

**NEW BALTIMORE FARMERS MARKET
2018 STANDARD VENDOR Application
SUNDAYS ~ 9am-2pm**

*Our Market Accepts the Michigan
Bridge Card and Double Up Food Bucks
GREY items are NEW THIS YEAR*

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

SAMPLE

****MIFMA MEMBER? YES** _____ (10% DISCOUNT not retroactive, up to \$30 total value, must show proof by 4/1)

<u>STALL RENTAL INFORMATION</u>	<u>OFFICE USE ONLY</u>
<p>Number of spaces requested _____</p> <p>CHECK ONE: _____ seasonal space(s) for 24 weeks: \$384/space PREPAID DUE BY APRIL1 or at the agreement of the MM **Vendor fees are non-refundable** _____ weekly space(s) (\$20/week)- indicate below which weeks you plan to attend</p> <p>CHECK APPROPRIATE: _____ Returning Vendor _____ Would like to be in the same area as last year _____ NEW VENDOR</p>	<p>_____ \$40 Application Fee included - required for ALL weekly vendors Check # _____ **App Fee applied to attendance or Ret'd if not approved Seasonal Fee : \$ _____ Cash: _____ Check # _____ DATE RECEIVED: _____ _____ APPROVED AS SUBMITTED _____ APPROVED WITH CONDITIONS _____ ALL FORMS SIGNED _____ SENT REPLY _____ MIFMA DISCOUNT APPLIED</p>

Check Your Category CHECK ALL THAT APPLY (See Attached for product listing REQUIRED):

_____ 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

SEPARATE APPLICATIONS AVAILABLE FOR COMMUNITY GROUPS AND DIRECT RETAIL VENDORS

All NBFM Participants & those interested in participating are asked to attend the VENDOR FORUM on MARCH 27 2018 @ MacDonal Library (email will be sent) DOORS OPEN at 4:30 MEETING at 6:15

2018 Season Dates

***Seasonal**—circle dates you will be **absent**

***Weekly**—circle dates you would like to **participate**

May	June	July	Aug	Sept	Oct
6 OPENING DAY	3	1	5 Corn Roast	2 Art on the Bay	7 Harvest Festival
13	10	8	12	9 Grandparent / Senior Day	14
20	17 Street Fair Market	15	19	16	21 Vendor Blowout / Final market
27 SPRING INTO SUMMER! DAY	24 NO MARKET (bay rama)	22 BIRTHDAY MARKET	26	23 Kids & Family Day	
		29		30	

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

YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED WITHOUT PRIOR APPROVAL

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: _____

SAMPLE	
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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 **YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED HERE TO YOUR TABLE WITHOUT PRIOR APPROVAL** (www.michigan.gov/cottagefood) Feel free to attach more detail to this application if necessary.

____ Jams: _____

____ Jellies: _____

____ Cookies: _____

____ Pastries/Cakes: _____

____ Breads (be specific): _____

____ Other: _____

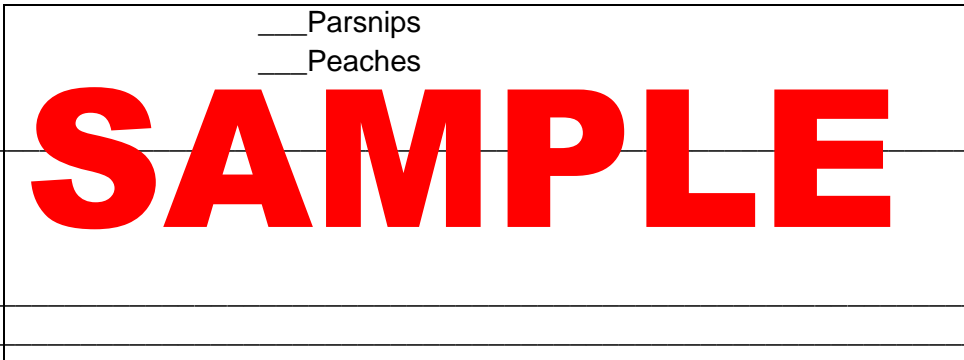
III) FARMER /GROWER - Fruits and Vegetables:

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"/> Eggplant | <input type="checkbox"/> Pears |
| <input type="checkbox"/> Apricots | <input type="checkbox"/> Flowers (Cut) | <input type="checkbox"/> Peas |
| <input type="checkbox"/> Artichoke | <input type="checkbox"/> Flowers (Potted) | <input type="checkbox"/> Peppers |
| <input type="checkbox"/> Asparagus | <input type="checkbox"/> Garlic | <input type="checkbox"/> Plums |
| <input type="checkbox"/> Arugula | <input type="checkbox"/> Gourds | <input type="checkbox"/> Potatoes |
| <input type="checkbox"/> Bok Choi | <input type="checkbox"/> Grains _____ | <input type="checkbox"/> Pumpkins |
| <input type="checkbox"/> Basil | _____ | <input type="checkbox"/> Purslane |
| <input type="checkbox"/> Beans | <input type="checkbox"/> Grapes | <input type="checkbox"/> Radish |
| <input type="checkbox"/> Beets | <input type="checkbox"/> Herbs: _____ | <input type="checkbox"/> Raspberries |
| <input type="checkbox"/> Blackberries | _____ | <input type="checkbox"/> Rhubarb |
| <input type="checkbox"/> Blueberries | _____ | <input type="checkbox"/> Rutabaga |
| <input type="checkbox"/> Broccoli | <input type="checkbox"/> Jerusalem Artichokes | <input type="checkbox"/> Scallions |
| <input type="checkbox"/> Brussels Sprouts | <input type="checkbox"/> Kale | <input type="checkbox"/> Spinach |
| <input type="checkbox"/> Cabbage | <input type="checkbox"/> Kohlrabi | <input type="checkbox"/> Summer Squash |
| <input type="checkbox"/> Cantaloupe | <input type="checkbox"/> Leek | <input type="checkbox"/> Strawberries |
| <input type="checkbox"/> Carrots | <input type="checkbox"/> Lettuce | <input type="checkbox"/> Sweet Potatoes |
| <input type="checkbox"/> Cauliflower | <input type="checkbox"/> Melons | <input type="checkbox"/> Swiss Chard |
| <input type="checkbox"/> Celery | <input type="checkbox"/> Mulberries | <input type="checkbox"/> Tomato |
| <input type="checkbox"/> Cherries | <input type="checkbox"/> Mushrooms | <input type="checkbox"/> Tomatillos |
| <input type="checkbox"/> Collards | <input type="checkbox"/> Mustard Greens | <input type="checkbox"/> Turnip |
| <input type="checkbox"/> Corn | <input type="checkbox"/> Okra | <input type="checkbox"/> Watermelon |
| <input type="checkbox"/> Cucumber | <input type="checkbox"/> Onion | <input type="checkbox"/> Winter Squash |
| <input type="checkbox"/> Currants | <input type="checkbox"/> Parsley | <input type="checkbox"/> Yams |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Parsnips | <input type="checkbox"/> Zucchini |
| | <input type="checkbox"/> Peaches | |

