

City of Wayne Farmers Market Vendor Rules & Guidelines

Market Dates: Every Wednesday, May 19th - October 27th, 2010
3:00 p.m. - 7:00 p.m. (3pm – 6pm in October)

Purpose

The purpose of the City of Wayne Farmers Market is to promote local farmers, growers and artists. The establishment 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.

Guidelines

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

1. 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.
2. Food items must have the original license and it must be displayed and a copy attached to the application.
3. 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 locally farm grown.
4. 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 of vendor vehicles for off-load. 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.
5. No early departures. Once you have committed to the Market, you are required to stay until 7:00pm.
6. Breakdown of your items and stall must take place after the market has closed at 7:00pm.
7. 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.
8. The market will be a rain or shine event.
9. 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. Three no shows will constitute an automatic termination.
10. The stalls are approximately 10' x 20'. Artists/Crafters stalls are 10' x 10'.
11. Artist/Craft vendors will have 5 spaces available, these spaces will be located together in one area (approximately 25%).

12. 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.
13. There is no subleasing of the space.
14. 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.
15. Vendors cannot drill holes in the market area.
16. There is no electric or water provided.
17. Vendors must supply all display items (canopies, umbrellas, tables, etc).
18. 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.
19. Exchange of products or refunds is the responsibility of the farmer/vendor.
20. All vendors must clean their area and dispose of their trash. Vendor display areas need to be neat and tasteful in appearance.
21. Vendors cannot block other vendor stalls.
22. No wholesalers are permitted to sell at the market.
23. 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.
24. 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.
25. The City of Wayne Market Manager may exclude from the market any vendor who fails to comply with these guidelines.
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 the safety of all customers, and shall not hold the City of Wayne or Downtown Development Authority responsible for any injuries sustained during the market.
28. The Market Manager is on site the entire time. If there are any questions, please contact the Manager.
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. 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.
33. Any changes or revisions to the above guidelines are left to the discretion of the Market Manager and/or the City.

Dispute process

Any dispute or failure to follow market policies should be brought to the attention of the Market Manager. The process for disputes and policy violations are as follows:

1. Disputes among sellers:
 - a. Complaint must be submitted to the Market Manager in writing.
 - b. \$10 "complaint fee" required. It is refundable if a violation is proved and results in corrective action.
 - c. If the decision of the Market Manager is challenged, the complaint may be appealed to the Market Committee for a final decision.

2. Policy violations:
 - a. 1st Offense: Initial verbal warning from Market Manager.
 - b. 2nd Offense: Written warning with penalty to miss next market day.
 - c. 3rd Offense: Final with dismissal from market for remainder of season and all fees forfeited.

Market Committee

A Market Committee may be established during the second year of operation. The Committee will be made of participating vendors, the Market Manager and one City Employee from the Community Development Department. Until the time a Market Committee is established, decisions will be made by the Community Development Director or his designee.

SRM 11/14/09