



Kalamazoo Farmers Market

2026 VENDOR POLICY HANDBOOK



**2026
SEASON**

1204 Bank St, Kalamazoo, MI 49001

SATURDAYS

7 am - 1 pm, May 2 - Oct 31
8 am - 1 pm, Nov 7 - Nov 28

TUESDAYS

8 am - 1 pm, June 2 - Oct 6

THURSDAYS

8 am - 1 pm, June 4 - Oct 8

NIGHT MARKETS

3rd Thursday of the month
from June to September

5 pm - 10 pm
June 18, July 16,
Aug. 20 & Sept. 17

TUESDAY KIDS MARKETS

10 am - 1 pm
June 16, July 14
& Aug. 4

FACEBOOK/INSTAGRAM @KZOOFARMMARKET | WWW.KZOOFARMMARKET.COM

IMPORTANT DATES

Applications accepted throughout the season as availability permits.

April 22: New Vendor Open Houses at Market, 7-9 pm

May 3: Opening Day (Saturdays)

May 10: Seasonal Vendors rent due and payment plan agreements and first payment due (25% of the total balance).

Aug 1: Seasonal Vendors on payment plan stall fees due in full.

About the Kalamazoo Farmer's Market Team

The Kalamazoo Farmers Market has a new operator to work with the many vendors who sell their wares to shoppers. The City of Kalamazoo has contracted with Gamsho Group, LLC – the owners of Park St. Market and Midtown Fresh – to operate the Kalamazoo Farmers Market led by Kiar Gamsho and Marcus Collins. Deb Droppers of Kalamazoo Experiential Learning Center will assist Gamsho Group, LLC with events, rentals, and event programming.

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KzFM MARKETS TEAM

Marcus Collins, Market Operations

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- CELL: (248-396-2904)

McKenna Saunders Event Day Team

Madison McNeil Event Day Team

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Deb Droppers, Special Events (KELC)

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Elly Weber, Marketing Manager (KELC)

- director@experientiallearningcenter.org

Kiar Gamsho, Gamsho Group LLC

- gamshogroup@gmail.com

The Market team's office is located at

KELC Events

1417 S. Burdick Street

Kalamazoo, MI 49001.

During Market season, the Markets team is available Tuesday through Saturday.

During open Market hours, the Market Office is open at 1204 Bank Street.

MAILING ADDRESS

Kalamazoo Farmers Market

1417 S. Burdick Street, Kalamazoo 49001

Gamsho Group, LLC

512 N. Park Street

Kalamazoo, MI 49007

HOW TO BECOME A MARKET VENDOR

1. **READ THIS DOCUMENT:** Please make sure you read the Vendor Policy Handbook thoroughly before applying. By submitting your application, you are agreeing to follow all Kalamazoo Farmers Markets Vendor Policies.
2. **COMPLETE & SUBMIT VENDOR APPLICATION, INCLUDING ALL REQUIRED DOCUMENTS:** You can apply to become a vendor online at Eventeny under the various special events that include but are not limited to: Saturday Markets, Tuesday/Thursday Weekday Markets, Thursday Night Markets, Kids Markets. To be considered, your application must be complete and include all required documents. If you need a printed copy of the application mailed to you, please reach out to our Market staff directly.
 - 2.1. On the application, you are required to provide copies of licenses and/or certifications relevant to your business. Examples of these include, but are not limited to:
 - Certified Naturally Grown
 - Expert Mushroom Identifier
 - Food Service Establishment
 - Food Warehouse
 - GAP Certification
 - General Nursery Grower
 - Kalamazoo County Health Dept. Licensing
 - MAEAP Verification
 - MI Cottage Food Labels
 - Organic Certification
 - Pesticide Management
 - Retail Food Establishment
 - ServSafe Certification
 - Special Transitory Food Unit
 - USDA Licensed Food Processing Facility
 - Wholesale Food Processor
 - Other MDARD Licensing
 - 2.2. Priority consideration is given to returning seasonal vendors. The application process starts in March with notification via email. Seasonal vendors are encouraged to apply early. Due to the technology used for vendor applications, a general vendor portal is created, and then individual applications are made for the various events by event date since booth assignments are different for each of the events. Applications for Daily Vendors will be considered on an ongoing basis as space becomes available.
 - 2.3. **VENDOR SELECTION PROCESS:** Applicants can expect approval or denial decisions within three weeks of the priority deadline or the date they submitted their application, whichever is later. Please note that the Kalamazoo Farmers Market receives more applications than available vending spaces, so approval is not guaranteed. The Market Managers have the final say in approving vendors

for all Kalamazoo Farmers Market events, and they consider several factors before making a decision, including but not limited to:

- *OVERALL NEEDS OF THE MARKET & PRODUCT DIVERSITY:* Vendors who sell products that make the Market more useful to the community and expand the variety of products available at the Market.
- *PROXIMITY OF VENDOR LOCATION & PRODUCT QUALITY:* Vendors who grow, produce, or make their products by hand. Vendors operating within 100 miles of the Market or within the state of Michigan, with special consideration for those in the Edison neighborhood in which the Kalamazoo Farmers Market is located.
- *ALIGNMENT WITH THE MARKET'S MISSION:* Vendors whose participation in the Market would help further the Market's mission.
- *A DEMONSTRATED COMMITMENT TO THE KALAMAZOO FARMER'S MARKETS POLICIES & PARTICIPATION:* Vendors who show up to Market on time and consistently and pay their fees promptly. Openly and proactively communicating any changes impacting the Market (ie. showing up late, paying late) to the Market Manager as soon as possible. Willing to learn and improve as a part of the Market community, cooperating with Market staff and other vendors, and avoiding customer complaints.

