market Location:** Parking lot of the St Louis City Hall Building at 300 N. Mill Street, St. Louis MI 48880

**Dates/Time:** Thursdays from 2pm-6pm starting on June 7th and ending on October 25<sup>th</sup>.

Items allowed to be sold at the market include produce, plants and flowers; homemade artisan/specialty/craft items; baked goods; honey, eggs, meat, cheese, maple syrup, cider, processed/packaged/value added foods, wine/hard cider and, on a limited basis; hot 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 are required to pre-pay and attend each market day. In return for this commitment, seasonal vendors receive a discounted rate and keep the same space each week. Daily vendors are assigned a spot at the sole discretion of the market manager.

**Vendors are required to read the full Rules and Policies (starting on page 11) 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 April 26, 2018.** Seasonal vendors should also include payment by April 26, 2018. Daily vendors can designate their days on the application or they can notify the market manager before 3pm on the Tuesday before the first market day they wish to participate. Vendors who turn in paperwork by April 26<sup>th</sup>, 2018 will be notified of application approval no later than May 10<sup>th</sup>.



## 2018 Vendor Packet

To maintain the integrity of the market, produce vendors are required to clearly label items as either

1. Homegrown
2. Grown in Michigan by \_\_\_\_\_ (grower name)
3. Grown in \_\_\_\_\_ (location)

**If vendors cannot provide the location and/or grower name for the produce they bring for sale, then that produce is not allowed at the St. Louis Farmers Market.**

The Market Manager has the authority to enforce all rules. All fees are non-refundable.

The St. Louis Farmers Market approves vendor applications based on several factors including, but not limited to: alignment with the mission, vision and core values of the St. Louis Farmers Market, performance at past events and other farmers markets in Michigan, and diversity of product mix. The St. Louis Farmers Market has the sole discretion to approve or deny any vendors' application.

**Vendor Grievance Policy:** The St. Louis Farmers Market has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the policies herein. Problems, complaints or concerns must be directed within 24 hours of the event to the market manager. Any grievance that cannot be resolved immediately by the market manager will be referred (within 5 business days) to the St. Louis Farmers Market Advisory Committee for review provided the grievance is submitted in writing to: [stlouisfarmersmarket@gmail.com](mailto:stlouisfarmersmarket@gmail.com) and includes:

1. Name (First, Last), business name, address, email address and phone number of complainant
2. Description of the problem, complaint or concern, or specific market policy violation, including the date and approximate time of occurrence
3. Name (First, Last), business name of offending vendor or vendor representative
4. Description of steps taken by complainant to resolve the issue with vendor or vendor representative prior to reporting it to St. Louis Farmers Market staff and the Advisory Committee
5. Description of complainant's preferred desired resolution

The St. Louis Farmers Market Manager and/or the Advisory Committee will respond to complainant with recommended next steps for resolution within 5 business days of receipt of complaint, providing that all five of the above details are submitted.

**Enforcement Policy:** The St. Louis Farmers Market Manager, has the authority to enforce all policies. Failure to follow policies of the Farmers Market will result in the following consequences:

1. First Occurrence: Verbal warning
1. Second Occurrence: Written warning
2. Each warning will include an explanation of which policy has not been observed, the steps that need to be taken to come into compliance, and the requested timeline in which those steps should be taken.
3. Third Occurrence: Participants will either be asked to leave the market or will be excluded from returning to the next market, depending upon the severity and timing of the offense. If a participant is asked to leave or not return to a market, no registration fees will be returned.





**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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**Credit/Debit card program:** This program allows the market to swipe the customer’s Credit/Debit card and distribute tokens that the customer may then use to purchase any items at the market from participating vendors. Tokens will be collected by the market at the end of each market day. Vendors will be reimbursed by the market on a monthly basis.

People do not carry a lot of cash with them these days. This program offers our customers more flexibility in how they pay. It will also create more opportunities for sales at each participating vendor booth. In 2017 there was \$670 in Credit/Debit sales reimbursed to vendors through this program.

To cover the transaction fees that the market incurs by offering this program, **customers** will be charged a “market fee” on a sliding scale:

\$5 - \$50 credit/debit charge → \$1 market fee

\$55 - \$100 credit/debit charge → \$2 market fee

**Are you interested in participating in the Credit/Debit program? \_\_\_\_\_ YES \_\_\_\_\_ NO**



**PRODUCT DECLARATION (fill out and return)**

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

Please describe all products that you plan to bring to the market. An Item is HOMEGROWN if you grow the item on your own farm. If you do not grow the item but will be bringing it to the market for sale then list it under RESELLING. Please mark with an "O" if the item is USDA certified organic. A PORTION OF WHAT YOU BRING MUST BE HOMEGROWN.

