



## City of Wayne Farmers Market Vendor Rules & Guidelines

Market Dates: Every Wednesday, May 16 - October 24, 2012  
3:00 p.m. - 7:00 p.m.

### Purpose

The purpose of the City of Wayne Farmers Market is to promote local farmers, growers and artists. The mission of the market is to create a direct producer to consumer marketplace, to promote healthy eating and provide quality, fresh and wholesome food for those seeking such products. The market will provide a festive atmosphere that will benefit local merchants and create positive activity in the downtown.

### Rules & Guidelines

All vendors must apply for entry to the City of Wayne Farmers Market and abide by the rules and guidelines outlined below.

1. **Market hours will be from 3:00 p.m. to 7:00 p.m.** Vendors are to be set up by 2:30pm for market opening at 3:00pm. Vendors who will be late should notify the Market Manager as soon as possible. **At 2:30pm, any unclaimed and unoccupied spaces will be made available for use by other vendors. Vendor vehicles MUST unload and exit the lot no later than 2:30p.m. Late arrivals risk loss of access to their vehicles.** If the Market Manager officially closes the Market due to threatening weather or an emergency situation, vehicles may enter to load after customers are safely out of the area.
2. In fairness to all vendors and for the safety of market customers, there will be NO early sales permitted before the official opening of each market day.
3. **No early departures. Once you have committed to the Market, you are required to stay until 7:00pm.**
4. Breakdown of your items and stall must take place **after** the market has closed at 7:00pm.
5. Vendor parking is on the opposite (west) side of the theater. After one warning, vendors parking in the customer lot will be fined \$25.00. If you have special needs, please discuss them with the Market Manager.
6. **The market will be a rain or shine event.** The market manager will contact scheduled vendors if the market is canceled for severe weather.
7. If a vendor is unable to attend the market for any reason, you must give the Market Manager 48 hours notice. If this is not possible, notification as soon as possible is requested. Two no shows will constitute an automatic termination and all fees forfeited.
8. Vendors must supply all display items (canopies, umbrellas, tables, etc).
9. Vendors cannot drill holes in the market area. If using a tent or canopy, for safety reasons, Vendors **MUST** provide their own weights or rent them from the Market Manager for \$5.
10. The stalls are approximately 10' x 20'. Artists/Crafters stalls are 10' x 10'. Stalls will be assigned by Market Manager and at their discretion. Stalls will be assigned based on what is best for the overall make up of the market. The Market Manager will do their best to comply with the vendors' requests.
11. There is no subleasing of the space.
12. There is no electric or water provided.
13. Vendors cannot block other vendor stalls.
14. All vendors must clean their area and dispose of their trash. Vendor display areas need to be neat and tasteful in appearance.
15. All vendors are required to ensure their stall areas have been cleaned of any debris relating to their products prior to their departure at the end of each market day.
16. **Pricing shall be clearly visible at set-up before market opens.**
17. Willful and/or significant price undercutting is not allowed. As a guide, produce and products sold at the market should be priced above the level of current wholesale prices.

18. **Vendors are responsible for compliance with any township, city, county, state or federal rules/laws that pertain to their particular product(s) and must provide copies of any compliance documents (licenses, registrations, proof of inspections, etc.) to the Market Manager.**
19. These items are permitted for sale at the market: locally made or grown fruits, vegetables and vegetable plants, flowers, potted plants, hanging baskets, baked goods, food items, and handmade arts/crafts.
20. Food items must have the original license and it must be displayed and a copy attached to the application.
21. **Only the approved products listed on your application will be allowed. Resale or wholesale produce and/or merchandise are not allowed. All products must be handmade or farm grown in Michigan.**
22. No wholesalers are permitted to sell at the market.
23. Craft products should include qualities of uniqueness, local flavor, high quality craftsmanship and/or artistic value. All crafts must be homemade. Samples of all articles to be sold shall be reviewed by the Market Manager.
24. **There are no vehicles in the selling area.** If a customer purchases items that are heavy, the packages must be taken to the pick-up area at the northwest corner of the market.
25. The Police and Fire Departments will make periodic inspections of the market. If they request any items to be moved, you must comply with their request. These will be safety related issues.
26. Customer safety is the number one priority. If for any reason you cannot abide by the rules of the market there may be a penalty, up to and including expulsion from the market.
27. Vendors shall maintain their space so as to provide for your safety and that of other vendors and/or all public. Vendors will be held responsible for any injury to themselves, other vendors and/or all public while operating and moving merchandise in or out of the market. **The Wayne Chamber of Commerce or City of Wayne will not be held responsible for any of such injuries sustained during the market.**
28. Vendors will conduct themselves in a courteous fashion. No foul, profane or abusive language will be tolerated. We expect each vendor to be respectful and helpful to all customers. Vendors are to refrain from public comments that criticize or complain about other vendors or market operations. Vendor complaints/grievances should be directed to the Market Manager in private or expressed in writing as indicated in the Grievance Policy.
29. There will be one space reserved in the market for a community group. The community group will be promoting their programs and may assist with the market.
30. Smoking will not be permitted in the selling area.
31. Animals will not be permitted in the vendor stalls.
32. The Wayne Chamber of Commerce is not liable for theft or damage of any merchandise before, during or after market hours.
33. Exchange of products or refunds is the responsibility of the farmer/vendor.
34. **The Market Manager is on site the entire time. If there are any questions, please contact the Manager.**
35. Anyone not complying with these rules and guidelines will be notified. The Market Manager may exclude from the market any vendor who fails to comply with these guidelines follows:  
  
Policy violations:
  - a. 1<sup>st</sup> Offense: Initial verbal warning from Market Manager.
  - b. 2<sup>nd</sup> Offense: Written warning with penalty to miss next market day.
  - c. 3<sup>rd</sup> Offense: Final with dismissal from market for remainder of season and all fees forfeited.
36. Any changes or revisions to the above guidelines are left to the discretion of the Market Manager and/or the Wayne Chamber of Commerce.