2.4. **PAY RENTAL FEES:** All accepted Seasonal Vendors must pay rental fees in full OR submit a payment plan agreement along with their first payment (25% of the total balance) by the dates as outlined in their invoices. Daily Vendor rental fees are due each Market day.

2.5. **IF APPLICABLE, SCHEDULE FARM VISITS WITH MARKET MANAGERS:** Please tell us which months you would like us to visit on your Vendor Application. After we accept your application, Market Managers will contact you with more details.

- **RETURNING VENDORS:** All farmers (Growers, Artisans, Producers, and Retailers) are asked to schedule a farm visit with Market Managers at least once every three seasons.
- **NEW VENDORS:** If accepted or tentatively approved, all farmers (Growers, Artisans, Producers, and Retailers) should schedule a farm visit with Market Managers, preferably before their first Market day.

1. KALAMAZOO FARMER'S MARKETS VENDOR CATEGORIES

The Kalamazoo Farmer's Market requires every applicant and Market business to self-identify their role in our Markets as Grower, Producer, Retailer, or Artisan. All of these roles are significant to our Market and our region's thriving food system. Definitions for these roles, as they relate to our Market, are as follows:



KALAMAZOO FARMERS MARKET

— LOCAL ROOTS. COMMUNITY GROWN. —

 GROWER 80% or more of market income is the result of sales of products grown by their business.	 <p>Grown with care. Straight from the source.</p>
 PRODUCER 80% or more of market income is the result of sales of value-added products made by their business.	 <p>Made by hand. Added value, local flavor.</p>
 RETAILER 20% or more of market income is the result of sales of edible products grown or produced by another business.	 <p>Curated goods from trusted local partners.</p>
 ARTISAN Vendor that sells handcrafted, non-edible products that are made in Michigan or within 100 miles and designed by the vendor and/or their employees.	 <p>Handcrafted with heart. Local talent, made to last.</p>

2. PRODUCTS ALLOWED FOR SALE

PRODUCTS ALLOWED FOR SALE AT THE MARKET INCLUDE BUT ARE NOT LIMITED TO: fresh fruit and vegetables, herbs, plants, flowers, honey and maple syrup, cheese, eggs, poultry and meat products, fresh cider, Michigan-made wine and hard cider, prepared food or drinks, or handmade non-food items.

- 2.1. When you apply to be a Vendor, you need to list everything you plan to sell. As part of the Vendor Application, you will also be required to share copies of any licenses or

certifications you may have. If Market Managers need more information, we may ask you to share additional supporting documents.

2.1.1. If you want to start selling a new type of product that is not listed on your Vendor Application, you need to contact the Market Managers first. This is to make sure you have the correct permissions or licenses to sell it.

For example, if you grow vegetables and want to start selling jellies and jams (that you did not list on your application), you must contact the Market Manager for pre-approval. However, if you grow root vegetables and want to start selling your homegrown kale too, you don't need to contact the Market Manager.

2.2. Items produced under Michigan Cottage Food Law are allowed to be sold at the Market as long as all proper labeling and food safety handling practices are followed. Vendors must submit their Cottage Food labels to Market Managers. Please refer to MDARD's website for additional information and requirements:

<http://www.michigan.gov/mdard/>

2.3. Franchises or independent consultant businesses cannot participate at the Kalamazoo Farmers Markets.

STYROFOAM PROHIBITED: Vendors cannot use Styrofoam at the Market. Biodegradable or compostable materials are highly encouraged for all vendors' serviceware or packaging.

3. LICENSING & REGULATIONS

3.1. Insurance: All vendors are required to submit a Hold Harmless Agreement. This is an e-signature legal document that is required for participation. If a vendor owns two businesses, each business is required to submit the Hold Harmless agreement. Additionally, any vendor who is a business and is required to carry insurance for its operation, is required to submit a COI naming Gamsho Group LLC, and the City of Kalamazoo, its employees, agents, and officials as additionally insured. A sample copy for proper reference to the agreement along with the address is included at the end of this handbook.

3.2. All Vendors must comply with current City, County, State, and Federal laws governing their business activities. All items offered for sale at the Market shall be subject to inspection by State, Country, and/or Federal officials as provided by law. It is the Vendor's responsibility to know the laws applicable to their business and products.

3.3. All sales by weight or measure shall be weighed on scales or measured in containers approved by the Inspector of Weights, Scales, and Measures, Michigan Department of Agriculture.

- 3.4. Eggs, meats, cheeses, and other processed or prepared foods and drinks must meet all Federal, State, and County regulations while en route to and on-site at all Market events.
- 3.5. Anyone producing organic products, handling organic products, or certifying organic operations in Michigan, needs to comply with Act 316 registration requirements. Vendors claiming to grow organic products or utilize organic practices (including using the word “organic” in signage) must clearly display their organic certification and provide a copy to Market Managers.
- 3.6. To facilitate food access for folks of all income levels and household sizes, Vendors are strongly encouraged to sell in smaller quantities, as reasonable, when requested by the shopper.

4. ALTERNATIVE CURRENCIES

At the Kalamazoo Farmer’s Market, please note that multiple alternative currencies (sometimes also called “food assistance currencies”) are used to increase food access and help folks spend more of their dollars with our Vendors. We want all eligible Vendors to be part of these programs, and it’s important that you only accept the correct types of currencies. Market Managers may immediately suspend and/or terminate Vendors that do not comply with the applicable program rules, as outlined in their individual contracts.

