



Ionia
**Harvest
Marketplace**
"Enjoy Local. Live Well."

Robert Hoppough Farm Market Pavilion

Corner of Adams and Steele Street

Operation dates and times

Market dates for 2023 are June 3, 2023, through October 7, 2023. Times are 9 am – 2 pm. Vendors must be set up by 8:50 am. Please note: Due to inclement weather, the market may close early or be canceled for that day.

Vendor fees

Seasonal: \$90 (non-refundable) can be paid in advance or may be made in two payments of \$45 each. (Payments due the First Saturday and the last Saturday of June) If the Seasonal rate is not paid in a timely manner, the vendor shall be returned to the Daily rate. Seasonal vendors shall have a permanent space.

Daily: \$10 Daily vendor spaces are on a first-come, first-served basis.

Concessionaire (Food Trucks) Daily \$20 Seasonal \$180

Checks are to be made payable to Ionia Harvest Marketplace and are collected by The Market Manager.

At different Dates and Times during the Market season, and beyond, there may be Special Marketplace events. All vendors will be notified of these in advance and of the Booth Fees for these events. (Some special events Booth Fees will be free for Seasonal Vendors)

Items permitted for sale

- Items sold at the Ionia Harvest Marketplace may include fruit, produce, honey, maple and fruit syrups, baked goods, value-added foods, (Cottage Foods) flowers, plants, and homemade arts, and crafts items, antiques, etc. Crafters and artisans are welcome. The full list is included in the application.
- No live poultry, livestock, domestic animals may be sold in accordance with the Michigan Department of Agriculture regulations.

- Prepared Foods (with Licensing)
- The Ionia Harvest Marketplace Manager must approve additional or questionable items before they are offered for sale.

Signage

Each vendor shall display a sign that clearly identifies your farm/business name and location. If you are participating in the Senior Project Fresh and/or WIC Project Fresh programs, or SNAP, please identify with the appropriate signage.

Vendor Rules and Requirements

- All vendors must complete the enclosed forms and return them to the Ionia Harvest Marketplace Manager before participating in a Market.
- Vendors are responsible for supplying their own tables, chairs, displays, etc. Table coverings are not mandatory at this time but are encouraged for aesthetics
- Due to Federal and State Covid 19 regulations, all vendors are encouraged to wear masks and have hand sanitizer at their booths. Social Distancing is recommended.
- All vendors must comply with all Federal, State, and City licensing and sanitary regulations. It is the vendor's responsibility to have a proper license(s) and available for inspectors. All products requiring licensing must have a copy of the appropriate license on file with the Market.
- Labeling of goods sold under the Cottage Food Law such as, Baked Goods and Added Value Foods must be labeled properly and adheres to the State of Michigan laws. (See www.michigan.gov/cottagefood)
- Any vendor selling food Designed to Be Consumed on the Market property must follow local health department rules, regulations, and licensing.
- All prepared food requiring special licensing must be produced and packaged at a licensed inspected location and properly packaged and stored. A copy of all relevant licenses and permits must be on file at the Ionia Harvest Marketplace office prior to these items being offered for sale at the Marketplace. Please contact the Michigan Department of Agriculture for licensing information and inspection regulations.
- All vendors selling edible products must submit proof of liability insurance with the Ionia Harvest Marketplace named as additional insured.
- Vendors may not have animals at or around the stall areas. No giving away or selling of pets, with the exception of Pet Adoption Agencies that are licensed, and exceptions for lead/guide dogs and service animals.
- Alcoholic beverages are not allowed on or to be consumed on the Market property, except for Special events, in which case Special permits and Licenses shall be required and shall be furnished for the Marketplace and by the Marketplace for these events.
- Produce and food vendors must comply with all state local, and federal requirements governing the sale and production of their products and acquiring all necessary permits and licenses, and providing copies of each to the Market Manager prior to participating in the Market.
- All prepared food items must be produced and packaged in a licensed and inspected facility, labeled

appropriately, and compliant with all applicable laws and regulations.

