



# CITY OF GLADSTONE FARMERS MARKET

## 2025 Vendor Policies

### Vendor Expectations:

#### Conduct & Courtesy:

While at the market, vendors are expected to behave courteously with customers, fellow vendors, market staff and volunteers. Vendors should always conduct themselves in a professional manner. All vendors must keep their space clean and attractive. Appropriate dress is required, with clothing in good condition and clean.

#### Schedule & Cancellations:

Vendors will indicate their expected participation dates on the Farmers Market application. We understand that schedules may change, and we encourage vendors to provide advance notice of any updates or cancellations to assist with market planning.

Any changes to your schedule must be communicated to the Downtown Ambassador by 5:00 PM the evening before the market. If you are unable to attend or need to cancel, please contact Downtown Ambassador Samantha Gaudino at [sgaudino@gladstonemi.gov](mailto:sgaudino@gladstonemi.gov).

Failure to provide notice of cancellation more than twice may result in the loss of your vendor space and forfeiture of fees paid.

#### **Inclement Weather**

Participation on market days with severe or inclement weather is at the discretion of the vendors. In cases of weather reports predicting inclement weather, such as high winds, severe thunderstorms, tornado warnings, etc., the Downtown Ambassador reserves the right to cancel the market, at which point the participants will be notified of the closure in a timely manner by email or phone.

#### Parking:

- Vendors may park at or near the market site to load and unload. Vehicles should be moved during market hours to allow for customer parking. No vehicles larger than a car/pickup truck without a trailer are allowed to park in the City Public Parking lot next to 911 Delta Ave.
- No vehicle may obstruct the public parking lot, street, or alley at any time.
- Wagons are available to load and unload market items.
- Parking is available within the Bay Bank Parking Lot for vehicles no larger than a car/pickup truck without a trailer.

### Setup & Clean-Up:

Vendors are responsible for the setup and cleanup of their market space. Setup may begin no earlier than 1:30 PM, and early sales are strictly prohibited. Seasonal spaces will be assigned on a first-come, first-served basis, starting with each vendor's first market of the season, with booth assignments emailed by the Downtown Ambassador on the morning of each market. As part of the vendor fee, the Gladstone Farmers Market will provide one table and two chairs per booth, which will be set up before 1:30 PM unless unforeseen circumstances arise with the concierge staff.

### Early Departures:

Vendors leaving the market before closing time is disruptive and discouraging to other vendors and customers. The Gladstone Farmers Market is conducted as a business and vendors are expected to operate during posted opening and closing times.

### Media:

By applying to the Gladstone Farmers Market, you consent to having your booth and products photographed by market staff for promotional purposes. However, vendors reserve the right to decline being photographed, interviewed, or otherwise recorded by journalists, photographers, tourists, and media at their own discretion.

## **Product Criteria:**

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 of Michigan. All decisions made by the Downtown Ambassador are final.

### Agriculture Products:

All agricultural products sold must be germinated, grown, raised, or gathered by the vendor. **NO RESALE OF PRODUCTS WILL BE PERMITTED.**

All farmers/growers must provide the following information to consumers:

- Name of the farm(s) that produced the product
- The location of the farm
- All signage required by the Michigan Department of Agriculture and alternative payment programs (ex. Food as Medicine)
- Clearly marked prices
- Sellers of perennial plants are required to provide a copy of their current license to the Farmers Market Coordinator obtained from the State of Michigan Department of Agriculture at least one week prior to their first market of the season

### Processed Food:

If you are selling any type of processed food, you must be able to abide by all Cottage Food Industry laws for the State of Michigan and/or attach a copy of your commercial food-processing licenses as applicable to your application. It is the sole responsibility of vendors to read and understand the Cottage Food Industry Laws, which can be found on the State of Michigan website.

- Prohibited or improperly labeled food must be immediately removed from the vendor's booth.

- Failure to comply will lead to dismissal from the City of Gladstone Farmers Market and loss of vendor fees.

## **Market Square Policies:**

### Dogs:

Dogs are not permitted at the market.

### Smoking:

No smoking is permitted within the perimeter of the market by vendors or customers. This policy is strictly enforced.

## **Application Procedures**

All prospective vendors must submit a City of Gladstone Farmers Market application. Your application must also be approved prior to your first market attendance, as the Gladstone Farmers Market does not accommodate same day vendors.

### Product Declarations:

Vendors must submit a list of products they intend to sell on the vendor application. If the vendor wishes to add to the list throughout the season, they must submit the addition to the Downtown Ambassador in writing to be added to their file.

*The City of Gladstone Farmers Market does not offer exclusive rights to any one vendor to sell any one product. Customers generally benefit from having a choice. However, if there are vendors on the waiting list and the same or similar products are excessive, duplicate products may be denied entry at the discretion of the Downtown Ambassador.*

### Vendor Fees

The vendor fee shall be paid no later than your first market attendance.

## **Concerns or Disputes:**

The Downtown Ambassador reserves the right to inspect the growing operations of any vendor to ensure compliance with the market policies.

The Downtown Ambassador may deny or restrict any vendor or vendor representative's access to the market for failure to follow state or local laws, food assistance program requirements, or vendor policies for the Gladstone Farmers Market.

Vendors who violate any of the above will be given a verbal warning on the first offense, a written warning on the second offense, and their vendor placement will be revoked on the third offense. Depending on the severity of the violation, vendor placement may be revoked at the Downtown Ambassador's discretion without previous warning.

Problems, concerns, or feedback shall be directed to the Downtown Ambassador (Samantha Gaudino: [sgaudino@gladstonemi.gov](mailto:sgaudino@gladstonemi.gov)). Any grievance that cannot be resolved may be submitted in writing to the City of Gladstone DDA Director for consideration.