HOMEGROWN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESELLING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To uphold the integrity of the St. Louis Farmers Market the Market Manager and/or their representative may conduct farm/site visits as deemed necessary. Are you willing to give a tour of your farm so that homegrown produce can be verified?

\_\_\_\_\_ YES \_\_\_\_\_ NO (If no, please explain) \_\_\_\_\_

Are you a certified Organic Producer? \_\_\_\_\_ YES \_\_\_\_\_ NO

If USDA certified organic, then submit a copy of this certification with the application. Certification must also be displayed at your vendor booth.

Will you be selling perennials at the Market? \_\_\_\_\_ YES \_\_\_\_\_ NO

If bringing perennials, then vendor is required to provide a copy of their Nursery Stock Dealer and Grower License.



PRODUCT DECLARATION (fill out and return)

**FARMER/GROWER** (continued)

The St. Louis Farmers Market is proud to offer multiple Food Assistance Programs. Vendors who want to participate must sign separate agreements for each program and be approved by the Market Manager. Coupons and tokens are collected at the end of each market day and vendors are reimbursed on a monthly basis.

Food assistance programs are a win-win. The customers win by getting more ways to purchase food at the market and the vendors win by increasing their sales to these customers. Please put a check mark by each program you wish to participate in:

- WIC Project FRESH – The local WIC agency distributes coupons to qualified WIC participants. These coupons can be used June 1<sup>st</sup> through October 31<sup>st</sup> in the year issued. Each participant receives a \$25 booklet containing five, \$5 coupons. ONLY MICHIGAN GROWN, FRESH, UNPREPARED FRUITS & VEGETABLES & CERTAIN CUT HERBS can be purchased.
- Senior Project FRESH – The local Adult Services Agency distributes coupons and nutrition educations to qualified Senior participants. These coupons can be used May 1<sup>st</sup> through October 31<sup>st</sup> in the year issued. Each participant receives a \$20 booklet containing 10, \$2 coupons. ONLY MICHIGAN GROWN FRESH, UNPREPARED FRUITS AND VEGETABLES, CUT HERBS, & HONEY can be purchased.
- SNAP/EBT – The market will swipe customer EBT cards and distribute tokens that the customer will then spend at participating vendor booths that sell qualifying products. ONLY THE FOLLOWING ITEMS MAY BE PURCHASED: Breads/cereals, bottled water, fruits/vegetables, meats, fish, poultry, dairy products, seeds and plants which produce food for the household to eat, infant formula/cereals/juices, energy drinks with a nutrition facts label, edible pumpkins.
- Double Up Food Bucks – Up to \$20 of EBT tokens will be matched by this program. The market will distribute DUFB tokens that the customer will then spend at participating vendor booths. ONLY MICHIGAN GROWN FRESH, UNPREPARED FRUITS AND VEGETABLES, FOOD PRODUCING PLANTS & SEEDS, CUT HERBS & HERB PLANTS and MUSHROOMS can be purchased.
- Prescription for Health – Participants will be referred by their health care provider if there is a medical need to eat more fresh fruits and vegetables. The participant receives a series of Nutrition Education Classes and up to \$100 worth of Prescription for Health Tokens throughout the season. ONLY MICHIGAN GROWN FRESH, UNPREPARED FRUITS AND VEGETABLES can be purchased.



**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 Training, please attach it to this application. For more information, see [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood)

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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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Are you interested in sourcing your ingredients from other vendors at the St. Louis Farmers Market? \_\_\_ Yes \_\_\_ No

If yes, please list what ingredients you would be interested in sourcing from other vendors:

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**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. 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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**MICHIGAN WINE or HARD CIDER VENDOR**

Please include a copy of your MLCC Farmer’s Market Permit. The Application (LCC-3020) can be obtained at [http://michigan.gov/lara/0,4601,7-154-35299\\_10570—,00.html](http://michigan.gov/lara/0,4601,7-154-35299_10570—,00.html).

Product(s) Description:

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Please Initial:

\_\_\_\_\_ I certify that my operation has been approved by the Michigan Liquor Control Commission (MLCC) to sell wine/hard cider at farmers markets and my application has been signed by the St. Louis Police Department.

\_\_\_\_\_ I understand that free samples can be given to customers at the farmers market. These samples must be limited to **three 2-ounce samples per customer**.

\_\_\_\_\_ I understand it is my responsibility to make sure that customers stay inside my booth area while sampling the wine/hard cider.

\_\_\_\_\_ I will provide a waste receptacle for sample cups at my booth.