SNAP and Double Up Food Bucks tokens are distributed to eligible shoppers at the Market office, which is where Vendors will reimburse all alternative currencies. All documentation for accepting food assistance currencies must be signed by Vendors before accepting or redeeming them.

KALAMAZOO FARMERS MARKET

BENEFITS PROGRAM VENDOR SOP GUIDE

SNAP / EBT • Double Up Food Bucks • Veteran Market Bucks
Standard Operating Procedures for Market Vendors

Please follow these procedures every market day to ensure accurate acceptance and redemption.

- BEFORE THE MARKET OPENS**
 - Review the program guide and keep a printed copy at your booth.
 - Confirm all staff understand which items are eligible for each program.
 - Display required benefit signage at your booth.
 - Keep tokens secure and organized before opening.
- WHAT YOU MAY ACCEPT**

SNAP / EBT Accept for SNAP-eligible food items for home use, including fruits, vegetables, meat, poultry, fish, dairy, eggs, bread, baked goods, and pantry foods.	DOUBLE UP FOOD BUCKS Accept only for Michigan-grown fruits and vegetables, frozen produce with no added sugar, salt, or oil, mushrooms, and food-producing plants or seeds.	VETERAN MARKET BUCKS Accept for food only, including produce, baked goods, canned goods, and other approved food items.
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- CUSTOMER TRANSACTION SOP**
 - Confirm the item is eligible before accepting benefits.
 - Collect the correct token or benefits type for the purchase.
 - Do not give cash back or change for tokens.
 - Customers may combine benefits with cash, credit/debit, or other approved payment.
 - Treat all tokens like cash.
- END-OF-DAY REDEMPTION SOP**
 - Count and sort tokens by program type.
 - Complete the vendor redemption form or log sheet.
 - Turn in tokens and paperwork to the Market Office or Token Booth.
 - Keep your own records for reconciliation.
 - Payment will be issued according to market payout procedures.
- DAILY COMPLIANCE CHECKLIST**
 - SOP procedures confirmed and printed
 - Staff trained on eligible items
 - Signage displayed
 - Tokens separated by program
 - No cash back or change given
 - Redemption form completed
 - Questions directed to the Market Office

QUESTIONS?
Contact the Market Office or Token Booth.

Thank you for supporting access to fresh, local food.

4.1. **EBT/SNAP**

Available in \$1 and \$5 increments. Each Market has its own EBT/SNAP token, and those tokens can only be used at that Market. Vendors cannot accept tokens from another Market. Our Kalamazoo Farmers Market EBT/SNAP tokens are wood and clearly marked. Vendors cannot give change for EBT/SNAP tokens.



4.2. **DOUBLE UP FOOD BUCKS (DUFB)**

Available in \$2 increments only. With this program, shoppers using their Bridge Cards to shop at the Market also receive a matching amount in DUFB tokens (**up to \$50 per day**) to spend on Michigan-grown produce only. For instance, if a shopper swipes their Bridge Card for \$10 in EBT/SNAP tokens, they also receive an additional \$10 in DUFB tokens, for a total of \$20 to spend at the Market.



These tokens can be used at any participating Market in Michigan. You cannot give change for DUFB tokens. For more information on the DUFB program, including additional program updates, please visit DoubleUpFoodBucks.org

4.3. **WIC PRODUCE CONNECTION**

WIC Produce Connection is Michigan's Farmers Market Nutrition Program (FMNP), formerly known as WIC Project Fresh. The program provides nutrition education and benefits once a season to eligible WIC clients on their Michigan WIC EBT card, to shop at Authorized Growers and Roadside Stands to purchase locally grown fresh fruits and vegetables.

Vendors that wish to participate in this program must now work directly with the MDHHS to become an Authorized Grower for WIC. An executed contract with MDHHS WIC Produce Connection and also the authorized POS provider is required to become an Authorized Grower. Vendors will no longer work with the Market/Market Manager for this program.

If you are interested in learning more about how you can participate in the WIC Product Connection or want to apply, please contact Constance Godinez at godinezc@michigan.gov or mdhhs-produceconnection@michigan.gov for more information.

helps provide seniors with fresh, unprepared, locally grown fruits and vegetables. Senior Market FRESH coupons are worth \$2.00 each. They must be signed by the customer AND numbered by the farmer. Vendors cannot give change for WIC Project FRESH coupons. Questions about the Senior Market FRESH program should be directed to Aging and Adult Services at 517-284-0167.

To ensure Vendor reimbursement for Senior Project FRESH coupons, please submit them to the Market Manager by November 7, 2026.

4.4. **VETERAN MARKET BUCKS**

Customers can use their Veteran Market bucks through the distribution of the Kalamazoo County Health and Community Services Department. These \$2 tokens can be used at the market. All Vendors can and are encouraged to accept Veteran Market Bucks.



4.5. **REIMBURSEMENT**

Vendors can submit alternative currencies to Market staff for reimbursement at the end of the Saturday Market (after 1 pm), or during the Tuesday/Thursday Markets. Market staff should assist shoppers first, and Vendors may need to wait in line to submit their currencies.

- 4.5.1. **REIMBURSEMENT CHECKS:** Reimbursement checks are written every week and distributed on the following Market day. We encourage Vendors to submit their alternative currencies to Market staff weekly. However, we will generally not issue a check for a value less than \$5.
 - 4.5.1.1. **Lost checks:** Vendors will be responsible for the \$30 fee to put a stop on a lost vendor reimbursement check. Gamsho Group, LLC will reissue a new check with the \$30 fee deduction. Checks must be cashed within 90 days. This also includes checks made out to the wrong vendor name, as stated on the vendor application.
- 4.5.2. **3% ADMINISTRATION FEE:** A 3% administrative fee will be applied to applicable market redemption transactions to help cover processing, tracking, reconciliation, and program administration costs. This fee is consistent with common practices used by many farmers markets in Michigan.
- 4.5.3. **CURRENCIES FROM OTHER MARKETS:** Under no circumstance will Market staff accept tokens or currencies from other markets. Consequently, the Kalamazoo Farmers Market will not reimburse a Vendor for a currency for which they are not eligible to accept.

