

(edited 4/19/2021)

Direct Sales - Manufactured Items (Groups Selling these Items)

**NEW BALTIMORE FARMERS MARKET
2021 RETAIL ROW Application
SUNDAYS ~ 9am-2pm**

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



Booth/Business Name _____
Primary Person's Name _____
Address/City/State/Zip _____
Cell Phone _____ Alt. Phone _____
Email Address _____
Emergency Contact _____ Phone _____

Participants who paid Reservation Fee DO NOT remit Application Fee
\$ _____ ← **APPLICATION FEE ENCLOSED \$110**(+\$90 each add'l space)
Fee = \$45 per Space PLUS a \$20 Processing Charge
→ **CHOOSE ONE** _____ NEW Vendor _____ Returning Vendor
→ _____ ← **ENTER # of 10x10 Spaces** No Vehicles in Stall without Approval
↓ **CHECK ATTENDANCE CHOICE**
_____ SEASONAL 25 weeks **\$1050 per Space Paid by May 2nd**
\$42/week [See Page 11] Contact MM for Payment Plan Request
_____ WEEKLY **\$45/week** Use calendar below for weeks of attendance
[See Page 12] **Paid by May 16th to Reserve**
Dates ONLY RESERVED When Payment is Received
Fees are Not Transferable & Non-Refundable (Returned if Not Approved)
Participants Subject to Approval First Come, First Serve
PAYABLE TO: New Baltimore Farmers Market, PO Box 116, New Baltimore, MI 48047

Application Status by Email = Further Details

↓ **OFFICE USE ONLY** ↓
Amount _____ Cash Check # _____
Postmarked Date _____
Cash Report _____ Website _____
Email Sent _____ Spreadsheet (1) _____
(2) _____
Phone # _____ Emergency Contact _____
Forms Signed _____ Email Verify _____

↓ **CHECK ALL CATEGORIES THAT APPLY (See Attached for product listing REQUIRED)**

_____ Community/Educational Group Etc. Selling Manufactured Items (Groups NOT Selling = Special Guest Packet)
_____ Direct Sales Representative _____ **Team (Check if Space Shared by Team Members)**
_____ Vendor of Manufactured Products
_____ Other: _____

SEPARATE APPLICATIONS AVAILABLE FOR HOMEMADE/HANDMADE/HOMEGROWN & GROUPS SELLING THESE TYPES PRODUCTS

Partnership Opportunities Available with Some Levels Including Attendance Options ■ Separate Attendance Application for Partners
All Applicants are Asked to Attend the ANNUAL VENDOR FORUM in April 2021 ■ Details Noted in Intro Email with this Packet

2021 Season Dates - please circle dates you would like to participate

May	June	July	Aug	Sept	Oct
2 OPENING DAY	6 SPRING INTO SUMMER!	4	1	5 ART ON THE BAY DAY	3
9	13	11	8 SUMMER FUN in the SUN	12 GRANDPARENT & SENIOR DAY	10
16	20 STREET FAIR MARKET	18	15	19	17
23 30	27 NO MARKET (Bay Rama)	25 BIRTHDAY MARKET	22 29	26 KIDS & FAMILY DAY	24 HARVEST FESTIVAL BOO BASH

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.

***RETURNING PARTICIPANTS (after 2021) Need only LIST products if NOT ON previous application (See Regulations)**

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



Everyone Attending in Participants' Spaces MUST Know & Understand Information in this Document, Keep Copy on Hand, & Submit Completed Pages 1, 3 & 4 to the Market Manager at Check In – Including Visitors' that Will Be in Space More Than ½ Hour. Adults May Complete Pages 5/6 for Persons Under the Age of 18.

PLEASE COMPLETE ANY / ALL in Sections 1-2-3 Below THAT APPLY:

(I) COMPANY NAME (Suppling the Items You are Selling)

(II) YOUR COMPANY NAME (As You'd Like to Be Recognized) (or Just Your Name)

(III) GROUP'S NAME (As You'd Like to Be Recognized) (or Just Your Name)

(IV) Product(s) Type and/or Description:

Please add more detail as needed using the back of the page or an additional page if necessary.

PLEASE read ALL of the FOLLOWING information THOROUGHLY (Details ALSO Outlined in Packet Following)

Direct Sales Representatives as well as Groups & Vendors selling manufactured products may apply to occupy a space in 'Retail Row' – a designated area inside the market sites. Applicants may just send **\$110** application fee at with this completed Application Packet to 'reserve their place in line' to select dates **OR** select dates and remit full payment for them to 'reserve attendance dates'. Requests may be made at any time to add attendance dates. Requests will be approved on a first-come, first-served basis upon availability. ALL Direct Sales Spaces MUST BE pre-paid at least Three Weeks before attendance at weekly market.

All consideration is given to ensure participants can participate. If your requested date(s) are not available upon receipt of your application/payment, you will be notified & given a choice(s) of substitute dates when possible

***Upon Approval, Fees are Non-Refundable & Applied to Attendance. If Attendance cannot be approved for Date(s) Requested and Substitute Dates cannot be Scheduled, Fee(s) will be returned.**

In completing/signing below, I understand the above-noted information:

Business Name: _____ Date: _____

Signature: _____ Printed Name: _____

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ACKNOWLEDGEMENT AND RECEIPT OF MARKET RULES



**After 2021 – Returning Participants Need ONLY Complete & Submit Pages 1, 3 & 4
As well as Must Be Familiar with, Understand, and Follow Rules & Regulations (*May Change)**

**Everyone Attending in Participants' Spaces MUST Know & Understand Information in this Document, nm
Keep Copy on Hand, & Submit Completed Pages 5 & 6 to the Market Manager at Check In – Including
'Visitors' that Will Be in Space More Than ½ Hour. Adults May Complete Pages 5/6 for Persons Under the Age of 18.**

PLEASE RETURN THIS FORM WITH APPLICATION to: NBFM, PO Box 116, New Baltimore, MI 49047

I acknowledge that I have been given a copy of the New Baltimore Farmers Market (NBFM) Rules & Regulations (see last pages of this packet) - including the payment policy below these signature lines. I have read & agree to abide by the NBFM's rules, regulations, and policies as well as to hold the New Baltimore Farmers Market harmless from legal or financial liability.