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:

SAMPLE

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

SAMPLE

Applicants will be notified of their acceptance via email as applications are reviewed and processed.

PAYMENT POLICY

MUST INCLUDE \$40 NON REFUNDABLE APPLICATION FEE (Checks/Money Orders Only) WITH THIS FORM – Payment will be returned if your application is denied. If approved, the fee will apply to your first and last market day or seasonal fee. THE MARKET EXPECTS PAYMENT ONE WEEK IN ADVANCE. THE MARKET MANAGER WILL BE COLLECTING THE \$20 STALL FEES EACH MARKET DAY FOR THE NEXT WEEK. ABSENCES (NO-SHOW) WILL BE CHARGED. ADVANCE PAYMENTS ARE WELCOME AND ENCOURAGED FOR THOSE VENDORS WHO SELECT MULTIPLE DAYS.

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
2018: 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
Printed Name	City / State / Zip

SAMPLE

Release & Indemnity Clause

2018

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 2018 Market Rules & Regulations

Sundays – 9 am till 2pm

Begins first Sunday in May thru mid-October

**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 2018 MARKET MANAGER (MM) IS DEBRA WILLIAMS. HER PHONE # IS 586-215-7484

EMAIL: marketmanager@newbaltimorefarmersmarket.com

NOTE: VENDOR FORUM MARCH 27 2018 @ MacDonald Library DOORS OPEN at 4:30 MEETING at 6:15

1. HOURS OF OPERATION/ LOCATION:

- Sundays only from 9:00 a.m. to 2:00 p.m.
- Located in downtown New Baltimore : Washington / Front Streets. Contact MM for exact location.
- Vendors must be set up and ready to sell by 8:45 a.m. Any vendor not in place by 8:30 a.m. may forfeit the reserved space for the day. No vehicles will be allowed on the market after 8:30 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 2:00pm 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 MM, SNAP DESK WILL NOT BE AVAILABLE AFTER 2:00pm.

2. PAYMENT POLICY

- THE MARKET EXPECTS PAYMENT ONE WEEK IN ADVANCE. THE MM WILL BE COLLECTING THE \$20 STALL FEES EACH MARKET DAY FOR THE NEXT WEEK. ADVANCE PAYMENTS ARE WELCOME AND ENCOURAGED FOR THOSE VENDORS WHO SELECT MULTIPLE DAYS.
- Fees paid ahead for a market date will be forfeited if that date is not attended. The vendor will be required to pay ahead (catch up) and will owe \$40 at the next market attended.

3. 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. *Manufactured or factory made items may be considered under the Direct Sale Application (which is a separate application) *** 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 Market Board 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 Market Board. If there is any other valid reason to do reselling in any other capacity, this must be discussed with and approved by the Market Board.
- 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 MM for details. **We require all Cottage Food vendors to provide proof of food safety training: ServSafe Certification OR MSUE online video (http://msue.anr.msu.edu/program/cottage_food_law/michigan_cottage_food_law_online_training)**
Contact the MM 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://health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodLicensing>
- All items sold at the Farmers Market are subject to approval by the New Baltimore Farmers Market Board.

4. 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. Seasonal vendors will keep the same space(s) throughout the market season. If for some reason a seasonal vendor cannot attend for a week, the MM has the option of filling that booth space (temporarily) with a weekly vendor. Seasonal vendors who are not able to occupy their space(s) must notify the MM 48 hours prior to Market day. Repeated offenses may result in loss of space(s) or reassignment of space(s) at the discretion of the Market Board. Changes in plans or seasonal use of vendor space(s) must be reported to the MM.
- While the MM will work with vendors to accommodate their needs and desires, weekly vendors cannot be guaranteed the same space every week. Seasonal vendor status is encouraged.

5. VENDOR REQUIREMENTS:

- **A New Baltimore Farmers Market Application, Acknowledgment Form, application 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.

6. 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.
- 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 MDARD 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.

7. 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.
- 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 8:45. Any vendor arriving late will have to cart goods from their vehicle to their stall.

8. 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.

9. 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.

10. 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.
- Vendors may not bring / have pets at the Market, for sanitary reasons.
- Vendors will not smoke in or near stalls in the market area.
- The NBFM board reserves the right to restrict the use of our logo. Please contact MM for an official copy.

11. 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