5. ATTENDANCE POLICY

Vendor attendance is extremely important to the branding and reputation of the Kalamazoo Farmers Market, and the Market's overall success. To help the Market thrive and best serve our community, please communicate all relevant attendance changes (cancellations, late notices, etc.) to the Market Manager as soon as possible. Regular and reliable attendance is a factor considered in the application process.

PLEASE NOTE: Email is **NOT** an acceptable method of communicating late notices and cancellations on the day of the Market. Please call or text the Market Manager for day-of-Market schedule changes.

5.1. LATE ARRIVALS

When possible, Vendors should inform Market Managers of planned late arrivals at least 48 hours before the Market opens (i.e., Thursday morning for the Saturday Market). Unless alternative arrangements have been made in advance with the Market Manager, a Vendor being late may result in forfeiture of their assigned stall for the Market day.

Repeat late arrivals (with or without informing the Market Manager) may result in forfeiture of the Vendor's assigned stall for the Market season or dismissal from the Market without refund.

5.2. CANCELLATIONS

When possible, all cancellations should be made at least 48 hours before the Market opens (i.e., Thursday morning for the Saturday Market).

Repeat cancellations made less than 48 hours beforehand may result in forfeiture of the Vendor's assigned stall for the Market season without refund.

5.3. "NO SHOWS"

If a Vendor does not notify the Market Manager of cancellation prior to the time the Market opens and does not show up to that Market, the Vendor will be considered a "no show."

Repeat "no shows" will result in forfeiture of the Vendor's assigned stall for the Market season or dismissal from the Market without refund.

5.4. EARLY DEPARTURES

All vendors are required to remain set-up and open for business until the advertised close of the market day. Arrangements must be made at least 24

hours in advance with the Market Manager if the vendor needs to leave earlier. Leaving early may result in forfeiture of the Vendor's assigned stall for the Market season or dismissal from the Market without refund.

All of the above policies are subject to enforcement using the schedule outlined in "9. Rule Enforcement & Penalties."

6. RENTAL RATES, STALLS, & ASSIGNMENTS

The Market's available vending space is divided into 10'x10' stalls. Stalls may be rented for the season as a Seasonal Vendor, or they may be rented on a daily basis as a Daily Vendor. Vendors may request a desired stall in their application, but it's not guaranteed.

Vendors may not merchandise or store products outside of their assigned stall. No person shall use any stall not assigned to them by Market Managers. Other policies for stall use are outlined in "6.5 Policies for Stall Use."

6.1. SEASONAL RATES & ASSIGNMENTS

Seasonal Vendor Rental Rates include Saturday Season (May 2 until October) and Tuesday/Thursday Markets, as indicated on the Vendor Application. **This does NOT include Night Markets.**

The Market Manager will assign Seasonal Vendors a stall under the pavilion or within the courtyard. Vendors that are new to the Market should expect to be placed within the courtyard, and come prepared with any required tent, table, and tent weights (25 lb. per tent leg).

COVERED STALL WITH ADJACENT PARKING **\$800**

One 10'x10' vending space with a stationary 8 ft. table, 10 ft. of aisle frontage, and one adjacent parking spot.

COVERED STALL (NO ADJACENT PARKING) **\$620**

Electricity Access: \$25/season

One 10'x10' vending space with a stationary 8 ft. table, 10 ft. of aisle frontage. See "8.7. Vendor Parking" for designated parking for these stalls.

COURTYARD STALL**\$525***Electricity Access: \$25/season*

One 10'x10' vending space with 10 ft. of aisle frontage. Courtyard Vendors will need to supply their own tables, tents (maximum size of 10'x10' per stall), and tent weights (25 lb. per tent leg). See "8.7. Vendor Parking" for designated parking for these stalls.

*Electricity Access: \$25/season (Limited Availability)***FOOD TRUCK****\$525**

One vending space for a food truck.

*Electricity Access: \$25/season (Limited Availability)***6.2. TUESDAY & THURSDAY MARKETS ONLY**

Vendors have the option to participate in only Tuesday and Thursday Markets. This rental fee does **not** include Night Markets or Saturday Markets.

COVERED STALL WITH ADJACENT PARKING**\$250**

One 10'x10' vending space with a stationary 8 ft. table, 10 ft. of aisle frontage, and one adjacent parking spot.

*Electricity Access Included***6.3. DAILY VENDOR RATES & ASSIGNMENTS**

The Market Manager will assign Daily Vendors a temporary stall on a scheduled day that works for the best interests of the Market. Daily Vendors should plan on being placed within the courtyard, and come prepared with any required tent, table, and tent weights (25 lb. per tent leg).

SATURDAY DAILY**\$50**

One 10'x10' vending space with 10 ft. of aisle frontage.

*Electricity Access: \$25/season (Limited Availability)***TUESDAY/THURSDAY****DAILY****\$10**

One 10'x10' vending space with a stationary 8 ft. table, 10 ft. of aisle frontage, and one adjacent parking spot.

