



## Vendor Rules and Regulations

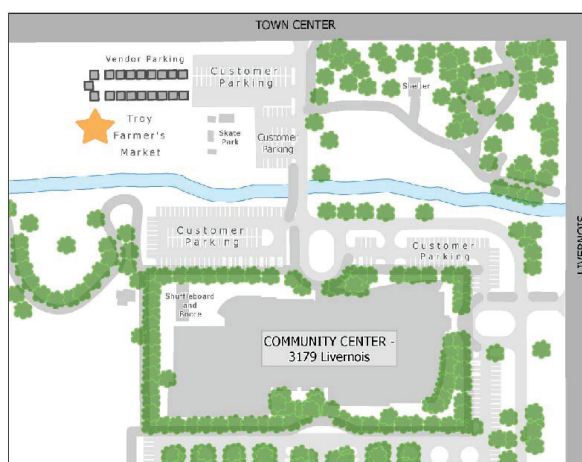
- Retain for your Records -

16 weeks, June 16–Sept 29, 2023 | 11 am–3 pm | Jeanne M. Stine Community Park | [troymi.gov/farmersmarket](http://troymi.gov/farmersmarket)

### HOURS OF OPERATION/LOCATION

- Fridays, 11 am–3 pm
- Market Season: June 16–Sept 29, 2023 (16 weeks)
- The Jeanne M. Stine Community Park is located at 241 Town Center Drive, just west of Livernois, and along the route to the Troy Family Aquatic Center, Troy Public Library, Troy Racquet Club, and City Hall.

### VENDOR PARKING AND SPACES



- Each vendor space will allow for a 10' x 10' canopy\*
- Vehicles are prohibited from driving on grass or pathways other than in designated area
- Vendors will unload from and park in our designated parking area near, but not directly behind their booth\*
- Vendors may begin set up at 9:30 am on the day of the market. Set up must be completed by 10:30 am each market for Fire Department inspections.
- Booths are required to have tent canopies or awnings. Vendors must provide their own tables, chairs, tents (MUST BE FLAME-RETARDANT), and tablecloths.
- Tents must be properly weighted down with weights on EACH leg. Due to special turf, stakes may not be driven into the lawn, pavement, or dirt areas of the Market premises.
- Flags will mark off vendor spots on the grass.
- Market Manager will make every attempt to keep vendor location the same each week. If adjustments are necessary (i.e. due to absent vendors), we will strive to keep you in the same row. This is ultimately the Market Manager's decision, which we ask that you respect.
- Booth signage to identify vendor name is required, and products must have prices clearly indicated. Displays of special certifications, such as USDA Organic, are encouraged.
- Fees for booth spaces will be paid in advance, upon acceptance of application.

\*Except for spaces reserved for produce farmers and those requiring park-behind, as determined by the Market Manager.

## DISPLAY OF GOODS AND PRODUCE

- All products must meet Michigan department of agriculture packaging and labeling standards.
- NO food or drink samples can be given away at the Market without meeting Oakland County Health Department Regulations. If your samples generate waste, you must provide trash containers for customer use. Food items are to be displayed on a table with a tablecloth.
- Display items and products must not exceed your space or protrude into the walkway.

## GENERAL MARKET RULES

- No alcohol, drugs, smoking, or other intoxicants will be permitted at any time on site
- Use of television or stereo systems is prohibited
- Use of abusive language is prohibited
- All produce and food products must be stored and displayed at least 18" above the ground, with the exception of pumpkins, watermelons, flowers in containers, and other items in water for freshness
- All produce should be mature, not overripe, and void of decay
- Any grievances regarding pricing, displays, or conduct of another vendor should be immediately directed to the Market Manager in a professional manner.

## VENDOR ETHICS

We expect vendors to conduct themselves in a pleasant and courteous manner to all people at the Market. Breaches of these expectations will result in immediate dismissal of the Vendor from the Troy Farmers Market and forfeiture of all vendor fees. A dismissed vendor may only return upon approval by the Market Manager. Examples of breaches of vendor ethics include but are not limited to:

- Misrepresentation of products and/or violation of truth in advertising
- Failure to comply with county, state, and local licensing requirements
- Participation in the Troy Farmers Market while under the influence of any intoxicants
- Committing any illegal acts

## SAFETY

Fire extinguishers must have current service tags. No objects requiring key, tools, or special knowledge are allowed in designated fire lanes. No cooking or use of open flames inside, or within 20 feet of, tents and canopies. Tents and canopies with sides may require emergency & exit lighting. A permit is required. Contact the Market Manager for more information. Generators should be quiet and in good working order.

## INCLEMENT WEATHER POLICY

Market will be operated rain or shine. Remember Troy customers are very dedicated and will come out in the rain. Market Manager or on-site designee reserves the right to cancel the Market in extreme circumstances (high winds, excessive rain, lightning and thunderstorms, etc) at their discretion. If severe weather is imminent (usually signified by sirens and/or alerts from the national weather service), vendors have the option of leaving the market to find safety after notifying the Market Manager. No refunds will be given in the event of a weather cancellation.

## TEAR DOWN

Tear down begins at the end of the Market no earlier than 3 pm. NO EARLY TEAR DOWN IS PERMITTED. Vendors must remain until the market closes. If you sell out, you may pack up and leave ONLY WITH THE PERMISSION OF THE MARKET MANAGER.

## CLEAN UP

Each vendor is responsible for cleaning up their own booth space and for disposing of their own trash. Bring your own cleaning equipment (brooms, dustpans, etc.). If the Market Manager has to clean up your space after you leave, there will be a \$25 fee for each occasion we have to do the clean up. No exceptions.

## ABSENCE POLICY

- Planned absences should be communicated to the Market Manager NO LATER than the Friday prior to the missed market.
- 24-hour notice is required for unexpected absences.
- A late cancellation (less than 24 hours) or “no show” will be charged a \$25 space fee in check form due on or before the next Market date.
- After three (3) late cancellations or “no shows,” the Market Managers reserve the right to remove the Vendor from the Market for the remainder of the season with no refunds.

## REFUND POLICY

Refunds after the opening of the market will be determined by the market manager on a case-by-case basis. Due to upfront advertising costs of the market, most cases will NOT result in a refund.

## PHOTO POLICY

The Troy Farmers Market, its agents, and others working under its authority, have full and free use of video or photographs containing vendor image/likeness. Images may be used for promotional, research, and/or educational purposes.

PLEASE NOTE: We strongly encourage vendors to email photos/videos of their businesses, products, and staff to be used for marketing purposes (social media, news articles, websites, etc.). Please send only high-quality photos and videos. If you have a logo, please send it in JPEG format. Email content to [farmersmarket@troymi.gov](mailto:farmersmarket@troymi.gov) with the subject “Marketing Materials.”

## SOCIAL MEDIA

All vendors are encouraged to follow, share, like, and comment on the Troy Farmers Market social media channels. We are active on Facebook @TroyMIFarmersMarket, Instagram @troyfarmmkt, Twitter @CityTroyMI, and on our website at [troymi.gov/farmersmarket](http://troymi.gov/farmersmarket) where we list market news and vendor info with links to your site. The use of obscene, threatening or harassing language will not be tolerated.

## LIABILITY AGREEMENT

Vendor agrees to release from liability and not to sue the City of Troy, its elected and appointed officials, employees, agents, and volunteers for any losses, costs, expenses (including attorneys' fees), damages, liabilities, or claims arising out of injuries to persons or property during the City of Troy Farmers Market, except for damages caused by or resulting from the City's sole negligence.

Vendor agrees to the fullest extent permitted by law to indemnify and hold the City of Troy, its elected and appointed officials, employees, agents, and volunteers harmless against any losses, costs, expenses (including attorneys' fees), damages, liabilities, or claims whether groundless or not, arising out of bodily injury, sickness or disease, including death resulting at any time there from, which may be sustained or claimed by any person or persons, or damages to any property, (including the loss of use thereof) based on any act or omission, negligent or otherwise, of vendor or anyone else acting on its behalf, relating to any activity associated with the City of Troy Farmers Market, except that vendor shall not be responsible for indemnification to the City for damages caused by or resulting from the City's sole negligence; and vendor shall at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder and vendor shall pay any and all judgements which may be recovered in any suit, action, or proceeding and any and all expenses, including but not limited to costs, attorneys' fees, and settlement expenses as they relate in any way to any activity associated with the City of Troy Farmers Market.

Furthermore, vendors must secure proof of insurance liability coverage in the amount of \$1,000,000 per occurrence, with the City of Troy named as additional insured for acceptance to the market.

## ENFORCEMENT OF RULES

Failure to adhere to the rules above may result in forfeiture of your space and booth fee. Violations of these rules may result in a suspension from the Market for a certain time period, forfeiture of fees, and/or permanent dismissal.

**The Market Manager has the final say to determine if a rule has been broken.**

These rules and regulations are subject to change at any time for any reason at the discretion of the Troy Farmers Market Manager. Vendors will be given seven (7) days' notice of the change before the change takes effect.

## MARKET MANAGER'S CONTACT INFO

CINDY STEWART  
Community Affairs Director  
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