

# 2023 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](mailto:jpyles@cityofbr.org)

## MARKET DAY ARRIVAL/DEPARTURE PROCEDURES:

- The market will operate from 10:00 a.m.-3:00 p.m. on Tuesdays and from 9:00 a.m.-3:00 p.m. on Fridays.
- 2022 season is May 5th – October 27th.
- The final Tuesday market will be September 26th, 2023. **NO** Tuesday markets in October.
- Tuesday set-up begins at 8:30 a.m. with no arrivals after 9:45 a.m.
  - Arrivals after the stated time, without communication, will be subject to Penalties.
- Friday set-up begins at 7:30 a.m. with no arrivals after 8:45 a.m.
  - Arrivals after the stated time, without communication, will be subject to Penalties.
- Early sales are permitted after 8am and 9am.
- Late sales are permitted up to 30 minutes after the designated market closing time.
- The market operates rain or shine. (The Market Master will never make anyone stay in a thunderstorm)
- Sellers must remain on site for the entire duration of the market. For safety reasons, early take down, prior to 2:45 on Friday or Tuesday, and early departure is not permitted without the market manager's approval. Bring Marketing materials or take orders if you sell out.
- Food Trucks may work out time exceptions with Market Manager prior to market day.
- Vendors must give a 48-hour notice to the market manager if they will be unable to operate their reserved space. Sick days happen but if you know you will not be at the market you must notify the market master so that your space can be filled. Failure to do so will result in Penalties.
- 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:**

<b>FULL SPACE (2 PARKING SPOTS)</b>	<b>HALF SPACE (1 PARKING SPOT)</b>
Tuesday Market only- \$225	Tuesday Market only- \$160
Friday Market only- \$390	Friday Market only- \$260
Both Tuesday & Friday Markets- \$565	Both Tuesday & Friday Markets- \$395

**NON-RESERVED VENDOR RATES ARE AS FOLLOWS:**

<b>FULL SPACE (2 PARKING SPOTS)</b>	<b>HALF SPACE (1 PARKING SPOT)</b>
\$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. (service animals excluded)
- 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:**

### **PENALTIES**

- All Penalties fall into a four-step system
- Penalties may be applied to any of the above rules at the Market Masters discretion.

Step 1: First offense will result in a verbal warning.

Step 2: Second offense will result in a fine payment for the value of your spot for the day.

Step 3: Third offense will result in a 1-day suspension from the Market

Step 4: A Fourth Offense will result in termination from selling at the Market with no refund of fees.