

**New Baltimore Farmers Market
2015 Vendor Application/ RESERVATION
SEASONAL VENDORS ONLY - PLEASE
INCLUDE \$25 RESERVATION FEE* WITH
THIS APPLICATION prior to April 1 2015
MARKET: SUNDAYS ~ 8am-1pm**

Our Market Accepts the Michigan
Bridge Card and Double Up Food Bucks
Updated 1/25/15-SUBJECT TO CHANGE
***NOTE: \$25 FEE IS NON REFUNDABLE
AND WILL BE APPLIED TO YOUR BALANCE.**



Booth/Business Name: _____
 Primary Person's Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Preferred Phone _____ Alt. Phone _____
 Email Address: _____ Website: _____
 Emergency Contact Name: _____ Phone Number _____

MIFMA MEMBER: Yes: _____ No: _____

<u>STALL RENTAL INFORMATION</u>	<u>OFFICE USE ONLY</u>
<p>Number of spaces requested _____ ***** FYI seasonal space cost for 21 weeks: \$315/space PREPAID by MAY 15, 2015 indicate # of spaces ABOVE ***** CHECK ONE: _____ Returning Vendor _____ Would like same space(s) as last year (please send \$25 to hold spaces. Bal due May15) _____ NEW VENDOR (requires approval – please send \$25 for consideration. We will you know asap)</p>	<p>Seasonal RESERVATION Fee : \$ _____ Cash: _____ Check # _____ DATE RECEIVED: _____ _____ APPROVED AS SUBMITTED _____ APPROVED WITH CONDITIONS _____ ACKNOWLEDGEMENT SIGNED _____ PHOTO RELEASE SIGNED _____ WAIVER SIGNED _____ SENT REPLY</p>

Check Your Category CHECK ALL THAT APPLY (See Attached for product listing REQUIRED):
ONLY THE CATEGORIES BELOW MAY BE CONSIDERED FOR THIS APPLICATION*
 _____ Farmer/Grower – Please note we will be conducting farm visits this season as needed
 _____ Food Cart Vendor (READY TO EAT HOT OR COLD – Health Dept Lic Required)
 _____ Artisan, Specialty, Crafter (handmade items only)
 _____ Cottage Food – See Rules and Requirements – **You MUST provide proof of training**
 _____ Licensed Processed Food Vendor (Locally processed only)
 If you are any other type of vendor, please contact the Market Manager prior to sending anything.

****Vendor fees are non-refundable****

2015 Season Dates FOR YOUR INFORMATION ONLY

Seasonal vendors are expected to attend all dates unless authorized by the Market Manager

	May	June	July	Aug	Sept	Oct
SEPT 6: ART ON THE BAY		7	5	2	6	4
Special Events Most every 2nd week		14 Health & Wellness Day	12 Junk in the Trunk	9 Corn Roast	13 Grandparent / Senior Day	11
Oct 18 Harvest Festival		21	19	16	20	18
Sept 27 Kids & Family Day Oct 25 Vendor Blowout/Final Market		28 NO MARKET (bay rama)	26	23	27	25
May 31 Opening Market	31			30		

***NOTE MAY & JUNE ARE CONSIDERED EARLY SEASON MARKETS AND ARE NEW THIS YEAR.
PLEASE CONTACT MARKET MANAGER IF YOU HAVE QUESTIONS**

PLEASE FILL OUT ALL SECTIONS THAT APPLY TO ALL PRODUCTS THAT WILL BE ON YOUR TABLE

I) ALL VENDORS (FOR ANY RE-SELLING)

In order to uphold the integrity of the NBFM mission and vision, we require you **to list all products you do not grow or produce** as well as the name and contact information of the Michigan producer. As indicated in our policy, you are also required to clearly label where these products come from at your booth, at each market. Please add more detail as needed. **Please note the NBFM MAY be conducting farm / site visits as deemed needed this year. Please be as accurate and honest as possible on this application.**

Producer/Farmer Name:

Address and/or telephone:

Products:

Producer/Farmer Name:

Address and/or telephone:

Products:

II) COTTAGE FOOD VENDORS

Please describe all of the Cottage Food items you wish to sell IN DETAIL. Please be aware of and adhere to ALL packaging and labeling requirements per the Michigan Cottage Food Law (www.michigan.gov/cottagefood) Feel free to attach more detail to this application if necessary.

