2023 DOWNTOWN MARQUETTE FARMERS MARKET POLICIES

The Marquette Downtown Development Authority (MDDA) sponsors and manages the Downtown Marquette Farmers Market (DMFM).

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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.

A Note Regarding COVID-19

The DMFM will comply with all City, State, and Federal regulations regarding business operations in response to COVID-19. The market will incorporate COVID-19 best practices and recommendations, as put forth by the Michigan Farmers Market Association, into market operations for as long as applicable regulations are in place, and vendors are expected to do the same.

The DMFM will communicate directly with vendors at the required All Vendor Meeting and via email, and customers via email and social media about any changes to the market's operation. The DMFM website will also provide up-to-date information about all market happenings and updates.

Participant Definitions

- **Market Manager**: The person designated and authorized by the Marquette Downtown Development Authority (MDDA) to manage all aspects of the market, coordinate market programs, and enforce market policies.
- **MDDA Staff:** Maintenance staff and administrative support individuals who work at and on behalf of the market as employees of the MDDA .
- **Vendor**: A person authorized and registered to sell at the Downtown Marquette Farmers Market (DMFM). There are three levels of vendor commitment:
    - **Full-Time Vendor**: Typically reserved for legacy vendors, Full-Time Vendors commit to every market for a specific season. Benefits include reduced weekly fees and a dedicated booth for the season duration.
    - **Part-Time Vendor**: Vendors who have a seasonal product, or limited inventory supply are ideal Part-Time Vendors. Benefits included reduced weekly fees and pre-scheduled dates based on the vendor's availability.
    - **Drop-In Vendor**: New businesses, first-timers, visiting artists, or someone testing out an idea make a great Drop-In Vendor. We will ask for your availability and notify you shall any openings arise.
- **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 bread, jam/jelly, maple syrup, honey, etc.
- **Artisan**: A person who creates handmade items that cannot be consumed, such as paintings, jewelry, woodworks, metal works, wearable art, fibers, personal care products, etc.

- **Food Truck/Trailer:** A person who creates handmade items that can be consumed, whose operation is dependent on a vehicle or truck and cannot operate out of a tent on the market plaza or location.
- **Market Partner**: A person who provides educational, nutritional, or other programming for market shoppers.
- **Community Table Participant:** A local organization/group that has been approved to occupy The Community Table or FREE Community Table for a pre-scheduled date at the Saturday Morning Outdoor Market. FREE Community Table applicants are subject to terms and conditions as outlined on the market's website.
- **Market Cashier:** The person/s designated and authorized by the MDDA who is responsible at the market for processing of credit card/EBT transactions, distribution, and redemption of food assistance programs, and handling market merchandise transactions.

Market Dates, Application, and Fees

2023 Market Dates

Market	Dates	Time
Saturday Morning Market*	May 20-November 18, 2023	9 AM-1 PM
Wednesday Evening Market**	June 21-August 30, 2023	5-8 PM
Holiday Market	Saturdays, December 2-16, 2023	10 AM-2 PM

All markets are located at the Marquette Commons, 112 South Third Street, Marquette, MI 49855, unless otherwise noted.

*Starting in November, the Saturday Morning Market will move indoors. There is no market on the Saturday after Thanksgiving.

**The DMFM is actively working with the City of Marquette City Commission to relocate the Wednesday Evening Market to the 100 block of Washington Street. If complications arise in the execution of this plan, the Wednesday Evening Market will be hosted at the Marquette Commons.

Market Application and Application Deadline

The DMFM application is available on our website: https://www.mqtfarmersmarket.com/apply. Interested vendors who meet the product and eligibility guidelines are invited to submit an application. **While we continuously welcome vendors to apply throughout the season, those interested in a Full-Time Vendor spot should apply by the first week of April.**

All Farmer, Grower, Producer and Artisan applicants must supply a W-9 form, appropriate licence/s, and all supporting materials with their application in order to be considered.

Vendor Type	Application Deadline	Notes
Full-Time Vendor	First week of April	Applications received after this date will be considered, though "Full-Time" benefits cannot be guaranteed.

Part-Time Vendor	No Deadline, however for planning purposes, it is strongly encouraged to apply by the first week of April.	Applications will be reviewed and approved accordingly.
All other participants	No Deadline	Applications will be reviewed and approved accordingly.

Market Booth Fees

Our market booth fees for the 2023 season are listed below. Please note, your application will calculate a "total amount" of estimated fees due. This amount will change based on the dates the Market Manager actually approves you for. Community Table fees can be reviewed here. The number of markets a vendor needs to commit to in order to receive the applicable rates is also listed below.