Electricity Access Included

6.4. NIGHT MARKETS RATES & ASSIGNMENTS

COVERED STALL FOR ALL 4 NIGHT MARKETS	\$160
COVERED STALL PER NIGHT MARKET	\$50
FOOD TRUCKS & CARTS FOR ALL 4 NIGHT MARKET	\$160
FOOD TRUCKS & CARTS PER NIGHT MARKET	\$50

6.5. POLICIES FOR STALL USE

- **SHARING STALLS:** If a Vendor wishes to share their stall with another Vendor, they must submit a written request to Market Managers. Both Vendors must have an application on file, be approved individually, and pay Market Managers directly. No more than two Vendors may share one stall. Both vendors are responsible for following the insurance and hold harmless requirements as outlined in this handbook.
- **SUBLETTING:** No Vendor may sublet their stall.
- **TRANSFER OF STALL(S):** If a Vendor sells their business, they cannot transfer their market spaces or market acceptance to the new owner.
- **GENERATORS:** All generators must be silent, so that the noise level does not interfere with the ability of nearby Vendors to conduct sales, as determined solely by Market Managers. Any generator used that presents a problem will be asked to turn off the generator.
- **STAY WITHIN YOUR STALL SPACE:** All displays, products, signage, etc must fit within a Vendor's stall space. Do not obstruct any aisleways, sidewalks, or fire lanes. Do not occupy or spread into empty stalls without permission from the Market Manager.
 - All food must be displayed or stored at least 6 inches above the floor. Please refer to the [FDA Food Code](#).
- **NO HAWKING:** Hawking (the calling out to Market customers by a Vendor), outcries, or other methods of attracting the attention of customers passing by is

unacceptable under any circumstances.

- **ELECTRICITY:** Use of electricity is an extra charge. It is the vendor's responsibility to provide cord keepers that are approved for use in public spaces. These cord covers are required to cover the entirety of the cord from the booth to the plug in receptor.
- **MUSIC POLICY:** Please note that the Kalamazoo Farmers Market has a music license program that provides for live streaming of music when live music is not featured. When there is no music playing, vendors may play music at their stalls as long as it adheres to the following conditions:
 - It's not being played during a live music or entertainment performance at the Market.
 - The Vendor has the licensing to play any copyrighted works in public as required by law.
 - The volume of the music does not hinder or infringe upon other Vendors' abilities to do business and/or Market staff and volunteers' abilities to manage the Market and assist shoppers.
 - The music does not include "strong language or depictions of violence, sex, or substance abuse."

TENTS & WEIGHTS: All approved pop-up canopies or tents must be weighted down with at least 25 pounds per leg. Weights must touch the ground, and connect securely to the upper frame corners. Unweighted or insufficiently weighted tents can be a serious safety concern, and vendors are responsible for all damage caused by their tents. Vendors with tents will be on a paved surface in the Courtyard. Stakes will not be acceptable.

7. PAYMENT POLICIES & DUE DATES

- 7.1. **PAYMENT METHODS:** Rent payments are to be made to Market Managers by cash or check, or online credit card payments. **Checks should be made out to Gamsho Group LLC, 512 N. Park Street, Kalamazoo, MI 49007**
- 7.2. **STALL RENTAL FEE DUE DATES:** Seasonal Vendor rent is due in full on August 1, 2026. Daily Vendor rent is due before or on the day of Market participation.
- 7.3. **PAYMENT PLANS:** Payment plans are available for Seasonal Vendors if arranged before the payment due date with the Market Manager. The payment plan is outlined specifically in under the invoice as uploaded to the profile. Specific questions regarding invoicing can be directed to the Market Manager. Booths must

be paid in full by August 1, 2026. If different payment plan terms are needed for a Vendor to participate, please contact the Market Manager.

7.3.1. It is the Vendor's responsibility to remain in good standing. Past due balances may result in suspension of vending privileges.

7.4. **LATE FEES:** A \$30 invoicing fee will be charged each month (30 days) for all late payments, as designated by that Vendor's individual payment plan as arranged with the Market Manager.

7.5. **REFUND POLICY:** There will be no refunds for Seasonal or Daily rent payments.

COVID: In the event that there are government-imposed restrictions (ie. limitations as determined by the Michigan Department of Health and Human Services), the Kalamazoo Farmers Market may modify operations, cancel, or reschedule Markets as necessary to comply. If the event is rescheduled within the same calendar year, Vendor payments will be applied toward the rescheduled event date. If the event is not able to be rescheduled within the same calendar year, and must be canceled, Vendors will receive a prorated refund.

MARKET DAY EXPECTATIONS

7.6. **APPROPRIATE CONDUCT / VENDOR EXPECTATIONS**

All members of the Kalamazoo Farmer's Market is responsible for helping to create a safe, positive, welcoming Market experience. Vendors are expected to act respectfully towards all other persons at the Market.

7.6.1. **ANTI-HARASSMENT POLICY:** The Kalamazoo Farmers Market is committed to creating and maintaining a thriving marketplace that is free from all forms of harassment. Harassment in any form is unacceptable. Sexual harassment may include, but is not limited to, unwelcome conduct such as physical contact; sexual advances; discussions, remarks, "teasing," or "jokes" of a sexual nature; and other verbal or physical harassment of a sexual nature. Vendors who witness harassment should immediately report it to the Market Manager. It is our policy to investigate all complaints of harassment promptly and thoroughly. Investigations will include interviews with the directly involved parties and, if necessary, other employees or Vendors who may have knowledge of the alleged harassment. To the fullest practical extent, the Kalamazoo Farmer's Market will keep confidential all complaints and the terms of their resolution. If an investigation confirms that harassment has occurred, the Kalamazoo Farmer's Market will take disciplinary action, up

to and including, immediate removal and/or expulsion from the Market.