Jams: _____

Jellies: _____

Cookies: _____

Pastries/Cakes: _____

Breads (be specific): _____

Other: _____

III) FARMER /GROWER - Fruits and Vegetables:

Please mark all products that **you produce** and **plan to bring to the market**
Please see Re-Seller Page for items which you do not produce but will be bringing

- | | | |
|---|--|--|
| <input type="checkbox"/> Apples
<input type="checkbox"/> Apricots
<input type="checkbox"/> Artichoke
<input type="checkbox"/> Asparagus
<input type="checkbox"/> Arugula
<input type="checkbox"/> Bok Choi
<input type="checkbox"/> Basil
<input type="checkbox"/> Beans
<input type="checkbox"/> Beets
<input type="checkbox"/> Blackberries
<input type="checkbox"/> Blueberries
<input type="checkbox"/> Broccoli
<input type="checkbox"/> Brussels Sprouts
<input type="checkbox"/> Cabbage
<input type="checkbox"/> Cantaloupe
<input type="checkbox"/> Carrots
<input type="checkbox"/> Cauliflower
<input type="checkbox"/> Celery
<input type="checkbox"/> Cherries
<input type="checkbox"/> Collards
<input type="checkbox"/> Corn
<input type="checkbox"/> Cucumber
<input type="checkbox"/> Currants
<input type="checkbox"/> Eggs
<input type="checkbox"/> Eggplant | <input type="checkbox"/> Flowers (Cut)
<input type="checkbox"/> Flowers (Potted)
<input type="checkbox"/> Garlic
<input type="checkbox"/> Gourds
<input type="checkbox"/> Grains _____

<input type="checkbox"/> Grapes
<input type="checkbox"/> Herbs: _____

<input type="checkbox"/> Jerusalem Artichokes
<input type="checkbox"/> Kale
<input type="checkbox"/> Kohlrabi
<input type="checkbox"/> Leek
<input type="checkbox"/> Lettuce
<input type="checkbox"/> Melons
<input type="checkbox"/> Mulberries
<input type="checkbox"/> Mushrooms
<input type="checkbox"/> Mustard Greens
<input type="checkbox"/> Okra
<input type="checkbox"/> Onion
<input type="checkbox"/> Parsley
<input type="checkbox"/> Parsnips
<input type="checkbox"/> Peaches | <input type="checkbox"/> Pears
<input type="checkbox"/> Peas
<input type="checkbox"/> Peppers
<input type="checkbox"/> Plums
<input type="checkbox"/> Potatoes
<input type="checkbox"/> Pumpkins
<input type="checkbox"/> Purslane
<input type="checkbox"/> Radish
<input type="checkbox"/> Raspberries
<input type="checkbox"/> Rhubarb
<input type="checkbox"/> Rutabaga
<input type="checkbox"/> Scallions
<input type="checkbox"/> Spinach
<input type="checkbox"/> Summer Squash
<input type="checkbox"/> Strawberries
<input type="checkbox"/> Sweet Potatoes
<input type="checkbox"/> Swiss Chard
<input type="checkbox"/> Tomato
<input type="checkbox"/> Tomatillos
<input type="checkbox"/> Turnip
<input type="checkbox"/> Watermelon
<input type="checkbox"/> Winter Squash
<input type="checkbox"/> Yams
<input type="checkbox"/> Zucchini |
|---|--|--|

Plant starts: _____

Other: _____

Please add more detail as needed.

Additional Notes/Comments:

IV) ARTS & CRAFTS VENDORS

All arts and crafts sold at the market must be an individual's creative effort and sold by the Michigan artist or a representative thereof. The sale of items not created by you must be approved by the market manager. Please briefly describe the art or craft item(s) you wish to sell. If you did not make the items yourself, please name the artist or craftsman:

Product(s) Description:

Additional Notes/Comments:

V) FOOD "CART" VENDOR (READY-TO EAT)

Please briefly describe all of the food item(s) you wish to sell. Feel free to attach a menu or more detail to this application if necessary. PLEASE INCLUDE A COPY OF YOUR LICENSE.

Additional Notes/Comments:

VI) LICENSED FOOD VENDOR "OTHER" - MUST BE PRODUCING IN LICENSED FACILITY - LICENSE NUMBER _____

___ Pickles/Pickled Items

___ Salsas

___ Sauces

___ Meats

___ Other _____

LIST PRODUCTS YOU WILL BE SELLING AT MARKET

License Number: _____

Additional Notes/Comments:

ACKNOWLEDGEMENT AND RECEIPT OF MARKET RULES



PLEASE RETURN THIS FORM WITH APPLICATION

I acknowledge that I have been given a copy of the New Baltimore Farmers Market Rules & Regulations, have read and agree to abide by these regulations as stated. I also agree to hold harmless from legal or financial liability the New Baltimore Farmers Market.