	Number of Weeks	Full-Time Vendor	Part-Time Vendor	Drop-In Vendor
Outdoor Saturday Morning Market *May 20-October 28, 2023*	24	$25/wk *22+ markets*	$30/wk *10+ markets*	$35/wk *<10 markets*
Outdoor Wednesday Evening Market *June 21-August 30, 2023*	11	$25/wk *9+ markets*	$30/wk *<9 markets*	
Indoor Saturday Morning Market *November 4-18, 2023*	3	$30/wk		
Indoor Holiday Market *December 2-16, 2023*	3	$30/wk		
Additional Booth Space *Available exclusively for Outdoor, Full-Time Vendors*		Double the fees listed above	N/A	N/A

Market Booth Fees Payment

Market booth fees are based on the dates each market participant is approved for by the Market Manager. Approved dates will be invoiced and sent via email. Payment for all dates invoiced is expected, regardless of attendance. See the Cancellation and Refund Policy for more details. Failure to stay current or default on payments by stated due dates may result in dismissal from the DMFM for the remainder of the season and future seasons.

Accepted forms of payment

The DMFM accepts check or credit card payments. **The DMFM does NOT accept cash**.

- Checks should be made payable to "Marquette Downtown Development Authority", or "Marquette DDA".

How to make a payment

- **Mail:** Send a check to Marquette DDA, ATTN: Farmers Market, 337 W Washington St, Marquette, MI 49855

- **At the market:** Check or credit card payments can be made at the Market Information Booth during regular market hours.
- **Online:** Credit card payments can be made online once an invoice has been emailed to an approved market participant.
- **Official Meetings:** Payment can also be made during any officially scheduled market meeting i.e. at the annual All Vendor Meeting.

When Payments are Due

Market booth fees will be totaled and invoiced for all approved dates for each specific market season. It is preferred that vendors pay bi-annually or annually for invoiced fees.

- All participants must be current with their fees in order to participate in the market.
- The initial payment must be received by the participant's first day of market attendance for the market season.
- Any unpaid invoiced fees for the Outdoor Seasons are due in full by the first Saturday in September.
- Fees for Indoor Seasons are due in full on the first day of market attendance for each market season.
- Any dates added after the initial approval of the application will be invoiced upon approval of the requested date/s.

Eligibility

The following information is provided to help you decide whether the DMFM is a good venue for your product sales. If you meet all the eligibility requirements and would like to be a vendor with this market, please complete an online vendor application and submit it with all supporting materials. The market application is available on our website at https://www.mqtfarmersmarket.com.

Who Can Participate & What Can Be Sold

The DMFM has space for approximately 60 vendors at our outdoor markets and 30 vendors at our indoor market, who produce and sell Michigan food and farm products, and originally created non-food artisan products. We welcome talented producers who make available high-quality goods. Everything sold at the market is made by those selling it. No kits, imports, or re-sale items are permitted. We prioritize local ingredients, local products, and local producers.

- 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.
- 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.
- 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.

Only those vendors that have obtained authorization from the MDDA may participate in the DMFM. Each vendor booth must be controlled by the registered vendor or their designated representative, as provided in writing on their application.

Submission of a completed application does not guarantee the applicant a spot at the market. The Market Manager is responsible for the final selection of vendors and reserves the right to accept or reject any applicant based on, but not limited to:

- The market policies.
- Appropriateness of product to the market mission.
- Market attendance record, if returning vendor.

Vendors must abide by the City of Marquette Ordinance: Chapter 12, Article IV "Farmers Markets and Farm Produce Vendors." This document is available on the City of Marquette website. The MDDA obtains licensing from the City of Marquette to operate the DMFM.

Cannabis Products

Applications from vendors selling cannabis products will only be considered if products are limited to hulled hemp seed, hemp seed protein powder, hemp seed oil, topical CBD, and smokable hemp flower. Vendors selling marijuana products, CBD edibles, CBD pet treats, and viable hemp seeds, starts, and plants will not be considered. CBD products must be clearly labeled and marketed for topical use only. Vendors selling topical CBD products and smokable hemp flower must possess a valid Processor-Handler License for cannabis products. Please refer to the Michigan Farmers Market Association's Cannabis Legality Chart for more information on product legality, regulation, and licensing. The DMFM reserves the right to require any vendor to remove unlawful, unlicensed, or improperly labeled products from sale at the farmers market. The DMFM has the sole discretion to approve or deny any vendor's application.