- 7.6.2. **NO OBSCENE OR THREATENING LANGUAGE OR SIGNAGE:** While participating in the Market, the use of any obscene or threatening language or display of any obscene or threatening signage, including hate symbols by staff or vendors is prohibited. Vendors are expected to cover or remove any hate symbol and/or display of any obscene or threatening signage from their person or vehicle while in the Market space on Market day.

7.7. **SIGNAGE REQUIREMENTS**

Signs should be clear and accurate. Vendors should be prepared to share information about the methods and practices involved in growing, producing, or crafting products sold at the Market with shoppers as requested.

All required signage is listed below and must be posted no later than the time the Market opens (i.e., 7 am on Saturdays). Violations of these signage requirements are subject to penalties as outlined in “9. Rule Enforcement & Penalties.”

- **VENDOR CATEGORY SIGNAGE:** All Vendors must clearly and prominently display their vendor category sign (either Grower, Producer, Retailer, or Artisan). A Vendor will receive one vendor category sign from Market Managers. Signs are expected to last multiple seasons.
- **VENDOR NAME SIGNAGE:** All Vendors must display a sign with the name of their farm or business clearly visible to the public. This sign should be in good, clean condition. Signs for this purpose will not be furnished by Market Managers.
- **PRODUCT SIGNAGE:** All products for sale must have their price displayed clearly and at all times. All products not grown, produced, or crafted by a Vendor’s business must be accurately labeled with the location of the product’s originating business. This label must be available for customers to see at all times.
- **FOOD ASSISTANCE PROGRAM SIGNAGE:** All Vendors participating in the designated Food Assistance Programs MUST clearly display signage that indicates their participation in those programs. The Market Manager will distribute these signs at the start of the season to eligible Vendors.

7.8. **KALAMAZOO FARMERS MARKET FACILITY RULES**

- Smoking and vaping are not permitted at the Market site.
- Pets and other animals are prohibited at the Kalamazoo Farmer’s Market. Trained service animals are the exception. Please reference the onsite signage for more specific language that requires this rule/regulation for

farmer's markets.

- No tacks, staples, glue, paint, ink, marker, or permanent markings of any kind may be made on any the Kalamazoo Farmer's Market property or furnishings. Decorations are allowed with non-marring adhesive only, and only within the Vendor's assigned stall space.
- No buildings, sheds, tables, tents, signs, offices, or other structures shall be placed at the Market site unless approved by the Market Manager.
- Any grease or oil markings, vehicle leakage, or other stains left by Vendors on the site that requires cleaning or power washing are subject to fines. Cooking mats are recommended.

7.9. **SAMPLING**

A vendor may offer samples from their stall space only. All food vendors at farmers markets can provide bite-sized samples of products they sell without additional licensing. In general, best practice is to prepare samples in a licensed kitchen prior to attending the market, and store each individually portioned (toothpicks, single serve cups) in a covered tray in their stall space. All sampling must follow MDARD's "Guidelines for Providing Safe Food Samples". For more information, please contact MDARD or visit their website, <https://www.michigan.gov/mdard/food-dairy/farmersmarket>

7.10. **LOADING & UNLOADING**

- All Vendors are expected to be set up and ready for business when the Market opens (7am on Saturday, 8am on Tuesday and Thursday, and 5pm for Night Market).
- **New this year, vehicles are not allowed in the courtyard.** To keep the Courtyard clear for the timely set up of the Market, Vendors unloading from a vehicle must do so from Bank Street. They must unload, move to designated Vendor parking, and then return to their stall to set up.
- **No one may drive any vehicle into the Courtyard or any pedestrian-occupied space during operating hours.** If a Vendor in a Food Truck or Cart wishes to depart the Market early, they must inform the Market Manager so that staff can ensure pedestrian safety.
- If you do not have a disabled plate or placard, then you may not park, load, or unload in designated accessible parking spaces after 7am when the Market is open for business. If you do not have a disabled plate or placard, you must find another place to load/unload.
- If a Vendor feels it is necessary to leave before the end of the Market, they must inform the Market Manager. Please be mindful that Vendors departing the Market early negatively impact the shopping experience and the collective success of our businesses.

7.11. **PARKING**

- All Vendors whose assigned stall does not include an adjacent parking space must park in designated vendor parking areas, as shown on map below. There are a very limited number of stalls with adjacent parking.
- Vendors are responsible for informing all of their employees (i.e., any person employed by or otherwise representing that business at the Market) of the designated vendor parking areas.
- Parking areas closest to the Market are reserved for Market shoppers. Vendors and any Vendor employees/representatives parked in customer parking areas during Market operating hours will be subject to penalties as outlined in “9. Rule Enforcement & Penalties,” and may be towed at the owner’s expense if deemed necessary by the Market Manager.



7.12. **TRASH, RECYCLING, & COMPOST**

All Vendors are responsible for keeping their stalls and the surrounding area neat and clean. Vendors violating the below policies will be subject to a fine and penalties as outlined in “9. Rule Enforcement & Penalties.”

- Stalls should be free of all trash and debris, including any products or food, prior to a Vendor’s departure.
- Every Vendor shall also ensure that proper control is exercised to eliminate paper and debris from blowing off their stall table onto market grounds. All items must be weighted to withstand adverse weather conditions.
- Vendors must put their waste and recycling in the designated dumpsters, NOT in the customer bins in aisleways or restrooms.

Vendors are encouraged to put their compostable waste in the appropriate receptacles, as designated by Market Managers. Brooms, dustpans, and some other cleaning supplies are available to borrow at the Market Office.

