

**NEW BALTIMORE FARMERS MARKET
2020 STANDARD VENDOR Application
SUNDAYS ~ 9am-2pm**

***Our Market Accepts the Michigan
Bridge Card and Double Up Food Bucks***

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** _____ (10% Discount on SEASONAL ONLY; not retroactive, up to \$40 total, must include proof)

| | |
|--|---|
| <p align="center"><u>STALL RENTAL INFORMATION</u></p> <p># of spaces requested _____ (\$40 App. Fee per Space*) *****</p> <p><u>CHECK ONE:</u> _____ seasonal space(s) for *25 weeks: \$425/space (\$17/week) PREPAID DUE BY {vendor forum} or at the agreement of the MM *see guidelines attached _____ weekly space(s) (\$20/week**) - indicate below which weeks you plan to attend **see guidelines attached *****</p> <p><u>CHECK APPROPRIATE:</u> *You will be notified via email the status of your application within 3 weeks of receipt _____ Returning Vendor *Vendors subject to approval. Fees are non-refundable or returned if _____ NEW VENDOR unapproved*</p> | <p align="center">_____ \$40 Application Fee per Space *Vendors that paid a Reservation Fee DO NOT remit an application fee. *****</p> <p align="center">↓ OFFICE USE ONLY ↓</p> <p>Amount _____ Cash Check # _____ Postmarked Date _____ Cash Report _____ Website _____ Email Sent _____ Spreadsheet (1)____ (2)____ Forms Signed _____ Email Verify _____</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 License Required)
 _____ Artisan, Specialty, Crafter (handmade items only)
SEPARATE APPLICATIONS AVAILABLE FOR COMMUNITY GROUPS, DIRECT SALES, & OTHER VENDORS

All NBFM Participants & those interested in participating are asked to attend VENDOR FORUM on March 24, 2020 at
 MacDonald Library, 36480 Main, Downtown New Baltimore (email to 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 OPENING DAY | 7 SPRING INTO SUMMER! | 5 | 2 | 6 ART ON THE BAY DAY | 4 |
| 10 | 14 | 12 | 9 SUMMER FUN DAY | 13 GRANDPARENT & SENIOR DAY | 11 |
| 17 | 21 STREET FAIR MARKET | 19 | 16 | 20 | 18 |
| 24 | 28 NO MARKET (Bay Rama) | 26 BIRTHDAY MARKET | 23 | 27 KIDS & FAMILY DAY | 25 HARVEST FESTIVAL BOO BASH |
| 31 | | | 30 | | |

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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:

II) COTTAGE FOOD PRODUCTS

Please describe all of the food products you wish to sell IN DETAIL below. ALL packaging and labeling requirements MUST be adhered to. **YOU WILL NOT BE ALLOWED TO ADD ITEMS NOT LISTED HERE TO YOUR TABLE WITHOUT MM APPROVAL.** Cottage Food vendors are required by the NBFM to have Michigan Cottage Food Law Food Safety Certification completed on a YEARLY BASIS with a copy of their current year's certificate to be turned in with this application. This inexpensive course can be accessed at https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law

Product(s) Description:

Please add more detail as needed (you may use back of page or add additional sheets).

Additional Notes/Comments:

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

Plant starts: _____

Other: _____

Please add more detail as needed.
 Additional Notes/Comments:

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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. **A COPY OF YOUR LICENSE MUST BE INCLUDED.**

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:

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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, including the payment policy below. I have read & agree to abide by these regulations. I also agree to hold the New Baltimore Farmers Market harmless from legal or financial liability.

