

**NEW BALTIMORE FARMERS MARKET**  
**SUNDAYS ~ 9am-2pm**

**2020 Business Application**



Business Name \_\_\_\_\_  
 Primary Contact Name \_\_\_\_\_  
 Address/City/State/Zip \_\_\_\_\_  
 Preferred Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_ Website \_\_\_\_\_  
 Emergency Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

**\*\* Please Note: This Application DOES NOT APPLY to those who have joined the NBFM 2020 PARTNERSHIP PROGRAM.**

<p style="text-align: center;"><b><u>STALL RENTAL INFORMATION</u></b></p> <p><b># of spaces requested _____ (\$50 App. Fee per Space*)</b>                  *****  <b>CHECK ONE:</b>                  _____ seasonal space(s) for 25 weeks: \$1000/space (\$40/week)                  PREPAID DUE BY March 24 or at the agreement of the MM                  _____ weekly space(s) (\$50/week)- indicate below which weeks                  you <b>plan to attend</b>                  *****  <b>CHECK APPROPRIATE:</b> *You will be notified via email the status of                  your application within 3 weeks of receipt                  _____ Returning Participant <b>**Attendance subject to approval. Fees                  are non-refundable or returned if                  unapproved*</b>                  _____ <b>NEW</b> Participant</p>	<p style="text-align: center;"><b>\$50 Application Fee Per Space REQUIRED</b></p> <p style="text-align: center;"><b>↓ OFFICE USE ONLY ↓</b></p> <p>Check # _____ Cash _____                  Seasonal Fee: \$ _____                  CASH REPORT _____                  ALL FORMS SIGNED _____                  EMAIL SENT _____                  EMAIL VERIFIED in contacts _____                  SCHEDULE &amp; Contact List _____                  WEBSITE _____</p>
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All NBFM Participants & those interested in participating are asked to attend the VENDOR FORUM on  
 March 24, 2020 @ MacDonald Public Library (email will be sent) DOORS OPEN at 4:30pm MEETING at 6:00pm

**↓ 2020 Season Dates - please circle dates you would like to participate ↓**

May	June	July	Aug	Sept	Oct
3 <b>OPENING DAY</b>	7 <b>SPRING INTO SUMMER!</b>	5	2	6 <b>ART ON THE BAY DAY</b>	4
10	14	12	9 <b>SUMMER FUN DAY</b>	13 <b>GRANDPARENT &amp; SENIOR DAY</b>	11
17	21 <b>STREET FAIR MARKET</b>	19	16	20	18
24	28 NO MARKET (Bay Rama)	26 <b>BIRTHDAY MARKET</b>	23	27 <b>KIDS &amp; FAMILY DAY</b>	25 <b>HARVEST FESTIVAL BOO BASH</b>
31			30		

The New Baltimore Farmers Market is a 501(c)(3) non-profit community organization 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.

**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**

Please describe your business and what you plan to do at your booth:

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**I) FOOD PRODUCTS** Please describe all of the food products you wish to sell IN DETAIL:  
(ALL packaging and labeling requirements MUST be adhered to)

**II) OTHER PRODUCTS** Please describe all of the non-food products you wish to sell IN DETAIL:

**III) SERVICES YOU OFFER** Please describe all of the services you/your business offers:

**YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED HERE TO YOUR TABLE WITHOUT MM APPROVAL.** Feel free to use back of page or add sheets.

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January 19, 2020

# 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  
Business Applications  
P. O. Box 116  
New Baltimore, MI 48047

*Applicants will be notified of their acceptance via email within three weeks of receipt of application.*

## **PAYMENT POLICY**

*MUST INCLUDE \$50 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 last market day of attendance noted on this application (or seasonal fee). THE MARKET EXPECTS PAYMENT ONE WEEK IN ADVANCE. THE MARKET MANAGER WILL BE COLLECTING STALL FEES EACH MARKET DAY FOR THE NEXT ATTENDANCE DATE. ABSENCES (NO-SHOW) WILL BE CHARGED. ADVANCE PAYMENTS ARE WELCOME & ENCOURAGED FOR THOSE PARTICIPANTS WHO SELECT MULTIPLE DAYS.*

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## **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 \_\_\_\_\_

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New Baltimore Farmers Market  
**2020: 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**

**2020**

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)

\_\_\_\_\_  
(Participant, individually)

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**New Baltimore Farmers Market  
2020 Market Rules & Regulations  
BUSINESS APPLICATION**

Sundays – 9 am till 2pm May 3 thru October 25

**PARTICIPANT COPY  
PLEASE KEEP THESE 2 PAGES  
FOR REFERENCE**



**YOUR 2020 MARKET MANAGER (MM) IS DEBRA WILLIAMS. HER PHONE # IS 586-215-7484  
EMAIL: [marketmanager@newbaltimorefarmersmarket.com](mailto:marketmanager@newbaltimorefarmersmarket.com)**

**NOTE: VENDOR FORUM March 24, 2020 @ MacDonald Library DOORS OPEN at 4:30 MEETING at 6:00**

**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.
- Participants must be set up and ready to sell by 8:45 a.m. Any participant 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.
- Participants are required to stay during the entire time the Market is open unless completely sold out, at which time the participant may leave with the permission of the Market Manager.
- In the case of severe, dangerous weather ONLY, the Market Manager will make the determination regarding closing the entire Market early. Refunds are not given due to any weather conditions.
- All sales must be completed by 2pm-NO SALES ALLOWED AFTER 2pm. The area MUST BE completely vacated by 2:45p.m. Each participant is responsible for cleaning up their booth area when market closes. Refuse containers provided at the Market are for Market customer use only; including city dumpsters and receptacles on street corners. Permission must be granted by the market manager for any participant to leave large refuse in any market container. Leaving a messy area may result in being asked not to return to the market. THE SNAP / INFO DESK WILL NOT BE AVAILABLE AFTER 2:00pm. The Market Manager will be available until site is clear.