The Community Table

The DMFM welcomes community organizations, sponsors, and market partners to our market via The Community Table. This offering is exclusive to the Outdoor Saturday Morning Market. More information about this offering, including rates, can be found here: https://www.mqtfarmersmarket.com/communitytable We do not welcome religious, political, or politically affiliated groups. Approval of these types of participants is up to the discretion of the Market Manager and/or Farmers Market Committee. Community Table Applicants need to fill out the DMFM Application to be considered: https://www.mqtfarmersmarket.com/apply. Community Table fees are due on the day of market participation. Information about how to make a payment can be found under "Market Booth Fees Payment".

FREE Community Table Participants

The DMFM welcomes participants to the Free Community table that meet specific guidelines. Rates, guidelines, and details for the Free Community Table can be found here: https://www.mqtfarmersmarket.com/communitytable

Appropriate Conduct

All vendors, vendor employees/designated representatives, volunteers, and MDDA staff are expected to treat each other and market visitors and shoppers in a courteous and professional manner. Any conflict or disagreements with anyone occurring during the market must be handled with the utmost discretion. All vendors are responsible for their employees and designated representatives and are responsible to advise them of all market policies. Vendor feedback must be directed to the Market Manager and be discussed in private, not in front of other vendors and customers.

Anti-harassment Policy

The DMFM strives to provide a safe, welcoming, and accessible space for all participants. As such, harassment or discrimination based on an individual's sex, gender identity or expression, race, ethnicity, national origin, religion, age, ability, or any legally protected category will not be tolerated at the market. Harassment or discriminatory activity is subject to the DMFM Vendor Grievance and Enforcement Policies as outlined in these Market Policies.

Smoking Prohibited

Smoking on The Marquette Commons grounds where the DMFM is hosted is prohibited. This is in accordance with the City of Marquette Ordinance 690, Chapter 22, Article 3.

Alcohol Prohibited

Market Participants are prohibited from consuming alcohol on The Marquette Commons grounds, or any location where the market is hosted, before, during, and after the farmers market while performing market duties including set up, participating during scheduled market hours, take down, and pack up. In the event of a Social District, all participants are prohibited from consuming alcohol until market duties are completed. Failure to abide by these terms may result in dismissal from market participation with all fees forfeited.

Pets

Customers/vendors may not bring/keep pets on the market plaza. The DMFM 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.

Market Participant Expectations

Participant Attendance, Requesting More Dates, Dropping Dates

Vendors are expected to participate with the DMFM for all dates indicated on their approved application. The DMFM is a rain-or-shine market, meaning vendors are expected to participate even during rain or snow. In the case of extreme or severe weather, the Market Manager will do their best to communicate changes in regular market happenings. The DMFM Facebook and Instagram accounts will have the most up-to-date information in weather-related situations.

Vendors who miss two weeks of the market during the season, without 24-hour prior notification to the Market Manager via email, call, or text to the Market Manager cell phone (906-376-4122), forfeit their booth space for the remainder of the season, (all fees forfeited).

Vendors who need to modify their approved market dates must make changes via the Vendor Portal: https://mqtfarmersmarket.mymarket.org/. Failure to utilize the Vendor Portal may result in an unexcused absence.

Vendor Licenses

It is the responsibility of the vendor to comply with all local and state regulations and ordinances governing farmers market sales. It is the vendor's responsibility to secure the appropriate license/s based on the types of products they offer. If it is required that a vendor be licensed, information about their license/s MUST be

included on their vendor application and a copy of the license must be with them at each market. To find out more about required food licenses, licenses for perennial plants, and licenses for pet food vendors, please visit www.michigan.gov/farmersmarkets. If you need a license, or if you have questions regarding food licensing, please contact the Michigan Department of Agriculture and Rural Development (MDARD) Food Industries Licensing, Certification, and Registration at (517) 241-6666. All vendor information regarding licensing will be provided to MDARD prior to each market for review.

Examples of licenses include, but are not limited to:

- Perennial Plant License from MDARD
- Applicable Health Department License
- Industrial Hemp License from MDARD
- Small Wine Maker Licensed from the MLCC
- Copy of MI Sales Tax License (more info here)

Sales

Vendors are responsible for all sales of their own products, including providing correct change to customers. Vendors should make sure they have signage or price cards that are clear and legible. All processed products must be properly and clearly labeled for sale. Vendors are encouraged to accept credit cards, debit cards, and contactless payment methods.