Booth/Business Name: _____

Date: _____ Printed Name _____

Signature _____

PAYMENT POLICY

Completed Application MUST include \$110 application fee for One Space and \$90 per Additional Space(s) if any. Application Fee DUE with this Application Packet. Those who paid a Reservation Fee total to the above application fee amount NEED NOT remit an application fee. Payments collected by the New Baltimore Farmers Market (NBFM) are non-refundable - Payment will be returned if your application is denied. If approved, the fee will apply to the first and last market date listed on calendar of attendance on the first page of this application or if seasonal status – applied to seasonal fee balance.

*Applicants that do not indicate attendance dates on the calendar of attendance on the first page of this application OR by submitting another first page with calendar completed – **Seasonal Status by May 2nd – Weekly Status by May 16th, 2021 will have their application (or reservation) fee applied to the LAST date attended (\$45 for that one date) AND will be expected to remit payment for their first market date attended. Seasonal Status that do not submit dates by May 2nd = Changed to Weekly Status with Dates to be Reserved by May 16th.***

Applicants that are ONLY applying for ONE DATE of attendance will need to remit the full application fee to be applied to that ONE DATE of attendance unless special approval given.

RETAIL ROW PARTICIPANTS must Pay in Advance to Reserve Space(s) for the Company that they Represent. Only one Representative from each company (except when approved otherwise) can attend a market date. TO RESERVE Dates of Attendance: Payment Must be Processed at Least 3 Weeks before **Date Requesting to Attend after May 16th**. Dates NOT RESERVED may be filled by another representative. Inquiries are always welcome to see if a space is open without 3 weeks' notice. All efforts will be given to approve if there is not a RESERVATION for that date from a representative of the same company.

Participants that cannot attend a market date applied/approved to attend, may give 48-hour notice (by Friday 7:00am) to have their payment forwarded to the next attendance date applied/approved to attend.

ANY/ALL changes to attendance (per the calendar completed on the first page of the application) MUST be submitted to the Market Manager in a TEXT then followed up with an Email ALSO - or Communicated to Market Manager at the Info Table during 'Desk Hours' to be noted in receipt book.

*ABSENCES without NOTICE by Friday 7:00am before market date (48-hour notice) will NOT have payment forwarded to the next attendance date. There will be **NO EXCUSED ABSENCES** other than this required notice.*

Participants that selected 'WEEKLY' attendance MAY CHANGE their status to SEASONAL at any time BEFORE and Up to July 18th - IF there is NOT a Seasonal Vendor for the same Company. A pro-rated Seasonal Balance Will be Calculated with THAT BALANCE DUE at time of attendance status change.

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PLEASE RETURN THIS FORM WITH APPLICATION



AUTHORIZATION, RELEASE, WAIVER AGREEMENTS

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 on site to help promote the market. Photos may be taken with or without knowledge of the subject, depending on the situation. This written authorization and completed information/signature give permission to utilize all photos taken for publicity and advertising purposes. If you would like to opt out of this option, initial here _____ instead of completing below.

Booth/Business Name: _____

Date: _____ Printed Name _____

Signature _____

LIABILITY WAIVER

I acknowledge that I have been given a copy of the New Baltimore Farmers Market (NBFM) 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 NBFM.

Date: _____ Printed Name _____

Address _____ City / State/ Zip _____

Signature _____

RELEASE & INDEMNITY CLAUSE

I agree to indemnify and hold harmless the New Baltimore Farmers Market (NBFM), 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 NBFM 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.
- (4) and agree to be bound by and comply with the Release and Indemnity clause in the Application.

Booth/Business Name: _____

Date: _____ Printed Name _____

Signature _____

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New Baltimore Farmers Market **2021 Market Rules & Regulations**

PARTICIPANT COPY - Each Person Attending Space
Needs to KEEP THESE Pages on Hand For REFERENCE

Sundays–9 am to 2pm ■ First Sunday of May thru Last Sunday of October (not 31st) ■ May 2 to October 24, 2021

SEPARATE APPLICATIONS AVAILABLE FOR DIRECT SALES-MANUFACTURED PRODUCTS, COMMUNITY GROUPS, BUSINESSES

Partnership Opportunities Available with Some Levels Including Attendance Options ■ Separate Attendance Application for Partners

Applicants are to Attend the Annual Vendor Forum ■ April 13,2021 ■ Details Will be Emailed

After 2021 – Returning Participants Need ONLY Complete & Submit Cover Page & Pages 1, 3, 4 IF there are No Changes to any Portions of Application from Previous Season. If it has been a whole season or longer since previous attendance, all pages of application need to be completed and submitted.

Returning Participants & Anyone Attending in Space(s) MUST be Familiar with Rules & Regulations EACH SEASON.

CONTACT INFORMATION

***Important to Have Information for ALL PERSONS attending in a Market Space(s) in the NBFM**

YOUR 2021 MIFMA-Certified MARKET MANAGER (MM) IS Debra Williams 586-215-7484 Texting Preferred
EMAIL: marketmanager@newbaltimorefarmersmarket.com

- The New Baltimore Farmers Market (NBFM) is a self-sustaining Non-Profit Community Organization that operates outside of-but in cooperation with the City of New Baltimore, Anchor Bay Chamber of Commerce, the New Baltimore Business Alliance, and any other municipal or community organizations.
- The NBFM is operated and organized under the direction of the New Baltimore Farmers Market Board of Directors (BOD) with a staff that includes a Michigan Farmers Market Association-Certified Professional Market Manager, a Market Day Assistant, two Market Clerks, and Market Volunteers.
- The New Baltimore Farmers Market does not have a Physical Location (outside of market dates) at this time.
- Market Concerns, Questions Outside the Realm of the on-site Market Staff, etc. are to be Directed to the NBFM Board of Directors at marketmanager@newbaltimorefarmersmarket.com or **NBFM, PO Box 116, New Baltimore, MI 48047** using the Suggestion / Complaint / Grievance Form available at the End of these Pages.
- The Michigan Farmers Market Association (MIFMA) can be contacted at (517) 432-3381 and is located at 480 Wilson Rd, Room 172, East Lansing, MI 48824. Website www.mifma.org
- MIFMA Membership is Available to Everyone with SUPPORT, GUIDANCE and BENEFITS AVAILABLE to All Members.
- MIFMA Membership is Encouraged for ALL NBFM PARTICIPANTS and may be Mandatory in Future NBFM Seasons.
- Discounts are Offered by the New Baltimore Farmers Market to MIFMA Members with MIFMA Membership to be displayed by Participants at Every Market along with MIFMA Materials and/or Membership Details Available to the public in NBFM participant's space(s) during all Market Attendance.
- The Park *including Restrooms is managed by the New Baltimore Parks & Recreation Department (NBPR).
- The New Baltimore Parks & Recreation Department can be contacted at (586) 725-0291 with Offices/Rec Center located at 35248 Cricklewood Blvd., New Baltimore, MI 48047. Pavilion Rental Info also available at NBPR.
- Please leave Messages for the NBPR at the above contacts regarding any Appreciations and/or Park Concerns.
- All market area/sites are managed by the City of New Baltimore (NB) with the market having to apply for special permission on an annual basis to use for market season period.
- The City of NB can be contacted at (586) 725-2151 & Offices located at 36535 Green St, New Baltimore MI 48047.
- After Hours (market times) the NB Police Department Dispatch can be reached at (586) 598-9780.
- Please leave Messages for the City of New Baltimore at the above contacts regarding any Appreciations and/or concerns Involving the City of NB properties.
- The New Baltimore Police Department can be contacted at (586) 725-2181 and is located at 37885 Green Street, New Baltimore, MI 48047. EMERGENCY call 911.

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ATTENDANCE DETAILS

1 GENERAL INFORMATION

- Annual Market Season begins every year the First Sunday of May and ends the Last Sunday of October (not 31st)
- OPEN Sundays only from 9:00 a.m. to 2:00 p.m. (Additional Special Markets or Events may be Announced via Email)
- Located in Northeast Corner of Macomb County in Downtown Historic New Baltimore: Washington/Front Streets.
- Address for Googling Directions ONLY: 50976 Washington Street (not a physical or mailing address).
- Market is Located near the Shores of Anchor Bay in Lake St. Clair with Public Waterfront Park that includes a Beach, Volleyball Sand Courts, Boardwalk, Pier, Fishing Availability, Playgrounds, Open Grassy Areas, Picnic Tables & Benches, Kayak Rental, Indoor & Outdoor Pavilion Rental as well as Reservations for Parties of over 8 People to Set Up Area in Open Grassy Areas. Contact (info above section) NBPR for Information/Reservations.
- Market ALWAYS opens on all scheduled market dates ~ including rain, storms, wind, heat index, humidity, etc.
- In the case of severe, dangerous weather ONLY, the Market Manager will make the determination regarding closing the entire Market early upon advisement of the NBFM Board of Directors.
- Heavy Winds with Gusts are Often Experienced during Market Hours (open location on the lake waterfront).
- The market area includes 'Street Site', 'Parking Lot Site', 'Grassy Site' (See Graph at the End of Application Packet).
- Vendor spaces are 10x10 feet in size with some being slightly 'irregular' as necessary for layout purposes.
- Seasonal Participants will be in the same general area throughout the season as allowed in layout.
- Spaces are assigned by MM & information on each market with space numbers will be sent out via 'weekly email'.
- It is ABSOLUTELY NECESSARY to Read Weekly Emails AND/OR Forward to Individuals who Will be Attending in Your space(s). It is IMPERATIVE that Everyone is Informed, Understands Market Guidelines, etc. (More in Last Page).
- ALL INDIVIDUALS who will be Attending in Your Space(s) (Bringing Vehicles onto/into Site, etc.) MUST Read, understand & COMPLETE Pages 6 and 7 which MUST be Turned into Market Manager BEFORE they Participate.
- 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(s). Regularly Attending Participants are Assigned as Close to the Same Area as Possible in Layout Plans for Each Market Date.
- SEASONAL PARTICIPANT status is greatly encouraged and SAVES MONEY in Attendance Fees. This STATUS may be more Applicable to Your Attendance Situation than You Realize with Allowances for Absences and Payment Plans.

2 PARTICIPANT CHECK IN *Must Be Performed for EVERY Participant before Beginning Setting Up*

- Required Arrival/Check In times Vary by Location Assigned (site) in the market area and Are Noted in Weekly Email.
- Once 'checked in' for a market date, the participant is considered as 'attending' that date.
- Any participant not 'checked in' to reserved/assigned space(s) 'by time designated for that space(s)' may forfeit the reserved/assigned space(s) for the day.
- Participants NOT 'checked in' to assigned space(s) on time MAY be given choice to 'GET IN LINE' for a 'Fill In' space(s) Assignment at Market Manager's Discretion.
- Fees Pertaining to 'Fill In' Space(s) – due to participant responsibility are as Follows: \$5.00 to 'Get in Line' plus additional \$5.00 for Receiving 'Fill In' Space(s). These fees are per # of space(s) attending. 'Fill In' Space(s) Fees are added to the Attendance Fee for the day of the market that the 'Fill In' Space(s) pertains to.
- If 'Fill In' Space(s) is Necessary per the Market Manager's Decision – Participant will Receive a \$10 Credit applied to 'Next Market Date' or on Account if Seasonal Status.
- Participants MUST EMAIL marketmanager@newbaltimorefarmersmarket.com regarding any 'Fill In' Space(s) necessary upon MM's Decision and include reason given, how it was handled, and amount of credit given as well as if it was deducted from fee collected or to be put on account. A set form is not required in this situation.

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3 SETTING UP, OCCUPYING, & VACATING PARTICIPANT SPACE(S)

- ALL Participants must be completely set up and ready to sell by no later than 8:45 a.m.
- Participants Must Fully 'Occupy' Any & All Space(s) Approved to Attend unless Approved by Market Manager.
- Participant Vehicles will not be allowed on the market after 8:15 a.m. UNLESS approved by Market Manager.
- Displays shall not block the view of nearby space(s) or create hazardous conditions to neighboring Participants.
- All Items shall be contained within the lines of the space(s) rented (some exceptions can be approved by MM).
- All Participants must supply any and all equipment necessary to abide by the NBFM Rules & Guidelines, i.e., tables, chairs, canopies, brooms to clean space(s), etc.
- All Items, equipment, tents, etc. included in participant's market space(s) MUST BE safe and secure for winds up to 25 mph with heavier gusts regularly possible.
- **All canopies/tents must be weighted for 35 mph winds with a minimum of 40 lbs. PER LEG.**
- **Participants are recommended to Hold onto Canopy Legs when winds pick up until the wind seems to stay steady (or die down). When Canopy seems to be rocking, swaying, 'Lifting' or trying to Lift off the ground during wind - the Canopy NEEDS to be LOWERED to a minimum of 4-foot off the ground UNTIL WINDS have died down.**
- **Canopies MUST BE weighted IMMEDIATELY upon SET UP & LEFT WEIGHTED until COMPLETELY TAKEN DOWN.**
- Participants are responsible for damages due to fly-away of their display, canopy, inventory, covering, and/or supplies AS WELL AS any/all Damage Incurred by/to other Participants, Market Personnel, Members of the Public.
- Participants are required to stay during the entire time the Market is open.
- If participant 'sells out', permission may be asked of the Market Manager to 'shut down' market space(s) early.
- 'Shutting Down' market space(s) involves LEAVING DISPLAYS, PRODUCTS, ETC. IN PLACE and/or Lowering Higher Displays/Products, Pulling Items Back from Sides of Canopy – then Lowering Canopy to a Minimum of 4-feet High with Weights Left in Place and Additional Weight and/or Tie Downs Applied.
- Participants are Responsible for Market Space(s) and Everything in It Even when space(s) is 'shut down'.
- It may be possible for 'sold out participant' to vacate their market space(s) entirely with MM approval FIRST before beginning ANY pre-closing tasks; however, most times the space(s) will not be able to be vacated until close.
- All business/sales/customer interactions must be completed by close of the market day at 2pm.
- **NO SALES ALLOWED AFTER 2pm WITHOUT EXCEPTION.**
- Participants are NOT to 'tear down' their market space(s) until after 2:00 p.m. WITHOUT EXCEPTION.
- The NBFM Info Tent/Market Clerk/SNAP-DUFB Services as well as any other 'market-run' space(s)s, signs, etc. MAY begin 'Pre-Closing'/Vacating at times deemed Necessary to the NBFM BOD and/or Market Staff.
- ANY ACTION taken on behalf of the market / market-run space(s)s & activities to 'Pre-Close' / Vacate (Tear Down) DOES NOT give indication to OTHER PARTICIPANTS to do the Same. 'We' are not Participants!
- The NBFM Info Tent / Market Clerk / SNAP-DUFB Services CLOSES at 1:45 p.m.
- 'Pre-Closing' of market space(s) may be performed beginning by no sooner than 1:45 p.m.
- 'Pre-Closing' does NOT include any fashion that indicates a market space(s) as 'Closed – No Longer Selling'.
- Tables, Stands, Display Structures, Canopy Tops, Canopies, any other part(s) of space(s) that is 'structural' may NOT be taken down, folded up, packed away, etc. until after 2:00 p.m.
- All parts of / sites in the market area MUST BE completely vacated by 3:00 p.m.
- Participants that may need longer than 3:00 p.m. to completely pack up on a regular/semi-regular basis NEED TO discuss their situation with the Market Manager to have an exit plan approved by the Market Manager.
- The Market Area (all sites) MUST be completely cleaned up and Vacated including all barricades, cones, signs, etc. by 3:45 p.m. with Street(s) and Parking Lot(s) open by 4:00 p.m. at the latest (per City of New Baltimore).
- NBFM Info Tent / Market Clerk-for SNAP-DUFB Program ('Tokens Turned In') will NOT be available after 1:45 p.m.
- Market Staff will be available until Market Area is Completely Clear and Street(s) / Parking Lot(s) are Open.

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4 CONDITION OF PARTICIPANT SPACE(S)

- Every market participant is held responsible for keeping their market space(s) and 'community/market' areas in the near vicinity of their market space(s) clean and free of safety hazards from the time of 'check in' until space(s) are completed vacated by participant.
- Every market participant is held responsible for finding and cleaning up all items that may have left their market space(s) due to high winds, rain, or other situation causing participant's items to leave their space(s) and near vicinity of their space(s).
- All Participants MUST leave their market space(s) completely free of all debris. If debris is present upon checking in to / setting up in market space(s) that the participant will not be cleaning up /removing when they vacate the space(s), the participant must bring the situation to the attention of the Market Day Assistant or Market Manager as soon as possible upon arrival.
- All Participants MUST take their waste – of all kinds, size, type - with them upon vacating their space(s).

5 REFUSE CONTAINERS / DUMPSTERS

- Refuse containers provided are for Market customer use only, including all trash receptacles/dumpsters within the market area, on street corners, and in nearby Mary & Walter Burke (waterfront) park/beach (per City of New Baltimore).
- There may be a nearby dumpster available for Market Participant usage upon Market Staff Approval ONLY.
- Large refuse of any kind from any situation CANNOT be left behind at ANY time (per City of New Baltimore).

6 PARTICIPANT CHECK OUT *Must Be Performed for EVERY Participant*

- Participants MUST NOT Bring Vehicle into Market /Leave Market Site until 'CHECKED OUT' by Market Staff.
- Check Out is ONLY ONE after space(s) are completely vacated/cleaned AND before Lining Up to Vacate.
- Do NOT 'Line Up' with Vehicle to Enter Market Site UNTIL CHECK OUT has been COMPLETED.
- Check Out consists of Market Staff Verifying that Guidelines for Vacating Site have Been Followed and participant is Completed Ready to Bring Vehicle onto Site.
- 'Walking Off' or Vacating Space(s) without Bringing in Vehicle IS NOT ALLOWED.
- Participants will be Given a Small Bright Card to Notify Market Staff that Check Out was Approved.
- Check Out Verification Card SHALL BE DISPLAYED in Drivers Side of Vehicle when 'Lining Up' to Enter Market site to Vacate Space(s) and KEPT in Place until Completely Gone from All of Market Area.
- Check Out Verification Cards MUST be Returned to Market Staff Upon Checking In for Next Market Date attended. Participants attending First Market Date will be Exempt from this step and Asked to Pull Vehicle aside in Designated Spot to Receive Curbside Synopsis of Set Up and Vacate of Market Space(s).

7 MISCELLANEOUS

- Solicitations are not permitted anywhere in or within 30 feet from any/all Market Areas.
- ABSOLUTELY No political activity is permitted within 30 feet from Market Areas & Following City of NB Guidelines.
- Participants will not smoke in or near stalls. A Smoking Area Will be Designated & Marked at Each Market Date.
- 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 without Prior Approval/Arrangements, for sanitary reasons.
- The Public MAY bring/have pets within the Market Areas UNLESS posing a Safety or Sanitary Issue.
- Participants Must Bring Issues with Public (People &/or Pets) MM's Attention & are Encouraged to Contact Police Department (if necessary) AFTER MARKET MANAGER has been informed & AWARE Police Contact will be made.
- The NBFM board reserves the right to restrict the use of our logo. Please contact MM for an official copy.

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8 SNAP (Supplemental Nutrition Assistance Program) and DUFB (Double Up Food Bucks)

- The NBFM Participates in SNAP (State of Michigan) which offer an opportunity for Food Assistance Benefits to be redeemed at the NBFM Information Tent and Spent on Most Foods Offered at the Market.
- DUFB (Federal Program) are also Awarded for Each SNAP Customer Redeeming Benefits to be Spent at the Market. These are FREE FOOD FUNDS given to Dollar for Dollar to Match SNAP Funds Redeemed at the market. A \$20 Limit applies to DUFB – HOWEVER this limit has been Lifted in the Current Pandemic Situation.
- Vouchers, Coupons, etc. from other Food Assistance Programs may be Offered through Individual Farmers/Growers attending the Market. Customers/Participants are Encouraged to Speak with Farmers/Growers about the Programs that they accept.
- These Programs are Offered for Customers to Purchase FOOD Products and FOOD-BEARING Plants/Trees & Seeds.
- All NBFM Participants are ASKED to be informed regarding the SNAP/DUFB Programs, in that, the responsibility of accepting SNAP/DUFB tokens for payment is placed on each participant.
- Customers inquiring of Programs Must be Directed to the NBFM Info Tent. Information regarding these Programs will be Distributed to All Participants at time of Approval to be Reviewed and Completed/Submitted as Necessary.

PRODUCT & PARTICIPANT INFORMATION

1 PRODUCT GUIDELINES & GENERAL PRODUCT INFORMATION

- All items sold at the Farmers Market are subject to approval by the NBFM Board of Directors.
- Displays must be always neat and orderly. 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.
- 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 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.
- Items Not Grown/Produced in Michigan Shall Have the Location in which it Came from Noted by Item.

2 OTHER PARTICIPANT CATEGORIES

- LIMITED Participation AT NO CHARGE in the New Baltimore Farmers Market is also available to Community Organizations, Educational Groups, Entertainers/Activities, Service Individuals & Organizations, Clubs of a Family Friendly Subject, Food Trucks & Trailers (see Homemade/Handmade/Homegrown Products in #3 of this Section), Businesses (other than may fit into categories previously mentioned – such as: doctor, dental, other medical practices; insurance offices; restaurants; catering companies; any service delivering company; etc...)
- ATTENDANCE PRIORITY is given to these type Participants who Offer Activity, Contests, Giveaways on Market Date(s).
- Separate (different) Applications (and Reservation Forms) are to be submitted for participants who belong (or may belong) in this category. Please email an inquiry to marketmanager@newbaltimorefarmersmarket.com
- Participants of types mentioned in this section may need to remit a space fee relative to above categories IF SELLING any Product or Service from their market space while participating. This decision is made by the NBFM BOD.

The NBFM Board of Directors Reserves the Right to Reject any Application. In the Case of Non-Approval of Application, Application/Reservation Fee(s) Will be Refunded with a NBFM Check Sent in the Mail.

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3 PARTNERSHIP PROGRAM

- A Partnership Program with many choices of Levels to Participate is Also Available to Any/All Persons, Businesses, Vendors, Organizations, Groups, Clubs, etc.
- Partnership Levels include opportunities for market participation, advertising, promotion, product distribution, and one-on-one interaction with an extremely large number of community members that attend the NBFM each Market date. Partnership Program Packets are distributed by email at any time during the year with inquiry to marketmanager@newbaltimorefarmersmarket.com Individual Meeting with NBFM BOD Available by Request.

4 COTTAGE FOOD and PROCESSED, PACKAGED, VALUE-ADDED FOOD PRODUCTS

- **Food Safety Hotline at 877-643-9882** includes links to health departments, forms, online training & general information to ensure food safety is provided to consumers.
- Additional Food Safety Information may be Found at: <https://www.michiganfoodsafety.com/index.php>
- 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.
- Sampling in Participants Space(s) MUST be Pre-Approved. SAMPLES Allowed at Discretion of NBFM BOD.
- Samples must follow MDARD Safe Sampling Guidelines ~ See newbaltimorefarmersmarket.com Participant 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 **BI-YEARLY BASIS** with a copy of their current year's certificate to be turned in when Renewed.
- Cottage Food Certification is a stipulation applied by the NBFM Board of Directors (not the State of Michigan)
- Contact for Information on Michigan Cottage Food Law Food Safety is to be Directed to
- Michigan Cottage Food Questions as well as Certification Information, Contact Information and Certification Course can be accessed at https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law
- Registration for Cottage Food Law Certification is completed on website *above* and Requires an Account to be created, Signing into Account with an Email/Password and Completed the Registration Process Indicated.

5 HOMEMADE / HANDMADE / HOMEGROWN (HO/HA/HG) PRODUCTS

- All items must be an individual's creative effort and sold by the artist or a representative thereof. The sale of items not created by you must be approved by the Market Manager.
- Products may include 'handmade efforts' such as photography & repurposing – Approval from NBFM BOD.
- Farming/Growing/Producing/Arranging Flowers, Plants, Produce, Trees, etc. is considered HO/HA/HG.
- The Product Mix of Market Attendees is set by the NBFM Board of Directors and Monitored by the Market Manager.
- Being the 'Sole Participant' to Offer an Item or Type of Item on any Market Day(s) is not guarantee of such situation.

6 DIRECT SALES / MANUFACTURED PRODUCTS (RETAIL ROW)

- Any items that are not an individual's creative effort such as products from a direct sales company, manufactured products, reselling items such as antiques, jewelry, clothing, shoes, etc. Product category at discretion of BOD.
- Participants with these types of products are offered an opportunity to present their products to the community in keeping with the NBFM's Mission of providing opportunity for local entrepreneurs and to maintain a variety of interesting and appealing products to the largest number of community members as possible.

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New Baltimore Farmers Market 2021 Market Rules & Regulations

**PARTICIPANT COPY - Each Person Attending Space
Needs to KEEP THESE Pages on Hand For REFERENCE**

6 cont'd Direct Sales / Manufactured Products (RETAIL ROW)

****IN KEEPING WITH THE NBFM'S PRIMARY STIPULATION OF OFFERING LOCAL, COMMUNITY-MADE PRODUCTS:**

- Retail Row is simply several participants of this category lined up together within a market site/market area.
- A **'Team Member' may occupy** a Reserved Space for the Representative approved for that date.
- A **'Team' may Apply** for a Seasonal Space in Retail Row and split dates to attend. Please note Rules for Paperwork.
- The number of Retail Row products will not exceed the number of HO/HA/HG Products at any Given Market Date.
- Separate (different) Applications (and Reservation Forms) are to be submitted for participants who will offer ANY products from this category in their space(s).
- Participants offering these types of products have a differing payment policy from HO/HA/HG participants with space fees applicable to Retail Row Inclusion.
- Participants carrying items from this category MAY apply to also offer HO/HA/HG items from their space.
- Participants carrying **any items** from this category will be situated in a 'Retail Row' section that is located inside on the market site location in the market area.
- Participants having two separate spaces – one in Retail Row and one with HO/HA/HG items will be located with one space at the end of a Retail Row Section with the second space in line with the HO/HA/HG participants.

PAYMENT POLICY

1 GENERAL INFORMATION

- Application Fees / Reservation Fees are Held on Account to Pay for 1st and Last Attendance Date as Indicated in calendar Below OR Applied to Seasonal Payment.
- If Attendance Dates are not Indicated at time of Initial Application Submission; these Fees will be Applied to the first Market Chosen to Attend (Must Notify MM by Email or Text and Receive Approval Confirmation) AND to the last Market of the Season (Regardless of Attendance on that Market Date).
- Participants Attending Only 2 Scheduled Dates have Space Fees Paid Ahead by Application/Reservation Fee.
- Participants Attending Only 1 Scheduled Market Date have the Application/Reservation Fee Applied to 1 Date.
- Payment of Space(s) Applied to Attend/Notified of Change ARE TO BE PAID even if that Number of Space(s) are not used at Market Date. I.E.; if a Participant has Applied/Requested to have 2 Spaces for a Given Market Date and chooses to Only Occupy 1 Space when Checking into Market Date...the Fee for 2 Spaces is Required to be Paid.
- Fees are Not Transferable & Non-Refundable including Weather Conditions, Participant Emergency Situations, etc.
- Refunds are Not Given for Any Weather Conditions; including if the Market is Closed for Weather.

2 SEASONAL STATUS (Scheduled & Paid in Advance to Attend All Season Market Dates)

- *Seasonal Status is Greatly Encouraged and SAVES MONEY in Attendance Fees.*
- *Status may be More Applicable to Your Situation than Realized with Allowances for Absences & Payment Plans.*
 - Full Payment is Required to be Paid by May 2nd of the Season to be Granted Seasonal Status.
 - Payment Plans for Seasonal Status may be Approved by Request to the Market Manager in an Email.
 - Participant May be Approved to Change their Attendance Status to Seasonal before **July 18th** with Inquiry to be emailed to marketmanager@newbaltimorefarmersmarket.com
 - Seasonal Participants Receive a Discount on the Weekly Space Fees as Noted on Application.
 - Seasonal Participants are Allowed up to 5 Dates off When they Select Attendance Dates with the Seasonal Fee.
 - Seasonal Fees are Prorated to Include No Payment for Market Dates Scheduled to be Off.
 - Participants Choosing Seasonal Status After Season Opening Have Prorated # of Days Off.
 - Seasonal Participants NOT Submitting Attendance Dates by May 2, will be Responsible for paying Fee for Entire Season, regardless of if Every Market Date is Attended or Not **TO RESERVE ENTIRE SEASON.**
 - **Seasonal Status not submitting dates by May 2nd = Changed to Weekly Status with Dates to be Reserved by May 16th.**
 - Seasonal Participants are in the Same General Area (in same order of line-up) at Each Market Date.
 - Seasonal Participants MUST follow Attendance Policy and Will Owe Additional Fees for Unscheduled Absence(s).
 - Scheduled Absence(s) for Seasonal Participants MAY be Adjusted with Notice/Approval to MM in Text/Email.

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3 WEEKLY STATUS (NOT Scheduled & Paid in Advance to Attend All Season Market Dates)

- Participants Without Seasonal Status are Attending on Weekly Status. I.E; You Do Not Pay Ahead for Whole Season.
- Weekly Participants have their First Market Date of Attendance Paid with one half of Application/Reservation Fee.
- Last Half of Application/Reservation Fee is Held on Account and Covers the Last Market Date Scheduled to Attend.
- Dates MUST BE PAID in Full to RESERVE a Date in Retail Row. Inquiries to Attend are Welcome (Approved as Open).
- Fees Paid Ahead for a Market Date will be Forfeited if Participant Does not Attend unless Scheduled Absence.
- Weekly Participants with Unscheduled Absence MUST Pay Space Fee for Absence Date at Check In of Return Date.
- Applicants that Have not Reported their Attendance Dates by **May 16th**^t will have Application/Reservation Fee applied to the LAST Market Date of the Season regarding of Pre-Chosen Selection of the Last Market Date.

4 ABSENCES / CANCELLATIONS

- Participants of Any Status are Allowed up to 3 Excused Absences at No Charge. Excused Absences are Cancellation notices Received by MM in a TEXT ONLY before 3:00pm the Friday prior to the Market Being Canceled.
- ANY Absence for Any Reason that is Not Excused will be Counted as an Unexcused Absence.
- As Stated in Above Categories: In the Case of Non-Excused Absence or Absences Greater than Allotted by Status, the Participant MUST Pay Fee at Check In the Next Market Date Attended after Non-Excused Absence.
- Repeated Absences may Result in Loss of Space(s) or Reassignment of Space(s) per the Market Board.
- Changes in Scheduled Attendance MUST be Reported to the Market Manager in Text or Email for Consideration.

5 PARTICIPANT REQUIREMENTS

- A New Baltimore Farmers Market COMPLETE Application (all pages, signed & dated accordingly) and Copies of applicable Licenses MUST be Submitted Before Beginning Attendance at the Market.
- Mailing Address = New Baltimore Farmers Market, PO Box 116, New Baltimore, MI 48047 (Payable to NBFM).
- Any Person Attending in a Space (unless for a short 'hello') MUST HAVE pages 1, 3, 4 Completed & on File with MM.
- All Person Attending in a Space (unless for a short 'hello') MUST HAVE Read & Understands ALL Rules & Regulations.
- It is the Responsibility of the Participant Approved for a Space to be Sure All Persons Attending have followed rules.
- Completed Applications may be Accepted at Check In on First Scheduled Market Date by MM Approval ONLY.
- Participants are Encouraged to Apply for All Licenses and Permits as Required by the Local, State & Federal governing Bodies. EXCEPTION: Participants Offering Food Products for Sale (as Noted in Previous Sections).
- Participants are Responsible to Obtain Information for their own Sales Tax License and Permits Required by Local, state and Federal Governing Bodies.
- All Participants Will Abide by all New Baltimore City Ordinances & Michigan Laws While in or Near any Market Site of Complete Market Area INCLUDING during Line Up of Vehicles During Check In or Check Out.
- Participants are Expect to Act in a Professional and Courteous Manner During Entirety of a Market.
- Participants are Strongly Encouraged to Carry Liability Insurance for their Market Business.
- Information Regarding Liability Insurance & Other Benefits for Market Participants may be Obtained from the Michigan Farmers Market Association (MIFMA). Membership may be Required per MIFMA's Discretion.
- *Once Applications are Processed the Participants Information is added to the NBFM Website; www.newbaltimorefarmersmarket.com under the '2021 Participants' Page as Well as 'Welcomed' on our Facebook Page & in our Newsletter with Picture & Wording of Your Choice (Information to Send in For These Entries is Detailed in Approval Email after Application Processing.)*