Booth/Business Name: _____

Signature: _____ Printed Name _____

Date _____

Mail application to:

New Baltimore Farmers Market
P. O. Box 116
New Baltimore, MI 48047

~~**NEW VENDORS ONLY – INCLUDE \$15 APPLICATION FEE
PLEASE DO NOT SEND STALL FEES WITH APPLICATION**~~

Applicants will be notified of their acceptance and spaces as applications are reviewed.

~~**NEW VENDORS (THOSE THAT HAVE NEVER ATTENDED A MARKET DAY AT THE NBFM IN
THE PAST 12 MONTHS)**~~

~~**MUST INCLUDE \$15 REFUNDABLE APPLICATION FEE (Checks Only Please) WITH THIS
FORM – Check will be returned if your application is denied. If approved, the fee will apply to
your first market day fee.**~~

PHOTO RELEASE AUTHORIZATION

The New Baltimore Farmers Market will, from time to time, have an on-site photographer, as well as local and regional professional media outlets at the market to help promote the market. Photos may be taken with or without knowledge of the subject, depending on the situation. While we will make every attempt to get permission for participation in a photograph from those subjects depicted, this written authorization gives the market permission to utilize any and all photos taken at the market for publicity and advertising purposes. By signing below, you acknowledge that photos taken at or around your booth are acceptable and will be allowed.

Booth/Business Name: _____

Signature: _____ Printed Name _____

Date _____

PLEASE RETURN THIS FORM WITH APPLICATION



New Baltimore Farmers Market
2015 :Liability Waiver Form

I acknowledge that I have been given a copy of the New Baltimore Farmers Market Rules & Regulations, have read and agree to abide by these regulations as stated, including the Release & Indemnity Clause. I also agree to hold harmless from legal or financial liability the New Baltimore Farmers Market

Date

Signature

Address

Printed Name

City / State / Zip

Release & Indemnity Clause

Oct 2014

I agree to indemnify and hold harmless the New Baltimore Farmers Market, and the directors, officers, employees, agents, attorneys, and volunteers of these entities from all claims, causes of action, liability, judgments, obligations, or costs of any nature whatsoever, including but not limited to costs and attorney fees, in connection with any such claims or the like made by or on behalf of any individual and/or entity and/or the individual's and/or entity's spouse, children, heirs, assigns, insurers, guarantors, officers, directors, agents, or persons or entities claiming by or through an individual and/or entity.

By signing below I, both on behalf of my business, if any, and individually:

- (1) acknowledge that I have read and understand the New Baltimore Farmers Market Rules and Regulations;
- (2) agree to be bound by and comply with the New Baltimore Farmers Market Rules and Regulations;
- (3) acknowledge that I have read and understand the Release and Indemnity clause in the Application; and
- (4) agree to be bound by and comply with the Release and Indemnity clause in the Application.

Date: _____

(Company Name)

(Name & Title)

(Vendor, individually)

PLEASE RETURN THIS FORM WITH APPLICATION

New Baltimore Farmers Market

2015 Market Rules & Regulations

Sundays – 8 am till 1 pm

**VENDOR COPY-
PLEASE RETAIN
contact info contained on
this page**



Our Mission Statement:

The New Baltimore Farmers Market is a community driven project whose purpose is to provide a link to local foods, farmers, and artisans, with supportive access to fresh foods for all consumers, while educating, sharing and encouraging the health and economic benefits of local foods, entrepreneurship, and activities with partnerships and volunteers from the Macomb/ St. Clair County areas.

YOUR 2014 MARKET MANAGER IS DEBRA WILLIAMS. HER PHONE # IS 586-215-7484

EMAIL: marketmanager@newbaltimorefarmersmarket.com

1. **HOURS OF OPERATION/ LOCATION:**

- Sundays only from 8:00 a.m. to 1:00 p.m.
- Located on the city lot on Washington Street between Main Street and the waterfront park (next to New Baltimore Recreation Center, address of which is 50976 Washington St.).
- Vendors must be set up and ready to sell by 7:45 a.m. Any vendor not in place by 7:30 a.m. may forfeit the reserved space for the day. No vehicles will be allowed on the market after 7:30 for any reason.
- Vendors are required to stay during the entire time the Market is open unless completely sold out, at which time the vendor may leave with the permission of the Market Manager.
- In the case of inclement weather, the Market Manager will make the determination regarding closing the entire Market early.
- As the NBFM has reserved the market site until 3pm, it is allowable for vendors to stay past the market official close time of 1:00pm to complete sales. All sales must be completed and the area vacated by 3:00 p.m. Each vendor will be responsible for cleaning up their booth area each week when market closes. Leaving a messy area may result in being asked not to return to the market. THE MARKET MANAGER, SNAP DESK & RECREATION BUILDING WILL NOT BE AVAILABLE AFTER 1:00pm. REVISED 9/12/2014