It is forbidden to make any sales prior to the official start time of the market. This is to ensure all vendors have enough time to get themselves set up and ready to vend. Vendors observed making sales before the start of the market will be subjected to the Enforcement Policy. However, vendors are allowed to make sales to other vendors prior to the start of the market.

Approved farmer/grower vendors are allowed to use the DMFM as a pickup location for CSAs. Pickup times MUST be within the regular operating market hours.

Product Sampling

Safe preparation and handling of food items and samples is very important. If a vendor intends to offer samples of any food products at the DMFM, Safe Food Sampling Guidelines must be followed. Please note, the DMFM is subject to inspection from MDARD and all vendors are responsible for complying accordingly.

Food Assistance

The DMFM participates in food assistance programs, including SNAP/EBT, Double-Up Food Bucks (DUFB), WIC Project FRESH, Senior Market FRESH, and Food as Medicine Vouchers. Vendors who sell eligible products are encouraged to participate in all applicable food assistance programs. Participating vendors are required to have signed vendor agreements on file with the MDDA for each program they participate in to be reimbursed for food assistance program sales. Please see the Market Manager at the pre-season All Vendor Meeting or at the Information Booth on your first day of market participation to sign the required agreements. Eligible vendors who accept SNAP/EBT benefits, Double Up Food Bucks tokens, Project FRESH, Market FRESH coupons, and Food as Medicine Vouchers are required to:

- Provide banking information for direct deposit.
- Submit signed agreement forms prior to participation in the market.
- Display required signage provided by the DMFM, for each alternative payment program each market day.

- Clearly mark prices on all products.

Food Assistance sales are reimbursed monthly via direct deposit.

Vendors are required to submit all collected food assistance to the DMFM for reimbursement. It is forbidden to reuse food assistance payments for personal shopping needs, as such behavior may jeopardize the market's eligibility to participate in these programs. Any vendor observed reusing food assistance payments will be permanently excused from the market with all fees forfeited.

Gift Cards

The DMFM offers Gift Cards that can be purchased on the DMFM website. All market vendors who sell products are required to accept gift card payments and redeem payments at the Information Booth at the end of each market. Gift Card payments will be reimbursed to vendors monthly via direct deposit.

Direct Deposit

All market participants who sell products are required to provide direct deposit banking information to the DMFM via their market application. Baking information can be provided after approval of an application via the Vendor Portal. Reimbursement for all Food Assistance and Gift Card sales will be dispersed monthly via direct deposit. While not all participants are eligible to accept Food Assistance, all participants who sell products are required to accept Gift Card tokens.

Market Logistics & Amenities

Market Hours and Location

The DMFM is located at The Marquette Commons, 112 S 3rd St, Marquette, MI 49855 unless otherwise noted. Market hours are Wednesday, 5 PM to 8 PM, and Saturday, 9 AM to 1 PM (10 AM to 2 PM for December), **RAIN OR SHINE**. Vendors are required to stay for the entire market, or risk being excluded from future markets. Failure to show up on time and stay for the entire market may result in a loss of privilege to participate in future markets.

Set-up and Tear-down

Vendors are responsible for their own set-up, tear-down, and clean-up. All tents, stands, tables, and products must be transported to and from the market each market day.

Given that MDDA maintenance staff may need to prepare the market plaza prior to the scheduled start of the market, vendor set-up may begin no sooner than two hours prior to the scheduled start of the market and must be completed 15 minutes prior to the scheduled start of the market. Participants should arrive early enough to be ready to greet customers by the scheduled start of the market.

Tear-down is for one hour after the end of the market. Everything must be removed from the market plaza within this hour window.

Repeated offenses to these terms may result in the forfeiture of the vendor's booth for the season, at the discretion of the Market Manager.

Parking

Vendors may park on or near the market plaza site to unload and reload equipment and product. All vehicles must be removed from the market plaza and the adjacent parking spaces north and south of the plaza 15

minutes prior to the start of the market. “Adjacent parking spaces” refers to any parking spot that is directly next to the market plaza, this includes all parking spots adjacent to the bike path south of the plaza, and all parking spots adjacent to the sidewalk along the north side of the plaza. Failure to abide by this policy may result in a $75 fee. Vendors will not be able to participate with the DMFM until this fee is paid in full via check or credit card..

For the safety of customers and vendors, vendors must wait until 15 minutes after the market close to bring vehicles back onto the plaza, or market location. There are no vehicles allowed on the market plaza, or market location during the market.