**2. PAYMENT POLICY**

- The market expects payment one week in advance. The MM will be collecting the stall fees each market day for the next attendance date. Advance payments are welcome and encouraged for those Participants who select multiple days. Fees paid ahead for a market date will be forfeited if that date is not attended. In the case of non-excused absence, the participant will be required to pay ahead (catch up) and will owe payment for the missed date at the next market attended. All fees are non-refundable including early closing of the Market due to emergency weather, any other unforeseen emergency or irresolvable issues.

**3. ITEMS TO BE SOLD**

- ALL Processed /Packaged /Value Added Foods must comply USDA Food Safety Regulations regarding food processing and handling. For more info, please visit: [www.usda.gov](http://www.usda.gov). Samples must follow MDARD Safe Sampling Guidelines ~ See [newbaltimorefarmersmarket.com](http://newbaltimorefarmersmarket.com) Participant Page. Prepared food for onsite consumption must comply with Macomb County Health Dept. For more info: <http://health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodLicensing> Cooking at Market without prior approval is prohibited.
- All items sold at the Farmers Market are subject to approval by the New Baltimore Farmers Market Board.

**4. MARKET SPACES**

- Market spaces are 10x10 feet in size. Seasonal Participants will be located in the same general area throughout the season. Repeated absences may result in loss of space(s) or reassignment of space(s) per the Market Board. Changes in plans or seasonal use of space(s) must be reported to the MM.
- Spaces are assigned by MM & information on each weekly market will be sent out via 'weekly email' which notes details along with space numbers. Displays, activities, interactive information, etc. IS GREATLY ENCOURAGED. Participants MAY BE ABLE to receive as much space as necessary to provide whatever they would like to do at the market (possibly for cut rate or no charge!). While the MM will work with Participants to accommodate their needs and desires, weekly Participants cannot be guaranteed the same space every week. Seasonal status is encouraged.

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## 5. PARTICIPANT REQUIREMENTS

- A NBFM COMPLETE Application (all pages, signed & dated accordingly) and copies of applicable licenses. *Upon processing your application, your information is added to our website [www.newbaltimorefarmersmarket.com](http://www.newbaltimorefarmersmarket.com) under the '2020 Participants' Page. It is YOUR RESPONSIBILITY to check this information and email the MM if there needs to be any changes or updates to the information.*
- All Participants 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 & are strongly encouraged to carry liability insurance.
- Participants must comply with all rules applicable to the products they sell, such as having necessary food processing licenses. Participants must also agree to hold harmless the NBFM from legal or financial liability.

## 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 Participants 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 Participants. Items shall be contained within the lines of the space rented (some exceptions can be approved by MM).
- All Participants must supply their own equipment, i.e. tables, chairs, canopies, brooms. **All canopies and tents must be firmly weighted to company guidelines for withstanding 25 mph winds.** Participants are responsible for damages incurred due to fly-aways of their display, canopy, inventory, covering, and/or supplies.

## 7. PARKING

- Vehicles should only be parked in area off of the Library Parking Lot (instructions will be given on 'weekly email' during season). Participants are NOT to park ANYWHERE along Washington, Front, or Main Streets or in the Library parking lots; unless Disability Plated. Public parking available on the near streets & parking lots is for primary consideration given to customer parking. Customers are **NOT** allowed to drive into the Market at ANY time.
- Vehicles may drive onto the market area for loading/unloading only, and may not drive onto the market area during hours of operation without prior approval. Participant vehicles cannot enter site after 8:30 am AND must be removed from market no later than 8:45am unless approved by MM.

## 8. PARTICIPANT SIGNAGE

- Participants 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. This sign should be mounted in a prominent location at the Participants stand.
- We prefer that Participants clearly display the prices of their goods clearly for the public to see.

## 9. MISCELLANEOUS

- Solicitations are not permitted on Market walkways. No political activity is permitted.
- Participants will not smoke in or near stalls. Alcohol shall not be consumed in the market site or public lot per City of New Baltimore ordinance. Participants may not bring / have pets at the Market, for sanitary reasons.
- The NBFM board reserves the right to restrict the use of our logo. Please contact MM for an official copy.

## 10. ENFORCEMENT OF RULES

- Market Participants must conform to the Market rules at all times. The MM has authority to enforce all rules.
- The NBFM Board of Directors reserves the right to reject a participant application if the goods/services are not compatible with the overall concept of the Market. Participants will be expected to act in a professional and courteous manner. Disputes must be presented in writing utilizing a grievance form.
- Failure to follow policies, regulations, rules and decisions of the NBFM will result in immediate and permanent removal with no refund.

**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: \_\_\_\_\_

Participant

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

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