2. **ITEMS TO BE SOLD:**

- What Is Our Criteria? Homegrown! – Handmade! Homegrown can be locally or Michigan grown produce, plants and flowers. Homemade would mean no flea market or garage sale items. *The following may NOT be sold at the Market: manufactured or factory made items. **All others please contact the Market Manager to be considered for the "Business Booth" for one week at a rate of \$35. *** Michigan grown is defined as items grown in Michigan, not purchased in Michigan and grown elsewhere.***
- To encourage the growing and selling of local farm products, the Farm Market Committee has determined that our vendors must grow 75% of what they sell but can be a reseller for up to 25% of the products in their stall on a given market day. To add diversity to the market, exceptions may be given for unique products with the approval of the Farm Market Committee. If there is any other valid reason to do reselling in any other capacity, this must be discussed with and approved by the Farm Market Committee.
- Cottage Food Items may include baked goods, some candy snacks, jams, jellies, dry mixes, granola, and vinegars. All items to be sold must be labeled according to Michigan Cottage Food Law –visit the MDA site: www.michigan.gov/cottagefood or contact market manager for details. **This year we require all Cottage Food vendors to provide proof of food safety training: ServSafe Certification OR MSUE online video (<http://bookstore.msue.msu.edu/product/michigan-cottage-food-law-on-line-training-1208.cfm>)**
Contact the Market Manager with questions.
- ALL Processed /Packaged /Value Added Foods must comply US Department of Agriculture Food Safety Regulations regarding food processing and handling. For more info, please visit their website at: www.usda.gov.
- Prepared food for onsite consumption must comply with Macomb County Health Dept Temporary Food establishment licensing rules. For more info, Please visit their website at: <http://www.macombcountymi.gov/publichealth/EH/Foodlicensing.htm>
- All items sold at the Farmers Market are subject to approval by the New Baltimore Farmers Market Committee.

3. **VENDOR SPACES:**

- Vendor spaces will be approximately 10 feet in size. Booth space will be assigned based on vendor history of involvement in New Baltimore Farmers Market. Season-long vendors will keep their space throughout the market season. Space will be reserved for daily vendors. If for some reason a season-long vendor cannot attend for a week, the Market Manager has the option of filling that booth space (temporarily) with a daily vendor. Season-long vendors who are not able to occupy their space(s) must notify the Market Manager 48 hours prior to Market day. Changes in plans or season-long use of vendor space(s) must be reported.

4. **VENDOR REQUIREMENTS:**

- **A New Baltimore Farmers Market Application, Acknowledgment Form, application fee (new vendors only) signed and complete, and copies of applicable licenses.**
- All vendors are responsible for their own sales tax license and permits required by the local, state and federal governments and will abide by all Michigan laws.
- Participating vendors are strongly encouraged to carry liability insurance for their market business. Vendors must comply with all rules applicable to the products they sell, such as having necessary food processing licenses. Vendors must also agree to hold harmless from legal or financial liability The New Baltimore Farmers Market.
- Any farmer/vendor which is advertising a claim (ie, *certified organic*) MUST submit evidence and certifications to the market before selling any items under this claim.
- These requirements must be met before an application for permission to sell can be approved.

5. **DISPLAY OF GOODS AND PRODUCE:**

- Displays must be neat and orderly at all times. Food must be fresh and appealing for sale.
- Food items shall be displayed on a table or bench. Any food item placed on the sidewalk or ground must be enclosed in a container, i.e. box, basket, etc.
- All vendors must comply with state and local guidelines for handling and storing food.
- Pre-packaged and prepared items must comply with current labeling laws.
- Displays shall not block the view of nearby spaces or create hazardous conditions to neighboring vendors. Items shall be contained within the lines of the space rented.
- All vendors must supply their own equipment, i.e. tables, chairs, awnings, brooms.
- Stakes may not be driven into the pavement, lawn, or dirt areas of the Market premises. All canopies and tents must be firmly weighted. Each vendor is responsible for damages incurred due to fly-aways of their display, canopy, inventory or covering.
- Electrical devices or utilities are not provided at the Market.
- Cooking of food items on Market premises without prior approval is prohibited.
- Food sampling must be done with adherence to MDA and Health Department Requirements - All vendors offering food samples must realize that they are responsible for the safety of the food samples being offered. The vendors offering samples must take precautions to make certain that food samples are handled and displayed properly to prevent contamination.