- Due to health code regulations, food may not be offered for sale as a sample on a one-to-one basis. No foods are to be prepared for consumption in the Ionia Harvest Marketplace or its premises unless pre-authorized and approved by the local health department. (Chef in the Market or Cooking Class)
- Vendors are responsible for keeping their area clean, attractive, and in a good sanitary condition. Vendors must clean up their areas before departing. Vendors are responsible for removing their own trash.
- Taxes (if applicable) are the sole responsibility of the vendor.
- The Ionia Harvest Marketplace shall not be liable or responsible for transactions made between buyers and sellers at the Market, nor shall the Ionia Harvest Marketplace be responsible for theft, accidents, or lost or stolen articles.
- The Market takes place rain or shine. Reimbursements of vendor fees are not made for unattended Market days, or if the Market closes due to inclement weather.
- All vendors are to be always courteous and considerate of all other vendors and customers. Vendors are expected to act in a professional and courteous manner. No abusive language or profanity will be allowed.
- No political activity is allowed.
- All produce must be Michigan grown.
- All items sold at the Ionia Harvest Marketplace, as well as weights and measures, are subject to inspection and approval by the Michigan Department of Agriculture.
- The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgment, the produce, goods, food items, or crafts are not compatible with the overall concept of the Market.
- The Market Manager may deny a vendor the privilege of selling at the Market on any given Market Day for misrepresentation of products, poor quality of products or produce, nonpayment of fees, failure to comply with a direction of the Market Manager, disrupting the operation of the Market, or any other violation of the rules and regulations.
- Concession vendors are considered a vendor who sells "ready to eat" food. Concession vendors must obtain all applicable licenses and furnish copies of these licenses to be kept on file in the Ionia Harvest Marketplace office. Concession vendors are required to supply their own garbage receptacle. All concession vendors are expected to take all garbage away with them at the end of each Market Day.
- No one may enter the Market with intentions to sell products other than the stated Market days unless they have obtained prior approval and have a signed contract with the Market.
- All disputes and grievances between vendors may be filed with the Market Manager by filling out a Grievance/Dispute form. However, be aware that there is a \$25 fee. The Manager will investigate and determine what action or actions should be necessary to resolve the issue or issues. All determinations of the Market Manager are final.
- The Market has a Three Strikes Rule. First warning (Verbal Consultation) Second Warning (Written Reprimand) Third Warning (Vendor will be asked to leave the Market for the rest of the season, however,

the vendor may apply for the following season). All warnings will be kept on file.

- Rules are subject to change by the Ionia Harvest Marketplace. The Ionia Harvest Marketplace reserves the right to expel or refuse admittance to any vendor or customer who exhibits disruptive behavior at the Market or violates any of the rules listed above.

Dates for the 2023 season

Saturdays

June 3, 10, 17, 24

July 1, 8, 15, 22, 29

August 5, 12, 19, 26

September 2, 9, 16, 23, 30

October 7

Contact information

Ionia Harvest Marketplace

Elisabeth Haight, Market Director

Phone: 616.302.4615

Email: ioniaharvestmarketplace@gmail.com

Mail Application to:

10877 Baker Road

Greenville, MI 48838

We are always searching for more vendors.
If you know of someone that would be interested,
Please have them contact the Market Manager.

We are also actively seeking volunteers for various jobs at the Market.
If you are interested in volunteering or know someone who is,
Please contact the Market Manager.



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Applicant Name: _____ Business Name: _____

Mailing Address: _____

City, State, and Zip: _____

Phone: _____ Cell: _____ E-mail: _____

The items we are planning to offer at the Ionia Harvest Marketplace include:

- Vegetables Flowers, trees and / or potted plants Fruit
 Honey / Jams / Maple Syrup Herbs Baked goods Meats
 Crafts (please describe): _____
 Other (please describe): _____

* Please see requirements and regulations for food items.

The Ionia Harvest Marketplace utilizes vendor fees to offset promotional and program costs. Vendor fees are based on Seasonal and on single-day sales and can be paid on the day of service or in advance. Checks shall be made payable to the Ionia Harvest Marketplace. Note: There will be a \$40 service fee for all returned checks.

Seasonal: \$90, \$180 for Food Trucks. Payable in advance or two installments of \$45/\$90 each. Daily: \$10 Due at set up. Concession: \$20 Due at set up. Receipts shall be issued to vendors for tax purposes.

As a vendor participating in the Ionia Harvest Marketplace, I assume all risks of injury suffered while on and/or upon the premises of the Market. I release and agree not to sue the Ionia Harvest Marketplace, its agents, servants, associations, employees, or anyone connected with the Ionia Harvest Marketplace for any claim, damages, costs, or cause of action which I may, or in the future, have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the Ionia Harvest Marketplace as a vendor participating in the Ionia Harvest Marketplace. By signing below, I _____ (print name) acknowledge that I have read the waiver of liability above, as well as the attached rules and regulations for the Ionia Harvest Marketplace, understand and agree to abide by them.

Signature: _____ Date: _____

Farm name / DBA: _____