



Reed City Community Market

Rules 2022

MISSION

Mission: To provide a community market that highlights local growers, artisans while supporting local business and promoting community togetherness.

The Market increases access to fresh, affordable, local and healthy food choices inspiring healthy lifestyles, while strengthening the local economy, building community and providing a welcoming gathering place.

MARKET Manager

Reed City Chamber of Commerce

CC: Ayla Lockhart & Alanna McBee
reedcityareachamber@gmail.com

More information is available on the Reed City Chamber of Commerce Website and Facebook page!

<http://www.reedcitychamber.com/>

Facebook: [Reed City Chamber of Commerce](#)

Market Overview

- The market will operate from 10 am to 2 pm on Sundays. The purpose for this day of the week is to not compete with area markets, but draw vendors that may need a weekend opportunity.

<u>June</u>	<u>July</u>	<u>August</u>
26	10, 17, 24, 31	7, 14, 21, 28

- 2022 season will be dependent on City approval and can run through the end of August.
- Set-up begins at 9 am. No early sales are permitted. Vendors should utilize a canopy or cover for their booth.
- Vendors must be cleaned up and vacate by 3 pm. Vendors are responsible for trash pick up and maintaining a clean space throughout the duration of the Market. There will be designated trash can around the market for trash removal.
- The pavilion space is off limits during the time as it is a rented space for the City.
- Vendors and participants may use the public restrooms at the Depot.
- Vendors are strongly encouraged to stay for the duration of the market and have enough products to sell through the end of the day unless permission is obtained from the Market Manager.



- 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 inform the market manager prior to selling at the market.
- While it is up to the individual vendor, we recommend accepting multiple modes of payment including cash, venmo, square payment or other forms of digital payments if available to meet a diverse set of shoppers.
- 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 them to the State Department of Revenue.
- Vendors must give a 24-hour notice to the market manager if they will be unable to operate their reserved space.
- Prices for all items for sale must be clearly posted either on a sign or on the individual items.
- If electricity is needed, the vendor must bring in their own extension cords to hook up.
- Please print your own copies and if printing is unavailable, please contact the market manager to have printed copies available prior to the day of the market.

Space Rental and Location

- All vendor stalls will be assigned by the Market Manager.
- Vendors may request double stalls.
- Vendors will provide their own table(s) and a sign with their business name and product costs visible. We recommend the use of canopies or some type of fastened down covering in case of rain.
- 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 must call prior to market day to reserve a spot. This is essential to allow proper placement of vendors. **NO DROP-IN'S ALLOWED.**

Vendor Type	Fee
10 x 10 with electricity	\$10
10 X 10 without electricity	\$10
Food Truck	\$25 - with Permit from the city
Chamber of Commerce Members/Community Information Booths	FREE

Payment is required the day of the Market.

Signed paperwork is due the day of the market either via the Google Form, or printed application that can be sent to reedcityreachamber@gmail.com or turned in the day of the Market.



Vendor Categories

- Farmer/Grower: 75% or more of produce sold is grown by you/vendor.
- Retailer
- Local shops are allowed to set up a booth for selling small business items.
- Baked Goods and/or Value-Added Products: Vendor makes/bakes entire product in accordance with Licensed Kitchen regulations and/or the Michigan Cottage Food Laws.
- Artisan: Vendor uses raw materials to derive and sell their consumer good/product.
- Food Truck: Vendor sells ready to eat, on-site prepared food.
- Non Profit/Community Booth

Parking

- Vendors will park in the designated areas provided by the Market. Parking on the grass, or trail is not permitted. Once registered communication on parking will be sent out.

Emergency Procedures

- Vendors using a heat source must always have a fire extinguisher accessible.
- A first aid kit and Emergency Procedures for Farmers' Market will be maintained on site.
- Vendors will be notified (via text or phone call) in case of severe weather (storm or tornado watch or warning).

Participation in Food Assistance Programs

REED CITY CA\$H!

- We ask all market vendors to accept Reed City Ca\$h coupons. At the end of the day the vendor will turn in the coupons to the Market Manager and they will cut the vendor a check.

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.

Grievances

In the event of a dispute regarding any aspect of the market, the Market Manager shall make a decision. Any failure to abide by the Market Manager's decision may be sufficient grounds for excluding the vendor from the Market.

A vendor may appeal the Manager's decision in writing. Send a complaint to the Reed City Area Chamber of Commerce. Any appeal must be filed within ten (10) days of the decision. Upon receipt of an appeal, the matter will be reviewed by the Market Manager and the Reed City Chamber of Commerce. During this

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review, the vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

Rules are subject to change under the revision of RCACC.

I have read this document and agree to abide by the Reed City Market Rules and Procedures.

Printed Name Date

Signature Farm or Business Name (if applicable)

Two (2) signed copies required one to be kept by vendor and one to be filed with the Market Manager.