



Downtown Sparta Farmers Market Rules of Operation

Permitted items:

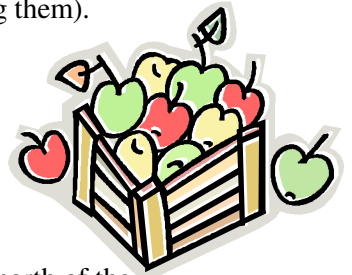
All farm produce (fruits, vegetables, flowers, bedding plants grown in Michigan), baked goods, arts & crafts (must be handmade by the vendor or a direct relative of the vendor who is selling them).

2011 Market

Dates and Times:

Wednesday's from 2 pm – 6:30 pm

June 1 – September 28, 2011



Market Location

The Downtown Sparta Farmers Market is located in the ChoiceOne Bank Parking lot, north of the ChoiceOne Bank downtown Sparta location.

Market Location:

73 N. Union St., Sparta, MI 49345.

Mailing Address (All Correspondence):

Sparta Village Hall
156 E. Division, Sparta, MI 49345

Booth Fee:	\$10 /day	\$75 /season
2011 Trial Season Rate:	\$5 / day	\$35 /season

Entertainment and/or education will be added to the market occasionally.

Permanent Amenities at the Sparta Farmers Market include: Chairs, tables, benches, umbrellas for public use; Restroom facilities open to vendors and public all day

Market Rules

1. Vendors may choose their own location within the area, on a first come first serve basis with first preference going to locally grown produce and seasonal vendors. Seasonal vendors will reserve their spots for the entire year.
2. It is the responsibility of every vendor to know if they are required to collect and remit Michigan Sales Tax.
3. Individual vendors are responsible for obtaining all licenses and/or permits required by the Kent County Public Health Department and the State of Michigan.
4. Vendors selling Michigan homegrown or homemade produce will receive first preference.
5. Parking lot vendors are allowed one vehicle only per stall, as space permits no exceptions. No vehicle may extend beyond the given stall area.
6. Vendors must furnish their own tables, chairs, brooms, dustpans and garbage removal.
7. Vendors are responsible for cleaning their own space at the end of each Market Day and garbage must be removed from the parking lot and may not be placed in any Village Trash bin.
8. Market Vendors must display their product until the end of advertised selling hours. All displays must be in good taste and in an orderly and appealing display.
9. Items and productions of the Cottage Bill must satisfy the requirements including the proper labeling of products.

Daily Producer Stall Rental

At 1:45 pm any rented seasonal stalls that are vacant will be assigned to renters unless the Seasonal Stall renter has made other arrangements. Daily renters must request a daily stall from the Onsite Market Master.

Sparta Farmers Market Location: 72 N. Union St., Sparta, MI 49345

Payment /Mailing Address: 156 E. Division, Sparta, MI 49345

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Payment of the daily fee entitles the seller to one Market session and this fee shall be paid directly to the Market Master. The Market Coordinator may adjust this rate. The daily stall rental fee for 2011 is \$5.00 per day.

Seasonal Producer Stall Rental Procedure

Seasonal Stall Rental assignments will be made on a first come-first serve basis.

New seasonal vendors may be subject to a farm inspection by the Market Coordinator prior to being awarded a seasonal stall. Seasonal stalls will be assigned each year. Seasonal stall renters will be offered the stalls they occupied the prior year.

Seasonal stall rent is due on or before June 1, 2011. The Seasonal Stall rate is \$75 per booth per year. In 2011, a trial season rate will be \$35 per stall per year.

Electricity will be available in limited supply. Electrical hook up must be requested prior to stall assignments.

Seasonal Stalls will be held for individuals until 1:45 pm each Market day, unless prior arrangements have been made with the Onsite Market Master.

When seasonal stalls are vacated, they will first be offered to Daily Stall Vendors that do not sell the same products. The Onsite Market Master reserves the right to move any Daily Stall Vendor into vacant Seasonal Stalls to fill gaps.

Craft Person

A craft person is defined as a person creating a product such as wearing apparel, toys, jewelry, home decoration, furniture, dried flowers, pottery, candles, photography, or other fine arts. All products sold must be created by the person selling the product or a family member of that person.

Craftspeople may be rented a daily stall or seasonal stall. The Onsite Market Master, in his/her sole discretion, will determine the availability of stalls with an emphasis on variety.

Vendor Conduct

No hawking, outcries, or other methods of attracting the attention of customer is permitted.

Vendors must be respectful of other participants of the market. Radios and other noise-making devices should not disturb vendors and customers.

All daily and seasonal stall renters must clean the area they occupy. Vendors must remove all waste, rubbish, or trash that they generate during the course of selling at the market. The selling area and the parking spaces directly behind the selling area define renters' areas.

Selling may take place from a vehicle. If selling from a vehicle, the vehicle must remain in the stall until the market closes.

Market Vendors must comply with all identification and licensing as required by law.

Products offered for sale must not be misbranded or misrepresented in any way.

No smoking in the vendor stall.

Enforcement

Complaint and Enforcement Procedure

1. If a rule is violated by vendor or a customer, the initiator of the complaint must make the complaint to the Onsite Market Master.
2. Compliance with the decision or direction of the Onsite Market Master is required. If compliance is not completed within the time allowed by the Onsite Market Master, the vendor or customer will be asked to vacate the market.



2011 Farmers Market Vendor Application

Business Name _____ Phone _____
Address _____
Email _____

Please list all items you plan to sell at the Famers Market.

If applicable:

Michigan Sales Tax Number _____
Nursery Dealer License Number _____
Date of Health Dept Inspection _____

Payment is due with the application \$5.00 per stall per day or \$35 per stall per seasons. Applications with payment will be accepted at the Sparta Village Hall, 156 E. Division, Sparta, MI 49345 beginning Feb. 1, 2011. Please make checks out to Sparta Farmers Market.

Waiver, Release, & Hold Harmless Agreement

I understand that I am responsible for my own space, materials, insurance, and permits and shall hold harmless the Sparta Downtown Development Authority, Village of Sparta, ChoiceOne Bank, and Sparta Chamber of Commerce and its employees from any and all damages.

Agreed to this ____ day of _____, 2011.

Applicants Name _____

Signature _____

(office use only)

Accepted By _____ Date _____