

# City of Mt. Pleasant, Michigan

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*Mt. Pleasant*  
[meet here]

CITY HALL  
320 W. Broadway • 48858  
(989) 779-5300  
(989) 773-4691 Fax

PUBLIC SAFETY  
804 E. High • 48858  
(989) 779-5100  
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PUBLIC WORKS  
320 W. Broadway • 48858  
(989) 779-5400  
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Whether you are a farmer, prepared foods vendor or an artisan in the Central Michigan area and looking for a way to share the fruits of your labor with the Mt. Pleasant community, we invite you to join us for an informational vendor meeting for the 2024 market season. Each meeting will highlight similar information however the Returning Vendor Meeting is intended for those vendors who have successfully completed the *Farmspread* application process during a previous season. The New/Interested Vendor Meeting is tailored to introduce prospective vendors to the market, vendor requirements, deadlines and how to apply to the market through the *Farmspread* application process.

### **Returning Vendor Meeting**

Thursday, March 21  
1 p.m.  
City Hall, Commission Chambers

### **New/Interested Vendor Meeting**

Thursday, March 28  
1 p.m.  
City Hall, Commission Chambers

If you are unable to attend either of the Vendor Meetings and would like assistance creating, updating or applying through your *Farmspread* account contact the Market Manager, Carol Moody, at [cmoody@mt-pleasant.org](mailto:cmoody@mt-pleasant.org) or 989-779-5330 to schedule an individual appointment.

**Application Deadline: Friday, April 12** A completed *Farmspread* application, signed agreements, general liability insurance, applicable business and food licenses and payment must be logged prior to a stall assignment being made by the Market Manager and a vendor being permitted to sell at the market.

First choice of stalls will be offered to vendors returning from previous seasons, on a seniority basis when a completed application form is received by the Application Deadline: Friday, April 12. Complete application form, copies of applicable licenses, vendor product declarations form, farm/vendor visit form, vendor profile metrics form, food assistance benefit agreements and W-9 forms are due. After returning vendors have chosen stalls, new vendors will be assigned randomly with preference given to those purchasing the full season - farmers, food producers followed by artisans. Refer to the 2024 Farmers' Market Guidelines.

**Town Center Reconstruction** Exciting things are happening in Mt. Pleasant, including the reconstruction of Town Center this summer. The project seeks to create a more welcoming, sustainable, and community-oriented downtown area.

Key elements of the project include:

- parking lot reconstruction with 18 additional spaces and EV charging stations,
- a multi-purpose community hub for gatherings and events, expansive green space with enhanced urban greenery, universal accessibility design, green infrastructure and sustainability measures,
- addition of on-street parking spaces,
- upgraded electrical infrastructure,
- accessible public restrooms,
- enhanced pedestrian lighting, and comprehensive site amenities.

Construction on the project is scheduled to begin May 1, 2024. Since this has been the home to our Saturday market we will be moving to City Hall for the 2024 season. To learn more about the project and view color renderings you can visit [https://www.mt-pleasant.org/departments/downtown\\_development/index.php](https://www.mt-pleasant.org/departments/downtown_development/index.php).

**Alternate Currencies** Great news for vendors! At their January 22, 2024 City Commission Meeting Commissioners approved the removal of the vendor administrative fees on both SNAP/DUFB and market credit/debit card reimbursements. With the vendor administrative fees eliminated we are looking into processing reimbursements through *Farmspread*.

**Beginning in 2024 the program agreement for Michigan WIC Produce Connection *formerly known as Project FRESH* will be directly between the State of Michigan and each authorized grower. Customers will receive benefits loaded on EBT cards to be used from June 1-October 31, 2024.**

**Congratulations** – Clark Farm Fresh Produce, Mama T's Sunshine, Orlando's Family Farm, Parker United Farms, Ripple Macarons and Stoney Grove Farm drawing winners for completing and

submitting vendor sales logs during the 2023 market season. They receive \$100 off vendor stall fees for the 2024 market season.

We look forward to your participation in the Mt. Pleasant Farmers' Market 2024 season. Should you have questions regarding the market, please feel free to contact us at your convenience.

Best,



Carol Moody, Market Manager  
Mt. Pleasant Parks & Recreation  
[cmoody@mt-pleasant.org](mailto:cmoody@mt-pleasant.org)  
989-779-5330

Marisa Romano, Farmers Market Assistant  
Mt. Pleasant Parks & Recreation  
[mromano@mt-pleasant.org](mailto:mromano@mt-pleasant.org)  
989-779-5349

### **Important Dates**

#### **Application Deadline: Friday, April 12**

Spring Market: Thursdays, May 2 to 30 at Island Park

Traditional Markets: Thursdays, June 6 to October 31 at Island Park

Saturdays, June 22 to October 12 at City Hall

#### **Vendor Payment Balances Due: Saturday, July 13**

National Farmers Market Week: August 4 to 10

Winter Market: Friday, December 6 at Town Center/Broadway Street

*Mt. Pleasant Farmers' Market is a vibrant marketplace connecting residents and visitors with local farmers, food producers and artisans, increasing access to fresh, affordable, local and healthy food choices, inspiring healthy lifestyles, strengthening our local economy, providing a festive gathering place, enriching lives and building community.*



Mt. Pleasant Farmers' Market utilizes Farmspread, a comprehensive on-line market platform, for managing the market. Vendor applications, invoicing, payments, stall assignments and sales reporting each occur through Farmspread. All vendors must apply through Farmspread. For questions or to schedule an appointment for assistance in creating your Farmspread account contact the Market Manager, Carol Moody, at [cmoody@mt-pleasant.org](mailto:cmoody@mt-pleasant.org) or 989-779-5330. A completed Farmspread application, signed agreements, general liability insurance, applicable business and food licenses and payment must be logged prior to a stall assignment being made by the Market Manager and a vendor being permitted to sell at the market. **Application Deadline: Friday, April 12.**

An invoice will be sent upon acceptance to the market. A minimum deposit of half the stall fee (for each stall rented) is due and must be submitted upon receipt of invoice. The remaining balance of each stall rental fee is due no later than Saturday, July 13, 2024. Stall rental fees will revert to the daily stall rental fee rate when all balances for each stall are not paid in full by Saturday, July 13, 2024. Vendors will have the ability to pay stall fees through Farmspread with a debit/credit card. Check or cash payments can be submitted at the Parks & Recreation Office.

Farmspread has a Support/Learning Section where you can browse a variety of vendor topics for video and tutorial assistance. <https://marketspread.com/learning/vendor/>

Check out the capabilities available to vendors in the **Updated! Vendor Profile Tips & Tricks**

<https://marketspread.com/blog/vendor-profile-tips/>

Then, visit the Mt. Pleasant Farmers' Market web page, [www.mt-pleasant.org/farmersmarket](http://www.mt-pleasant.org/farmersmarket), scroll to the **For Vendors** section and click on the **Apply to Market** button. This will take you directly to the page where you can create your vendor account. Returning vendors can log into their existing account; no need to create a new account.

Once your Farmspread vendor account is created you'll be able to apply to Mt. Pleasant Farmers' Market. In your vendor account there is a button that when selected allows you to grant market staff access to editing your profile, application and products. This is beneficial when you do not have time to complete the application process and/or need assistance and are willing to let the market update your information as necessary. Additionally, over the years we've taken photos at the market and during farm visits that we would be happy to add to your vendor page to help you create a dynamic vendor page. Please don't hesitate to reach out if you need assistance with this process.