Booth Assignments

Each vendor will be assigned a booth that measures approximately 10’x10’, or a double booth if indicated and approved on the market application. Booths located under the overhang, directly in front of The Commons building are slightly smaller than 10’x10’ and do not require a tent. Indoor space is limited to 6’ of space. The Market Manager is responsible for all vendor booth and location assignments. The market setup shall be completed in a manner that, based on the judgment of the Market Manager, is for the good of the overall market experience.

Booth assignments for each week are published on the market’s website here: https://www.mqtfarmersmarket.com/map. Please note, booth assignments are subject to change and are oftentimes not finalized until the evening immediately before the scheduled market.

Tables, Tents & Carts

All vendors are responsible for bringing their own equipment including tents, table/s, chair/s, and all other necessary supplies. All tents are required to be freestanding **and weighted**. Vendors will not be allowed to use a tent that is not weighted for the safety of everyone at the market. The market plaza is paved and does not allow for stakes. Tents must be no larger than 10’x10’.

A limited number of tent weights are available, at no cost, to participating vendors on a first come first serve basis each week. Vendors are responsible for retrieving their own tent weights from The Tent Room and then putting them away neatly at the end of each market.

Approved Full-Time Vendors may apply to store their tents at The Marquette Commons for $50 for the year as indicated on the market application.

Restrooms

Public restrooms are located in the northwest corner of The Commons building, opposite the bike path side. The MDDA staff stocks, cleans, and maintains the restrooms.

Trash

The MDDA maintenance staff provides trash and recycle bins for each market. Vendors and customers are expected to dispose of garbage in these bins, accordingly.

Additional Policies & Procedures

Enforcement Policy

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:

- Policy violations by vendor:
    - **First Offense:** Verbal warning from Market Manager.
    - **Second Offense:** Written warning or letter of non-compliance, including 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. Vendor will also be asked to forfeit their next scheduled market day.
    - **Third Offense:** Vendor/s 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 vendor is asked to leave or not return to a market, no registration fees will be returned.

If a vendor poses a health or safety hazard to themselves, other vendors, or market visitors, the DMFM reserves the right to immediately dismiss a vendor from any or all market dates. Warnings will be documented by MDDA staff and remain on vendor records across market dates and seasons. The Market Manager will review these warnings for each market and determine if they impact vendor eligibility for future markets.

Cancellation and Refund Policy

Market Participants are expected to pay for all market fees that are invoiced, regardless of attendance. The DMFM does not issue refunds, except for extenuating circumstances where a vendor needs to forfeit more than half of their season commitment as outlined in the vendor's approved application. Examples of extenuating circumstances include, but are not limited to the following: Clinical depression or other significant mental health issues. Personal or health problems that are outside the vendor's control and have a negative impact upon their ability to participate with the DMFM. Pregnancy-related conditions for the vendor or their partner. Bereavement causing significant impact. Separation or divorce of the vendor. The vendor may be asked to provide proof of the extenuating circumstance in order for the MDDA to provide the requested refund.

If such a circumstance arises, the vendor is responsible for submitting a Refund Request to the Market Manager via email (farmersmarket@downtownmarquette.org). The request must include the following to be considered:

- Name (First, Last), business name, address, email address, and phone number of the vendor.
- **Brief** description of circumstances requiring the vendor to be unable to fulfill their season commitment.
- Date of the last market the vendor plans to attend.
- Please note, the details of this request will be kept confidential.

The Market Manager will decide if the circumstances warrant a refund. Any disputes in the Market Manager's decision can be escalated to the Farmers Market Committee. If the refund is granted, the MDDA will issue a refund check based on the dates in the vendor's approved application. The check will be mailed to the vendor to the address provided in their approved application.

If a vendor is removed from the market due to non-compliance with market policies, none of their fees are eligible for a refund.

Vendor Grievance Policy

The DMFM has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the policies herein. In order to be addressed, problems, complaints or concerns must be brought to a DMFM or MDDA staff member within 24 hours of the event. Any grievance that cannot be resolved immediately by the DMFM or MDDA staff can be followed up using the following protocol:

- Disputes among vendors or witnessed by vendors:
    - Please sign in to the Vendor Portal, click **"File a Vendor Grievance"** on the left-hand side, and follow instructions accordingly.
    - If the decision of the Market Manager is challenged, the complaint may be appealed to the Farmers Market Committee, for a final decision.
- 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.

Questions

If you have questions about the DMFM or this information, please contact the Market Manager at 906-228-9475 ext. 105 or farmersmarket@downtownmarquette.org