**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:**



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

1. LOCATION/HOURS:
  - The parking lot of the St. Louis City Hall Building (300 N. Mill Street, St. Louis, Michigan).
  - Thursdays from 2pm-6pm, June 7<sup>th</sup> – October 25<sup>th</sup>.
  - Vendor setup begins at 12:45pm and be completed by 1:45pm. No vehicles are allowed to drive in the market area after 1:30pm.
  - Vendor must end sales and start cleanup at 6pm and vacate by 6:45pm.
2. ITEMS TO BE SOLD:
  - Fruits, vegetables (with location where grown clearly labeled), plants and flowers. A portion of the produce must be homegrown.
  - Homemade artisan/specialty/craft items: No flea market, garage sale, manufactured, or factory made items. A sales tax license is recommended for those selling non-food items.
  - Cottage Food Items: including baked goods, some candy/snacks, jams/jellies, dry mixes, granola, and vinegars. For more information visit [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood).
  - Honey/Maple Syrup/Cider/Eggs
  - 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/?q=node/37](http://www.mmdhd.org/?q=node/37)) and provide a copy of license.
  - Wine/Hard Cider with proper licensing from the Michigan Liquor Control Commission. More information can be found at <http://mifma.org/2014/03/wine-sales-at-michigan-farmers-markets/>
  - All items sold are subject to the approval of the Market Manager and the St. Louis Farmers Market Advisory Committee.
  - Vendor approval is the sole discretion of the Market Manager.
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.
  - Additional vehicles and/or trailers may not be parked in unused vendor spaces.
  - Seasonal vendors (whole and half): will keep the same space(s) throughout the market season. Vendor must notify the market manager as soon as possible if they 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(s) will be assigned for Daily Vendors by the Market Manager each week. Some daily spaces will be assigned on a first come first serve basis.



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

### 4. VENDOR REQUIREMENTS

- Complete the Vendor Application and Product Declaration. Read the Rules/Policies and sign the Acknowledgement/Waiver Form and optional Photo Release. Provide copies of applicable licenses, certifications, and insurance. Vendor Liability Insurance is highly recommended. Insurance discounts are available to MIFMA members ([www.mifma.org](http://www.mifma.org))
- Seasonal vendors are required to commit to the entire season (whole or half). They must pre-pay by Thursday, April 26<sup>th</sup>, 2018. Seasonal vendors who have 3 unexcused absences will be given a written warning. Seasonal vendors who have 4 or more unexcused absences may still attend the market but will lose their reserved space(s).
- Daily vendors are asked to turn in their application by Thursday, April 26<sup>th</sup>, 2018 if possible. At the very latest, application must 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 April 26<sup>th</sup>, 2018, with payment, will be notified by May 10<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.
- Please mail completed forms, licenses and payment to: Linda Bader, 2290 E Madison Rd, St. Louis, MI 48880. Documents may also be emailed to the Market Manager ([stlouisfarmersmarket@gmail.com](mailto:stlouisfarmersmarket@gmail.com))
- Minimum vendor age is 16 years old. Anyone younger must have adult supervision.

### 5. DISPLAY OF GOODS AND PRODUCE:

- Displays must be neat/orderly and stay within their designated vendor area.
- All produce and food items must be fresh and appealing. All produce must be kept off the ground. Market manager has authority to ask vendor to remove items that do not meet these standards.
- All vendors must supply their own equipment (table, chairs, canopies) and remove all of their own refuse.
- 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. For more information please visit the link below:
- [www.michigan.gov/mdard/0,4610,7-125-1568\\_2387\\_46671---,00.html](http://www.michigan.gov/mdard/0,4610,7-125-1568_2387_46671---,00.html)



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

### 6. PARKING

- Vendors may park one vehicle or trailer behind their canopy.
- Other vehicles must be out of the market area by 1:30pm 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 must cart their goods from the offsite 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.
- All Produce must be labeled as “Homegrown”, “Grown in Michigan by (grower name)”, or “Grown in (location)”.
- If the location and/or grower name of an item is unknown, then is it now allowed to be sold at the St. Louis Farmers Market.
- Cottage Food items must have proper labeling (name, address, ingredients, net weight, etc) See [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood) for complete details.

### 8. REFUSE:

- Each vendor must clean up all 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.

### 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.
- Entertainment groups will be allowed to plug amplifiers, etc into an outlet located on the south wall of the City Hall Building.
- Michigan Law prohibits animals inside a licensed food establishment. All animals must be leashed and kept away from any vendor who handles, displays, or stores food. Animals that belong to customers are allowed in open-air pathways only and must be kept on a leash.
- 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.
- Disputes that cannot be resolved satisfactorily by speaking with the market manager must be presented in writing to the Market Manager who will present it to the Advisory Committee for review. See Grievance Policy/Enforcement on page 2.



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

### 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 and by whom.
- The St. Louis Farmers Market may perform farm/site inspections as deemed necessary to verify this information.

VENDOR STALL LAYOUT:

