

Market Operations

- The market operates on Sundays in May-October from 9 a.m.–2 p.m.
- The market will operate rain or shine. In the event of severe weather events, the Market Manager will determine if cancellation or delays are necessary.
- Smoking and vaping at the market are prohibited.
- Animals, except service animals, are prohibited.

Vendor Fees & Application Process

Rate	Wyoming Business & Farm	Non-Wyoming Business & Farm
Daily	\$20.00	\$30.00
Seasonal	\$375.00	\$562.50

- A vendor application must be submitted prior to approval. Submitting an application does not automatically confirm the vendor's participation.
- A vendor packet must be completed and submitted with all required documents prior to approval.
- Upon approval, daily vendor fees must be paid no later than noon Monday market week. Seasonal vendor fees must be paid no later than April 15. Your space is not confirmed until payment has been made in full.
- There will be no refunds of vendor fees.

Vendor Selection

- All vendors must be approved in advance by the Market Manager. Vendors will not be accepted on the day of the market.
- First priority will be given to farmers/

growers of Michigan-grown produce.

- Next priority is given to vendors who sell food and food-related products including produce, dry goods, baked goods, meat, coffee, eggs, honey, syrup, jams, and other edible items.
- All products must be Michigan-grown and at least 80% must be grown/produced directly by the vendor.
- Vendors are not granted exclusivity, but the market strives for variety and may limit vendors selling similar products.
- All artisan/craft vendors must sell only approved handmade items.
- Artisan/craft vendors may be limited and allowed at the discretion of the Market Manager.
- Franchises and multi-level marketing products are not permitted.
- The Market Manager reserves the right to determine whether the submitted product list meets the market objectives and criteria for participation.
- The sale of the following products is prohibited: tobacco, vaping paraphernalia, vitamins/supplements, CBD oil, and all products derived from the cannabis genus.

Licenses & Food Laws

- All vendors are responsible for complying with federal, state, and local food laws as it pertains to their products.
- All vendors are responsible for keeping any applicable licenses on-site in the event of an inspection.
- Cottage food vendors must comply with Michigan Cottage Food Laws.
- Food sampling is not permitted without prior approval from the Market Manager. Any approved food samples must follow safe food sample guidelines.

Liability/Hold Harmless

- Vendors are required to sign a hold harmless agreement indicating the City of Wyoming is not responsible for damage or injury.
- Vendors are required to provide a certificate of insurance with a minimum amount of \$500,000 per occurrence, naming the City of Wyoming as an additional insured.

Vendor Spaces

- Each indoor vendor will be provided two 6 foot tables.
- Indoor market spaces will be 10-feet by 10-feet.
- Vendors are responsible for their own setup and materials other than provided tables.
- Subleasing vendor spaces is not permitted.
- Booths must be neat, organized, and free of clutter.
- Waste receptacles in the market area are for shopper use; dumping of excess product or waste is prohibited.
- Vendors must manage and remove their own trash.

Vendor Arrival, Departure & Parking

- Vendors may arrive for setup 90 minutes before the market opens.
- Vendors must be fully setup at least 15 minutes prior to opening time.
- Late arrivals will not be permitted unless arrangements have been made in advance and approved by the Market Manager.
- Vehicles should be moved to the parking area as soon as setup is complete and no later than 15 minutes prior to opening time.
- Vendors who require parking within

the vendor space should notify the Market Manager no later than noon Monday market week.

- Vendors may not leave or start tearing down until the market is closed.
- All sales must be completed by 2 p.m.
- Vendors who are not setup on time or leave early may result in termination of future market participation.

Attendance/No-show Policy

- Cancellations must be in writing to the Market Manager no later than 5 p.m. Thursday market week.
- In the event of an emergency cancellation, please call the Market Manager.
- Attendance will be expected unless the market is canceled by the Market Manager.
- Failure to comply will result in:
 - **1st time:** Verbal warning
 - **2nd time:** Written warning
 - **3rd time:** Vendor will be notified by Market Manager verbally and in a written letter excluding the vendor from further participation

Signage/Display Requirements

- Vendors must display a sign with the name of their farm or business.
- Products must display the name of product and price clearly visible to the customer.
- Products not 100% homegrown must have source of origin clearly displayed.
- Food licenses and certifications of organic, etc. must be displayed.

Food Assistance

- Vendors participating in food assistance programs must clearly display the specific food programs accepted using signage provided by the Market Manager.
- Vendors may not accept any tokens or benefits for which their business is not eligible.
- Vendors may not accept tokens from other farmers markets and will only receive reimbursement for Godwin Mercado tokens.
- Vendors must submit a current IRS W-9

form prior to the market season to be reimbursed.

- Vendors are responsible for submitting their sales for reimbursement to the Market Manager prior to leaving the market.
- All reimbursements will be paid based on the reimbursement schedule provided by the Market Manager.

Free Speech Area

- Solicitation, petitioning, and campaigning are not allowed within the Godwin Mercado. These activities may take place only in the designated public right-of-ways or designated free speech area so they do not interfere with Mercado operations.
- No tables, chairs, or equipment may be used in this area without prior City approval.

Photography/Videos

- The City may use photos, likeness or video of market participants in publications, multimedia productions, displays, advertisements, or internet publications.
- To opt out of photos and video, notify the Market Manager in writing in advance.

Vendor Code of Conduct

- Vendors must be respectful of other vendors and patrons of the market.
- Vendors shall conduct themselves professionally toward other vendors, market staff, and patrons. Failure to do so is cause for immediate removal from the market.
- Radios or other amplified sound should not disturb other vendors and customers. Any ongoing noise disruptive to vendors or customers will not be permitted.
- Hawking, outcries, and other methods of attracting the attention of customers are prohibited.
- Behavior that disparages other participants or the market, actions that unnecessarily interfere with other participant's set-up, sales, or activities, and any other action that in the

Market Manager's determination are uncooperative in nature are prohibited.

- Abusive or threatening language, circulating rumors, or filing false or frivolous reports that affect the reputation, integrity, or operation of other vendors or the Market are prohibited.

Enforcement of Rules

- Vendors who violate market rules or display inappropriate behavior may face future exclusion from the market. Violation of the rules will result in the following:
 - **1st warning:** Verbal warning
 - **2nd warning:** Written warning
 - **3rd warning:** Vendor will be notified by Market Manager verbally and in a written letter excluding the vendor from further participation
- Problems, complaints, or concerns must be directed immediately to the Market Manager. Any incidents at the market should be addressed with the Market Manager in writing within 24 hours.
- The Godwin Mercado reserves the right to revise these policies at any time. Vendors will be notified of any updates in writing within 7 days.

Questions?

Contact the Market Manager

Phone: 616.249.3475

Email: GodwinMercado@wyomingmi.gov