6. **PARKING:**

- Vehicles should only be parked in the designated gravel parking lot behind the "old Police Station". Vendors are not allowed to park along Washington in front of the market or in the Library parking lot.
- Public parking is available on the street and in the Library lot for customers and primary consideration is given to customer parking.

6. PARKING (continued):

- Customers are **NOT** allowed to drive into the Market to pick up items.
- Vehicles may drive onto the market area for loading and unloading only, and may not drive onto the market area during hours of operation without prior approval from the market manager. Vendor vehicles must be removed from market no later than 7:45. Any vendor arriving late will have to cart goods from their vehicle to their stall.

7. VENDOR SIGNAGE :

- Vendors are encouraged to provide a Farmers Market display sign, which should be clean, legible and appropriately displayed. The sign should list the name of the business as well as the location (city/village, etc.) of the farm or business.
- The display sign should be mounted in a prominent location at the vendors stand.
- We encourage the vendors to use additional signage to advertise their growing practices as a selling point to their customers (ie, pesticide-free,100% home-grown, etc)
- We prefer that vendors clearly display the prices of their goods clearly for the public to see.

8. REFUSE:

- Each vendor must remove all waste and refuse from the Market space before leaving the Market. All boxes, bags, containers and other refuse shall not be left on site at the close of the day.
- Upon closing of the Market day, each vendor is responsible for leaving spaces cleaned.
- The refuse containers (including large metal receptacles) provided at the Market are for Market customer use only. Permission must be granted by the market manager for any vendor to leave large refuse in any market container.

9. MISCELLANEOUS

- Solicitations are not permitted on Market walkways. No political activity is permitted.
- No alcoholic liquor shall be consumed in the public streets or Farmers' Market public lot according to City of New Baltimore ordinance.
- Bicycles are not permitted on Market walkways. Bike racks are located near the Market for the customer's convenience.
- Pets are not allowed at the Market, for sanitary reasons.
- Smoking is allowed in the designated area only. Smoking is not allowed in vendor stalls.

10. ENFORCEMENT OF RULES:

- Market vendors must conform to the Market rules at all times.
- The Market Manager has authority to enforce all rules.
- The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgment, the goods and produce are not compatible with the overall concept of the Market. Vendors will be expected to act in a professional and courteous manner.
- All fees are non-refundable even if the vendor does not attend on a scheduled Market day. This includes any early closing of the Market due to inclement weather, any other unforeseen emergency situation or irresolvable issues.
- Any disputes must be presented in writing to the Market Manager by utilizing a grievance form (contained within these rules).
- Failure to follow policies, regulations, rules and decisions of the New Baltimore Farmers Market and Market Manager will result in immediate and permanent removal from the Market with no refund.
- The New Baltimore Farmers Market reserves the right to void contracts at any time for any reason.

**New Baltimore Farmers' Market
Suggestion / Complaint / Grievance Form**



- I would like to make suggestions for the betterment of the market (no fee).
- I would like to report a Farmers' Market rule violation AND AM INCLUDING A CHECK FOR \$25.00. I understand this check will be held by the NBFM until the claim has been verified. If the claim is found to be valid, the check will be returned. If the claim cannot be proven/is not found to be valid, the check will be cashed by the NBFM.

Please consider and present this issue in the context of the welfare of the market as a whole

GENERAL SUGGESTION(S)

Please share suggestions for the betterment of the New Baltimore Farmers' Market:

How can you help make this idea possible?

Are there costs that may be associated with this suggestion? Who would bear the cost?

RULE VIOLATION(S) *(must be within 8 days with processing FEE INCLUDED)*

Date, time, and location of incident: _____

Please list which Farmers' Market Rule(s) is being violated:

Description: (You may use the back of the form if necessary)

Please list names and telephone numbers of witnesses (if applicable). Would you or any of the above witnesses prefer to have your name kept confidential, if possible? ___yes ___no

Signature: _____ Date: _____

Vendor

Signature: _____ Date: _____

Market Manager

A written response will be given to all named in the complaint within 2 weeks of receipt of the written and signed complaint. This form will be reviewed by the Market Manager and Advisory Committee. Please give this form to the market manager WITH A CHECK FOR \$25.00 or mail to: New Baltimore Farmers Market P.O. Box 116, New Baltimore, MI 48047