7.13. **INSURANCE**

Vendors shall bear sole responsibility and liability for all of their items sold at all Kalamazoo Farmer’s Market events. Gamsho Group LLC, and the City of Kalamazoo, along with the Kalamazoo Farmer’s Market Managers assume no responsibility and shall

not be liable for any damage and/or injury. It is recommended that all participating Vendors to carry general liability and product liability insurance, each with a minimum of \$1,000,000 in coverage per incident naming the City of Kalamazoo at 1204 Bank St, Kalamazoo, MI 49007 and Gamsho Group, LLC at 512 N. Park Street, Kalamazoo, MI 49007 as additionally insured.

All vendors are required to sign a Hold Harmless Agreement.

Please note that under 3.1 of this handbook additional information is outlined regarding Insurance and the Hold Harmless as it relates to participation as a vendor.

8. RULE ENFORCEMENT & PENALTIES

The Market Managers shall be charged with the responsibility of interpreting and enforcing these rules and maintaining order at the Market. If an issue cannot be resolved using the processes below, the Market Manager has the authority to make the ultimate decision.

8.1. Rule violations will be addressed according to the following schedule:

- **FIRST VIOLATION:** The Market Managers will issue and document a written warning, should a violation of these rules occur.
- **SECOND VIOLATION:** Market Managers will issue a second written warning. A second violation may result in suspension from Market participation.
- **THIRD VIOLATION:** A third violation will result in loss of vending access and participation at the Kalamazoo Farmer's Market for the remainder of the season, or possible permanent expulsion from the Kalamazoo Farmer's Market.

8.2. FINES

The following rule violations will result in a fine. Fines must be paid prior to a Vendor's next Market day.

- **Trash and Recycling Policies** (*ie. dumping trash in customer bins, leaving trash and/or food bits at your stall at the end of the day*): If a Vendor does not clean up their stall area, they will be charged a minimum fee of \$25 per incident. If Market team members spend more than 5 minutes cleaning up the area, an additional \$20 fee will be added for every subsequent 5-minute interval. This is to help ensure that everyone who uses the area is able to enjoy a clean and safe environment
- **Power Washing or Stain Removal:** \$100, plus any additional materials needed.

8.3. IMMEDIATE EJECTION FROM MARKET

If any Vendor or person violates these Rules & Guidelines or creates a disturbance which interferes with the operation of the Market, the safety of any Market participants, or the Vendors' orderly conduct of business, Market Managers may order such person or persons from the premises. Any person who remains after being ordered to leave will be considered to be trespassing. Any Vendor who is ordered to leave and does not do so will be immediately excluded from further participation. Rental fees will not be refunded.

8.4. DISPUTES & COMPLAINTS

DISPUTES AMONG VENDORS: Disputing parties are encouraged to resolve their differences on their own. If the dispute cannot be resolved in this manner, the following steps must occur:

- Submit a Grievance or Product Challenge Form to the Market Manager.
- If the decision of the Market Manager is challenged, the complaint may be appealed through the Vendor Grievance process below.

CUSTOMER COMPLAINTS: Customer complaints received by Market Managers concerning a Vendor at the Market will be documented. The Vendor against whom a complaint was filed will receive a copy of the complaint within 7 days.

8.5. VENDOR GRIEVANCE PROCESS

A Vendor may request that Market Managers reinstate their business. A grievance process exists to allow Vendors to contest action taken by the Market Manager. An outline of this process will be provided upon request. After reviewing the matter, the Market Manager may reinstate the Vendor or continue to exclude the Vendor from further participation.

9. EMERGENCY WEATHER GUIDELINES

The Kalamazoo Farmers Market is a rain or shine event. The following protocols are followed in the event there is a weather emergency. It is important to note that the Market Manager is responsible for assuring that the weather forecast is monitored. Should there be a forecast that predicts weather that might be considered severe, the following guidelines are followed. For a thunderstorm, the weather protocol is to follow the standard park rules which state that for every lightning strike within 25 miles, the event is to close for 20 minutes. This is repeated until there is no lightning strikes within that area radius.

Severe Weather

In the event of high winds all vendors must be informed that Emergency Procedures are being implemented. Each vendor is responsible for securing their area including removing tent sides (if there are tent sides) securing grills, propane, grey water, and kitchen equipment (sinks,

shelves, tables, and knives). All loose, sharp, and dangerous items should be placed inside a vehicle or enclosed area. The following is a list of definitions and recommended procedures to follow:

Severe Thunderstorm Watch – Conditions are favorable for the development of severe thunderstorms in and close to the watch area. Be prepared to move to a place of safety threatening weather approaches. Notify all volunteers, vendors, and security personnel on site to prepare for evacuation procedures. Alert patrons to stay clear of all metal poles.

Severe Thunderstorm Warning – A severe thunderstorm has been sited and reported. Therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Begin evacuation procedures. Instruct vendors to secure propane tanks and to put away all sharp utensils. Drop sides of all tents, fold up all tables/chairs and lie flat to the ground. A P.A. Announcement should be made providing an update on the condition of the weather in the area. Shelter areas for a severe thunderstorm warning is at the Market Place Building or the Don Cooney Cultivation Center.

Tornado Watch – Conditions are favorable for the development of tornadoes in and close to the watch area. Be prepared to move to a place of safety if threatening weather approaches. Instruct vendors to secure propane tanks and to put away all sharp utensils. Drop sides of all tents, fold up all tables/chairs and lie flat to the ground. A P.A. Announcement should be made providing an update on the condition of the weather in the area. It is possible that during this time, attendees will be asked to leave.