Booth/Business Name: _____

Signature: _____ Printed Name _____

Date _____

Mail application to:

New Baltimore Farmers Market
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 \$40 NON-REFUNDABLE APPLICATION FEE (Checks/Money Orders Only) WITH THIS FORM (if you paid a reservation fee of \$40; you remit \$0) – 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 for those indicating attendance dates. Applicants that do not notify attendance dates by May 31st or only have one date of attendance noted will have the application fee applied to the LAST date attended (\$40 for one date) unless special approval given. 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 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 _____

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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: _____

Print Company Name _____

Print Your Name _____

Your Signature _____

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

Sundays – 9 am till 2pm ~~May 3~~ May 17 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

~~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 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.
- Participants 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 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 vendor 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 to leave large refuse in any market container. THE SNAP / INFO DESK WILL NOT BE AVAILABLE AFTER 2pm. The Market Manager will be available until site is clear.

2. PAYMENT POLICY

- Payment is expected one week in advance. The MM will be collecting the stall fees each market for the next attendance date. Advance payments are welcome and encouraged for those who select multiple days. Fees paid ahead for a market date will be forfeited if cancel guidelines (below) are not followed. All fees are non-refundable including early closing of the Market due to emergency weather, any other unforeseen emergency or irresolvable issues. Applicants that do not notify of attendance dates by May 31st or only attend one date will have the application fee applied to the LAST date attended (\$40 for one date) unless special approval given.

3. COTTAGE FOOD and PROCESSED, PACKAGED, VALUE-ADDED FOOD PRODUCTS

- 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. Samples must follow MDARD Safe Sampling Guidelines ~ See newbaltimorefarmersmarket.com Vendor Page. Cooking at Market without prior approval is prohibited. Prepared food for onsite consumption must comply with Macomb County Health Dept: <http://health.macombgov.org/Health-Programs-EnvironmentalHealth-FoodService-FoodLicensing>
- Cottage Food vendors are required by the NBFM to have Michigan Cottage Food Law Food Safety Certification completed on a yearly basis with a copy of their current year's certificate to be turned in with this application. Course can be accessed at https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law

4. VENDOR SPACES

- Vendor 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 market including space numbers will be sent out via 'weekly email'. 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. Seasonal vendor status is encouraged.

5. ABSENCES / CANCELLATION OF ATTENDANCE

- Participants are allowed up to three 'excused absences' (cancellations of previously confirmed attendance) without charge if notice is received before 3:00pm the Friday prior to the market being canceled. In the case of non-excused absence or absences greater than three, the vendor owe payment for the missed date at the next market attended.

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6. PARTICIPANT REQUIREMENTS

- A New Baltimore Farmers Market 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 under the '2020 Participants' Page. It is YOUR RESPONSIBILITY to check this information and email marketmanager@newbaltimorefarmersmarket.com 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.
- Participants are strongly encouraged to carry liability insurance for their market business. Participants must comply with all rules applicable to the products they sell, such as having necessary food processing licenses.

7. DISPLAY OF GOODS AND PRODUCE

- All items sold at the Farmers Market are subject to approval by the New Baltimore Farmers Market Board.
- 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 equipment, i.e. tables, chairs, canopies, brooms. **All canopies/tents must be weighted to company guidelines for 25 mph winds OR with a minimum of 20 lbs. per leg.** Participants are responsible for damages due to fly-away of their display, canopy, inventory, covering, and/or supplies.

8. 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 lot; unless Disability Plated. Public parking available on the near streets & parking lots is for primary consideration given customer parking. Customers are **NOT** allowed to drive into 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. Vendor vehicles cannot enter site after 8:30 am AND must be removed from market no later than 8:45am unless approved by MM.

9. VENDOR 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.

10. 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.

11. 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 vendor 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.

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New Baltimore Farmers Market
Suggestion / Complaint / Grievance Form
(Please use the back of the form if more space is necessary)



- 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 \$50.00. 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 of incident with processing FEE INCLUDED)*

Date, time, and location of incident: _____

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

Description:

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

Vendor Name (Print): _____

Signature: _____ Date: _____

Market Rep. Name (Print): _____

Signature: _____ Date: _____

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, NBFM Board of Directors and Advisory Committee.

***Please give this form to the market manager WITH A CHECK FOR \$50.00
or mail to: New Baltimore Farmers Market P.O. Box 116, New Baltimore, MI 48047**

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