

2018 Big Rapids Farmers' Market Rules and Regulations

MISSION

The Downtown Big Rapids Farmers' Market is a showcase for locally grown food and other farm-related products, providing an alternative marketing opportunity for local farmers and consumers to interact directly with each other.

MARKET MANAGER:

Josh Pyles (231) 592-4038

jpyles@cityofbr.org

MARKET DAY ARRIVAL/DEPARTURE PROCEDURES:

- The market will operate from 12:00 p.m.-5:00 p.m. on Tuesdays and from 8:00 a.m.-2:00 p.m. on Fridays.
- 2018 season is May 11th – October 26th (25 weeks).
- The final Tuesday market will be September 25th, 2018. **NO** Tuesday markets in October.
- Tuesday set-up begins at 11:00 a.m. with no arrivals after 11:45 a.m.
- Friday set-up begins at 7:00 a.m. with no arrivals after 7:45 a.m.
- No sales are permitted before or after designated market times.
- The market operates rain or shine. Sellers must remain on site for the entire duration of the market. For safety reasons, early take down and departure is not permitted without the market manager's approval.
- Vendors must give a 24-hour notice to the market manager if they will be unable to operate their reserved space.
- Vendors may not sublease their space.

FEES AND SPACE ASSIGNMENTS:

- There will be 12 Reserved Vendor spots available each season. The market manager will give first priority to returning vendors who were in good standing the previous seasons and participated in the market either for a full season or half season.
- Non-Reserved Vendors are assigned on a random basis at the discretion of the market manager. Assignments are made with the attempt to balance out the needs of the market, supplying the customer with a complete selection of products available. The goal will be to not overload the market with particular products.
- Non-reserved Vendors must call prior to market day to reserve a spot. This is essential to allow proper placement of vendors. **NO DROP-IN'S ALLOWED.**

RESERVED VENDOR RATES ARE AS FOLLOWS:

FULL SPACE (2 PARKING SPOTS)	HALF SPACE (1 PARKING SPOT)
Tuesday Market only- \$250	Tuesday Market only- \$150
Friday Market only- \$375	Friday Market only- \$250
Both Tuesday & Friday Markets- \$575	Both Tuesday & Friday Markets- \$400

NON-RESERVED VENDOR RATES ARE AS FOLLOWS:

FULL SPACE (2 PARKING SPOTS)	HALF SPACE (1 PARKING SPOT)
\$20 per day	\$15 per day

FARM/PRODUCT INSPECTIONS:

- The market manager reserves the right to inspect any vendor's farm or business. Inspections shall be coordinated between the vendor and the market manager.
- The primary purpose of a farm inspection will be to determine whether the vendor is in fact producing the majority of the products they sell at the market.
- The Downtown Business Association has established a complaint procedure if a member or customer believes a rules violation is occurring. A formal complaint needs to be in writing and should be sent to the committee:
City of Big Rapids, Attn: Heather Bowman, 226 N. Michigan Ave., Big Rapids, MI, 49307

MISCELLANEOUS/ APPEARANCE & CONDUCT:

- Vendors will be neat, suitably dressed, and deal with the public and fellow vendors in a courteous and appropriate way.
- All vendors will display their products neatly and attractively, with consideration for other vendors and the general public.
- Vendors are responsible for cleaning up their spaces at the close of each day. All trash must be put in the proper locations provided by the city.
- Hawking and false advertising is forbidden.
- No bartering.
- No political or religious campaigning.
- Vendors are required to post an identification sign in a prominent place, stating name and address.
- No live animals may be sold or given away.
- No pets and no smoking allowed within the market area.
- Scales must be state certified with sticker visible.
- Space dimensions must be respected. Do not block the view of other vendors, the flow of traffic, or encroach on areas assigned to other vendors.

MARKET OPERATIONS:

- Knowledge and compliance with all state regulations regarding the production, labeling, display and scale of all products at the market is the responsibility of the individual vendor. Any vendor required to have a license must give a copy to the market manager prior to selling at the market.
- Sales tax must be collected as required by state law. It is the responsibility of each vendor to obtain their tax number and be familiar with which of their items are taxable and to collect such taxes and forward to the State Department of Revenue.
- All products must be of top quality. The market manager has the right to disallow the sale of items not meeting quality standards.
- Produce should not sit directly on the ground. The use of baskets, containers, tables, etc. is encouraged.
- Vendors are encouraged to use tents, sun umbrellas, etc.
- All products must have sign stating the name and price of the item or be individually priced. In the case of resale items, you must state where it came from.

DISCIPLINARY PROCEDURES:

The market manager is given the discretion to issue verbal or written warnings when a rule violation has taken place. Vendors who are still found to be in violation of one or more rules will be suspended from selling at the market. Anyone who still fails to comply with the market rules may be terminated from selling with no refund of fees.