



MICHIGAN CITY FARMERS MARKET POLICIES AND PROCEDURES

1. **ABOUT THE MARKET.** The Michigan City Farmers Market (hereinafter referred to as the “Market”) is in its fourth year. Our goal is to revive the tradition of a community market in the Uptown Arts District of Michigan City. The Market is organized under the direction of the City of Michigan City, Indiana and it is overseen by the Special Events Director and Market Manager.

Phone : 219.873.1400 Ext. 2003

Email: farmersmarketmichigancity@gmail.com

Any mailings may be sent to:

City of Michigan City, Indiana, Michigan City Farmers Market

c/o Events Director Terry Greetham

100 East Michigan Boulevard

Michigan City, Indiana 46360

2. **MISSION.** The mission of the Market is to provide our community with the freshest produce. We strive to be a community focused gathering place that is both family and pet friendly. We strive to provide a space that improves the availability of locally produced foods and artisan items. We aim to bring our City, farm, and beach communities together to promote and encourage healthy choices. We wish to allow nonprofits to fundraise and educate members of our community. Most importantly, we want to provide a sense of community and positivity in our amazing Uptown Arts District.
3. **MARKET LOCATION.** The Market will be located at the “original farmers market lot” on the southeast corner of 8th Street and Washington Street in the heart of Michigan City’s Uptown Arts District.
4. **MARKET DATES.** The Market will be open every Saturday from May 7, 2022 to October 29, 2022. The hours of operation are from 8:00 AM CST to 12:00 PM CST. In the 2022 season, the first market day will be May 7th. The market will be open rain or shine and on all state and federal holidays.
5. **WEATHER POLICY.** The Market will remain open during all weather unless the Market Manager makes the determination that the weather will be a threat to vendors and/or patrons. The market will close if there is a visual sighting of lightning in the area or if there are high winds that pose a threat.
6. **SMOKING POLICY.** The Market is a family friendly market. It will serve as a gathering place for all ages in our community. Smoking will NOT be permitted by vendors, their employees or affiliates, or by patrons.
7. **PET POLICY.** The Michigan City Farmers Market is a pet-friendly market, we encourage all members of the family. Any owner of a pet must be courteous of vendors and patrons. All animals should be on a short leash at all times; they should be well socialized and friendly with other animals and people. All owners must clean up after their pets and their waste must be disposed of off-site.
The Michigan City Farmers Market reserves the right to ask that owners remove their pet from

the market at any time.

8. **VENDOR PARKING.** Vendors may pull their vehicle into the Market lot and unload goods. Vehicle must be removed from lot prior to the Market opening (8:00am). If vendor feels that their vehicle is a necessary part of doing business, vendor must seek approval to keep vehicle in lot from Market Manager or Special Events Director.
9. **PERCENTAGE OF GOODS PRODUCED BY FARMER.** Seventy (70%) of goods sold MUST be produced by vendors. Any produce sold NOT produced by vendor MUST be clearly labeled so.
10. **CONDUCT OF VENDORS (INCLUDING THEIR AFFILIATES, REPRESENTATIVES, AND MARKET STAFF)**
 - a.) All product information must be disclosed to patrons, this includes, but is not limited to, farming practices, location grown, and where it was sourced.
 - b.) Be courteous and respectful to patrons, other vendors, and staff at all times.
 - c.) Vendors, vendor representatives, and affiliates must not threaten any other vendors, patrons, or staff members. They may not use profane language, taunts, or threaten any other vendor, patrons, or staff. Vendors, vendor representatives, and affiliates must not negatively speak about any other vendors, staff, patrons, or the market entity on social media outlets or in any other media outlets (be it written or spoken).
 - d.) Refer all conflicts with customers to the Market Manager or other representative at the market.
 - e.) Any conflicts with other vendors, vendor affiliates, and vendor representatives should be directed to the Market Manager in writing.
 - f.) Failure to comply with any or all of these items may result in the revocation of selling any items at the Michigan City Farmers Market indefinitely.
11. **INSURANCE.** Certificate of Liability, as stated directly in the Contract, must be provided immediately and no later than fourteen (14) days prior to the opening date of said Market.
12. **NONCOMPETE.** Michigan City Farmers Market prohibits any vendor, vendor affiliates, vendor representatives from either the same or related entity, from participating in any other Farmers Market at the exact same time (Saturday from 8AM CST to 12PM CST) within the zip code of 46360, on days that the vendor is at the Market. This does not apply to artists or non-profits. This is only applicable to full-time vendors.
13. **POLITICAL CAMPAIGNING.** Vendors will not engage in political campaigning during Market hours.
14. **VENDOR TYPES AND APPLICABLE FEES.**
 - a. **Full-Time Vendors:** A full-time vendor is defined as a vendor that participates in more than half of the scheduled Saturday markets for 2022. A full time vendor will pay \$25.00 for their designated space in the market for the season. A space is defined as approximately a 9" x 16" space. If a full-time vendor fails to show up more than (4) four times without notice, that vendor will be considered a Part-Time vendor and will be required to pay an increase in rate at the Part-Time Vendor weekly rate.
 - b. **Part-Time Vendors:** A part-time vendor is defined as a vendor that participates in less than half of the scheduled Saturday markets for 2022. A part-time vendor will pay \$15.00 per week for their

designated space in the market for the season. A space is defined as approximately a 9" x 16" space.

- c. Call-List Vendors: A call-list vendor will pay the part time vendor weekly rate of \$15.00 and will be notified no less than 24 hours in advance. We will keep a list of vendors with this status.
- d. No Show Fee: A \$15 no-show fee to vendors who did not show up without notifying the Market Manager at least 48 hours in advance. This fee must be paid before returning to the Market.
- e. Cleaning Fee: Vendors must leave area clean of waste or will be charged a \$25.00 clean up fee that must be paid before returning to the Market.

15. **SELECTION CRITERIA USED TO SELECT VENDORS** Michigan City Farmers Market prohibits any vendor, vendor affiliates, vendor representatives from either the same or related entity, from participating in any other Farmers Market at the exact same time (Saturday from 8AM CST to 12PM CST) within the zip code of 46360, on days that the vendor is at the Market. This does not apply to artists or non-profits. This is only applicable to full-time vendors

Full-time Vendors from previous year's market have first right of refusal when application process begins for current year's market.

