



Bayside Farmers Market

Market Handbook

Bayside Farmers Market has been a summer staple in St. Ignace for many years. Our customer base has grown over the years and we are a favorite stop for tourists passing through town. We are the only market in the area open on Thursdays and the closest markets to us are Engadine, Hessel, and Cheboygan so we have a prime location. Whether you are a seasoned vendor or brand new, please read over this handbook carefully before the first market of the season and use it as reference throughout the year. **When you sign your vendor application, which is required to vend, you agree to follow all the rules and guidelines listed within this handbook.**

Market Details: Bayside Farmers Market takes place on Thursdays in July, August, and September at the St. Ignace Marina. Hours are 3-7 PM.

Market Manager: My name is Quincy Ranville and I have been the market manager since 2017. You'll find me during setup walking around with a clipboard, and looking like the picture on the left; find me if you need applications, maps, or have any questions. I'm the events director at the St. Ignace Visitors Bureau. The role of market manager was dropped in my lap and although I thoroughly enjoy it, it is only one of many responsibilities I hold in my position. It is imperative that the market be as self-sufficient and self-governing as possible. I do my best to be at each market for setup and to resolve any issues but I cannot be onsite at all times. That is where I hope this handbook will be most useful; to help new vendors learn the ropes, and to help all vendors be respectful and caring of the needs and expectations of customers and fellow vendors alike.



Policies and Procedures:

Product Rules:

1. This is first and foremost a **Farmers Market**. Handmade arts and crafts are permissible but will be approved on a case-by-case basis. No screen printing, decals, t-shirts, etc., items must be handmade or home grown.
2. All prepared products must be approved in accordance with local, State of Michigan, and Federal inspection programs. Vendors are required to comply with guidelines for labeling food items as described in the Michigan Cottage Food Law. It is not the responsibility of the market manager to make sure you are in compliance with these laws.

3. Vendors must have a copy of any permits or licenses and must comply with State, Federal, or Tribal licenses to manufacture and/or sell the product if required.
4. Vendors are responsible for State of Michigan Sales Tax if required.
5. St. Ignace Visitors Bureau or Market Manager has the right to accept or reject any or all products, and any vendor, at any time, and for any reason.
6. No product resale is permissible. This includes food items.

Set Up Rules:

Setting up is a challenge for this market due to the location. All the rules below basically boil down to this: be respectful. Before doing something, ask yourself, "if every vendor did what I'm doing, would it be ok?" If the answer is no, then don't do it. I have 4 kids and I ask them this question every day. If they can do it, so can you!

7. Vendors are responsible for their own tents, tables, chairs, and other props. You must also clean up after yourself.
8. No vendor is allowed to set up prior to 2:00 PM without specific permission to do so. You should plan to arrive with the amount of time you need to be ready to sell by 3. No sooner, no later. Chronic unreadiness at/after 3 may result in your removal from the market.
9. **No selling to the general public will be permitted prior to 3:00 PM.**
10. If at all possible, please bring hand trucks or carts as many spaces are inaccessible by vehicle, even for setup.
11. **The market space is just that – market space. It is laid out in such a way as to maximize vendor visibility and customer foot traffic. It is not a road; it does not have lanes. You can't be upset if the path you took in is now blocked by a vendor. If you must drive into the market area, use your head. Don't arrive at the last minute. Don't block vendor spots, exit passages, or the ramp to the grassy area. Unload QUICKLY and exit. When you drive in the market area, you do so at your own risk, and it is your responsibility to get back out.**
12. Every accepted vendor will have an assigned spot. Spot swapping during absences is fine, but please let me know the plan. I will do my best to rearrange to account for excused absences so that we don't have gaps.
13. You may shop at other vendors before 3 PM. This must be done discreetly and within reason, since selling to the general public before 3 is not allowed. Using discretion decreases the likelihood of a vendor having to turn down a sale.
14. **Allowing customers to pre-shop or pre-bag items before 3 to be purchased immediately after market opens is not permitted this year. It causes confusion and leads to more temptation to sell before 3.**
15. Unless you are unable to do so, you are expected to park in the grassy area on the opposite end of the lot after you unload. This leaves more room for customer parking. NO parking in coned off lot area or grassy area after 3 PM unless you must sell from/access your vehicle. Special permission is required for this.
16. Spots are 10x10. If you have a 12x12 tent, you will need special permission and may not be able to be in the place you have had in the past.

General Rules:

17. Vendor placement and acceptance will be handled in the following manner: returning and reliable vendors get priority spacing. After that, it's a combination of product type (how many other vendors are already selling what you are selling), the date the application is received, and where you are traveling from.
18. It is expected that all vendors give 24 hour notice of absence by email (quincy@stignace.com) or text (906-298-1902). If texting, please identify yourself. Absences without notification can result in forfeit of assigned spaces.
19. You are required to fill out an application every year before you may vend. The application includes a hold harmless agreement that must be signed prior to setup/vending.
20. Rain Policy: We do not cancel for rain unless the storm is dangerous. However, unexcused absences on rainy days are not counted against vendors.
21. Vendors are not permitted to bring dogs to the market.
22. Fee to vend: \$0