Tornado Warning – A tornado has been spotted and reported. Therefore, people in the affected area should seek safe shelter immediately. Mandatory evacuation of the site is required. A P.A. Announcement should be made providing an update on the condition of the weather in the area. Evacuation areas Market Place Building or the Don Cooney Cultivation Center.

When evacuating the site of patrons, it is recommended that staff and volunteers sweep through the site in pairs. Use event security staff to assist in evacuation procedures.

10. **PROMOTING & CONNECTING ONLINE**

10.1. **SOCIAL MEDIA**

Vendors are asked to help support the promotion of the Kalamazoo Farmer's Market through their participation in social media strategies. The Kalamazoo Famer's Market will provide feature posts on the vendors. Vendors will be asked to provide information about their social media platforms, they will be asked to share stories and features to help promote their participation as well as the market as a whole.

email: kzoofarmersmarket@gmail.com

www.kzoofarmmarket.com

Facebook: KzooFarmMarket

Instagram: KzooFarmMarket

We encourage you to follow Kalamazoo Farmers Market on both Facebook and Instagram. Please tag the Market in your post. When you tag us in your posts, Market staff are more likely to see it and share it from the Kalamazoo Farmers Market accounts. If you post without tagging (or if you post and your profile is “private”), your posts may be missed or unable to be shared.

IMPORTANT: To avoid customer confusion, maintain brand consistency, and best assist in our promotion and marketing efforts, please refer to the Market as “Kalamazoo Farmers Market”.

Please do NOT create your own separate Facebook events for the Market. Facebook events for each Market are created using the Kalamazoo Farmers Market official page. Vendors are encouraged to share Market Facebook events, post in the discussions on the event page, and invite their friends to the event.

10.2. **KALAMAZOO FARMERS MARKETS WEBSITE**

The Kalamazoo Farmers Markets website is updated routinely and will include information about current Vendors, their products, processes, practices, and more.

Market staff write blog posts about Vendors, eating and shopping locally, and sustainability. Market staff also write about visiting Vendors’ farms and businesses. And, there will be features on special events held at the Market.

INSURANCE WORDING:

Gamsho Group LLC and the City of Kalamazoo, including elected and appointed officials, employees, volunteers, boards, commissions, and authorities are included as additional Insureds with respect to General Liability and Automobile Liability. Coverage shall be primary and noncontributory with any other insurance maintained by Gamsho Group LLC or the City of Kalamazoo. A waiver of subrogation shall apply in favor of Gamsho Group LLC and the City of Kalamazoo.

Gamsho Group, LLC
512 N. Park Street
Kalamazoo, MI 49007

City of Kalamazoo
241 W South Street
Kalamazoo, MI 49007

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) 11/5/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Company Name Address Phone	CONTACT NAME PHONE (MO./HO./EXT) FAX (MO./EXT) EMAIL ADDRESS	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Vendor Name / Subcontractor Name Address	INSURER A: Name of Insurance Company (if applicable) *	Enter NAIC	
	INSURER B: Name of Insurance Company (if applicable) *	Enter NAIC	
	INSURER C: Name of Insurance Company (if applicable) *	Enter NAIC	
	INSURER D: Name of Insurance Company (if applicable) *	Enter NAIC	
	INSURER E: Name of Insurance Company (if applicable) *	Enter NAIC	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	INSURER	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PER <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X X	Enter Policy Number	Enter Effective Date	Enter Expiration Date	EACH OCCURRENCE \$ 1,000,000
						PROPERTY DAMAGE (Per occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRE/AUTOS <input type="checkbox"/>	X X	Enter Policy Number	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT \$ 1,000,000
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA/LAB <input checked="" type="checkbox"/> EXCESS LIND <input checked="" type="checkbox"/> CLAIMS MADE DED \$ RETENTION \$		Enter Policy Number	Enter Effective Date	Enter Expiration Date	EACH OCCURRENCE \$ Enter Limit
						AGGREGATE \$ Enter Limit
						\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYEE LIABILITY ANY PROPERTY DAMAGE EXCLUSIVE (MANDATORY IN MI) If yes, include under DESCRIPTION OF OPERATIONS below		Enter Policy Number	Enter Effective Date	Enter Expiration Date	PER ACCIDENT \$ 1,000,000 E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS (LOCATIONS, VEHICLES, ACORD 99, Additional Remarks Schedule, may be attached if more space is required)
Where required by Written Contract, Eastern Market Corporation db/a Eastern Market Partnership, Eastern Market Development Corporation, City of Detroit, is additionally insured for General Liability (GL) as respects to ongoing & Completed operation (Per ISO Forms CG2010 1185 and CG2037 1185 or its equivalent) on a primary & non-contributory basis and additionally insured with respects to Automobile liability, GL & Auto Workers Comp policies include waiver of subrogation on behalf of Eastern Market Corporation db/a Eastern Market Partnership, Eastern Market Development Corporation, City of Detroit, as required by written contract and where allowed by law. Umbrella/Excess liability coverage follows form over GL, Auto & Employees Liability insurer will eriorator to mail 30 days written notice of cancellation to the certificated holder; however, failure to do so will impose no liability of any kind upon the insurer or its agents or representatives.

CERTIFICATE HOLDER Gamsho Group LLC and the City of Kalamazoo, including elected and appointed officials, employees, volunteers, boards, commissions, and authorities are included as additional Insureds with respect to General Liability and Automobile Liability. Coverage shall be primary and non-contributory with any other insurance maintained by Gamsho Group LLC or the City of Kalamazoo. A waiver of subrogation shall apply in favor of Gamsho Group LLC and the City of Kalamazoo.	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature stamp and name of agent should appear in this box
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