



Caro Farmers Market and Event Vendor Rules



1. Dates, Location, Hours of Operation, & General Information

- A. The Market is located at: State Street Square, 238 South State Street, Caro, MI 48723
- B. The regular Market will be OPEN: Saturdays 9am-2pm, June through September.
- C. Set up time is Saturdays between 7am and 8:45 am.
- D. The market manager must be onsite for vendors to begin unloading to ensure proper placement.
- E. The market manager reserves the right to cancel, reschedule or close the market, or other event at any time, for any reason, without explanation. Reasonable efforts will be made not to close/ cancel the market. Vendors will not receive a refund or make-up date for market cancellations/or closings.
- G. Vendors are selected to participate on a first-come, first-served basis. Vendor seniority, and past participation do not guarantee the same space, or approval. Quality vendor and product mix is a priority. The market manager reserves the right to approve, deny, and/ or remove any vendor for any reason, at any time without explanation.

2. Vendor Spaces, Amenities and Assignments

- A. Pavilion and pavement vendor spaces are approximately 10 ft x 10 ft. Those requesting more space must be approved, and each space must be paid for prior to set up.
- B. Only vendors that have been approved for adjacent parking will be allowed to park in the main pavilion area.
- C. Vendor spaces are not furnished. Assignments and amenity use are at the discretion of the market manager and are subject to change. No vendor, not even those with approved parking amenities, are guaranteed the same vendor spot at every market date/event.
- D. Trading or rearranging of assigned vendor spaces and amenities must be approved by the market manager.
- E. If an assigned spot is **not occupied 30 minutes before opening**, the market manager may rent or otherwise occupy said space, and/or its add-on amenities to a different vendor.
- F. Vendors must check in before unloading or setting up, as spaces are subject to change.

3. Products and Standards

- A. All items offered by a vendor must be approved for sale by the market manager and listed on the vendors' application. If adding or changing items, a vendor should submit written notice to the market manager one week prior to intended change, to allow for proper review.
- B. Items sold at the Market will be limited to: plants, herbs, herbs, herb products, flowers, fruits, vegetables, eggs, meat, poultry, cheese, honey, maple syrup, pantry goods, baked goods, value added food products, cottage food law items, hand crafted items, homemade/handmade artisanal products, refurbished/upcycled

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items and wellness products. At no time will a regular market be more than 50% non-food items. Factory-made, manufactured or wholesale items may be allowable on a case-by-case basis at market manager's discretion.

C. ALL items for sale or display at the market are subject to review by the market manager. The market manager reserves the right to reject any item for sale or display at the Caro Farmers Market for any reason. The vendor must comply with the final decision of the market manager immediately.

D. Vendors are responsible for adhering to ALL market, local, state, and federal laws pertaining to the transport, sale, use, storage, labeling, artwork, copyright and display of items at your vendor space, including furnishings. All items offered for sale must be labeled and priced appropriately; **no competitive pricing or product dumping will be tolerated.**

E. All items offered for sale, and those for use, display, signage or furnishing purposes at the Market must be of good quality, **containing no vulgarity, sexual, drug or substance-related reference, or the like.**

4. General Sanitation

A. Vendors are responsible for the cleanliness and general safety of their space.

B. Food product and food service vendors must comply with laws, standards, and best practices of safe food handling, sampling, product storage and display.

C. Vendors are to stay home if they are unwell, please notify the market manager as early as possible so accommodations can be made.

5. Vendor Performance and Expectations

A. Vendors are **required** to stay throughout the Market hours of operation, unless they are completely out of stock, there is an emergency or have been previously permitted to leave early by the market manager.

A. All vendors, and their employees are expected to be professional and courteous towards other vendors, guests, management, staff, and volunteers always. No vendor is to call out or yell at guests of the Market, especially with intention to draw them to their vendor space or to attempt to draw them away from another vendor booth.

C. Controlled substances including, but not limited to, tobacco, marijuana, and alcohol are prohibited on market property.

E. Vendors are responsible for procuring and furnishing copies of applicable business and product licenses to the market manager with their application.

F. Vendors are required to maintain a professional, and family-friendly business atmosphere. Vendor families are encouraged to attend as guests. Children are welcome but must always remain under the direct supervision of a parent or guardian.

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6. Vendor Participation and Payments

A. Charges for vendor space, add on amenities, or new vendor application fees are due prior to the beginning of each day of use. No vendor shall be allowed to participate in dates that are not yet paid for.

B. **Payment plans** are available at the discretion of the Market Manager. Vendors approved for payment plans will be responsible for full payment of dates selected on the application. The Vendor will receive a monthly invoice for the total amount due. Failure to make a payment according to the "Agreement of Payment Schedule" may affect the vendors ability to participate. All dates must be paid prior to the time of set up, meaning your payments must cover the date you are participating, as outlined in the Agreement of Payment Schedule. No refunds will be given for any reason.

C. Vendors will be notified promptly by the market manager regarding their application being received and processed. Approved vendors must complete all related documents prior to participating in the market.

G. The Caro Farmers Market accepts cash, and check payments (Made to "The City of Caro"). Card payments can be made in person, at Caro City Hall (317 S. State St). Card payments and returned checks are subject to additional fees. **No payments should be made without prior approval from the market manager, unless otherwise noted in a signed agreement.**

7. Grievances and Resolutions

A. Failure to comply with procedures, rules, regulations, laws, best practices, or decisions made by the market manager, may result in immediate and permanent removal from participating in the market.

B. If a problem does arise, you may drop a note in the close out reporting binder or complete closeout Google Form outlining the situation. Both options allow anonymity. Suggestions and issues will be reviewed. A meeting may be requested and include the market manager, and/or the affected vendor(s).

C. The resolution to any conflict or grievance will be determined solely by the market manager. All decisions made are final. The Caro Farmers Market, the market manager, and/or the officiating entity (the Downtown Development Authority) reserve the right to amend, change, or delete any part or section of the Rules and Regulations at any time.

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For more information, please contact: Caro Farmers Market Manager, Paige Rushlo Phone: 989-670-3737 Email: director@carodda.org