*****It is YOUR RESPONSIBILITY to Check this Information and Email the MM of any Changes, Updates or Omission of Information. Participants NOT WANTING this Information Posted MUST Notify MM in Email or Text.***

6 ENFORCEMENT OF RULES

- All Market Participants and Attendees in Participants' Space(s) Must Conform to the Market Rules at All Times.
- Members of the NBFM Staff have Authority to Enforce all Rules under the Supervision of the MM.
- Disputes of Decisions Must be Present in Writing Utilizing a Grievance Form.
- Failure to Follow Policies, Rules, Regulations, and Decisions of the NBFM may Result in Immediate Removal on market Date and/or Permanent Removal of Involvement with the NBFM Season of the Infraction.
- No Refund of any Previously Paid Fees is Given in the Case of Removal Due to an Infraction.

MARKET AREA INFORMATION

1 PARTICIPANT PARKING

- Public Parking Available on the Near Streets & Parking Lots is Give Priority for Customers Parking.
- Participants are NOT to Park ANYWHERE along Washington, Front, or Main Streets or in the Library Parking Lots.
- Participants are NOT to Park in Any Downtown Business(es) Allotted Parking Areas or Anywhere in the Alleys.
- Participants MAY Park on Side Streets that Are at Least 1 Block Away from the Market Area.
- There is Also Parking Down the Alley Behind the Large Purple Building Across from Huntington Bank.
- Participants with Disability Plates or Placard that is Visible ONLY May Park in the Library Parking Lot.
- Customers are **NOT** Allowed to Drive into Market Sites/Market Area at ANY Time.
- Participants Will Drive Onto/Up To/Through Market Sites for Loading/Unloading Purposes ONLY.
- Driving Onto/Up To/Through Market Sites by Participants MUST ONLY be Done at Time Appropriated.
- Participants May NOT Drive onto the Market Area During Hours of Operation without Prior Approval.

2 RESTROOMS FOR PARTICIPANT USE

- Public Restrooms are Available for Participant Use in the Indoor Park Pavilion (White Cupola on Top of Building).
- Public Restrooms are Provided and Maintained by the City of New Baltimore's Park and Recreation Department.
- All Information Regarding Restrooms, Pavilion or Park Need to Be Addressed to the NBPR at 586-725-0291.
- Participants ARE NOT to Enter ANY Businesses Asking to Use the Restrooms.

3 LOCATIONS IN NEW BALTIMORE

- The NB Police Station can be Accessed by Taking Washington St. to Green St., Turn Right, About 1 Mile, on Left.
- Biggby Coffee of NB is Located to the Right of the Intersection of Washington & Green Streets & are Open Early.
- Biggby Coffee of NB Donates Coffee to the Market for Participants/Guests to Enjoy by Donation-that go to NBFM.
- Coffee is Typical Available at the NBFM Information Table by 8:45 am at the Latest for Persons to Help Themselves.
- Water Bottles are For Sale at the NBFM Information Table with Proceeds Benefiting the Non-Profit NBFM.
- Drive-Up or Walk-Up ATM is Available at Huntington Bank Just 'Up' Washington Street on the Right.
- Drive-Up ATM is Available at Advia Credit Union: Washington Street Green Street, Turn Left, Down on the Left.
- Bags of Ice May be Available at the Party Store: Take Washington Street to Green Street, Turn Right on Right.
- Walgreens is Located Take Washington to Green Street (Stoplight) – Located on Right Corner Across Street.
- Gas Stations & Fast-Food Restaurants: Take Washington St. to Green St., Turn Left, All on Left-hand Side.
- Several Restaurants, Eateries, and Treats are Available throughout the Downtown New Baltimore Area.
- Restaurants also Available Outside of Downtown by Nearby, Most Can be Reached by Turning Left at Green Street.

4 WEEKLY EMAIL (ALL PARTICIPANTS & PERSONS ATTENDING IN SPACE Must READ EVERY WEEK)

- An Email is Sent Out Every Market Week by Saturday Morning before the Market at the Latest.
- Email Contains DETAILS THAT ARE PERTINENT to the WEEK'S MARKET DATE as Well as Instructions to Access the market Sites & Some Rule Reminders of Items that Have Been Brought to the NBFM Board of Directors Attention.
- Space Assignments are in the Weekly Email. EACH Participant MUST KNOW their Space # for Check In.
- Participants that Do Not Know Space # Assigned to Them at Check In MAY have to 'GET IN LINE' for a Fill-In Space.

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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.

Please use the Back of this Page or Additional Pages if Necessary.

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

Remit Payment of \$50.00 in Check or Money Order ONLY Payable to NBFM

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 Postmarked within 5 days of incident & 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

Participant Name (Print): _____

Signature: _____ Date: _____

Market Rep. Name (Print): _____

Signature: _____ Date: _____

This form will be reviewed by the Market Manager, NBFM Board of Directors and Advisory Committee. A written response will be given to all named in the complaint within 2 weeks of receipt of the written and signed complaint.

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NEW BALTIMORE FARMERS MARKET

LAYOUT GRAPH OF MARKET AREA INCLUDING

SITE A: Washington Street between Front & Main Streets

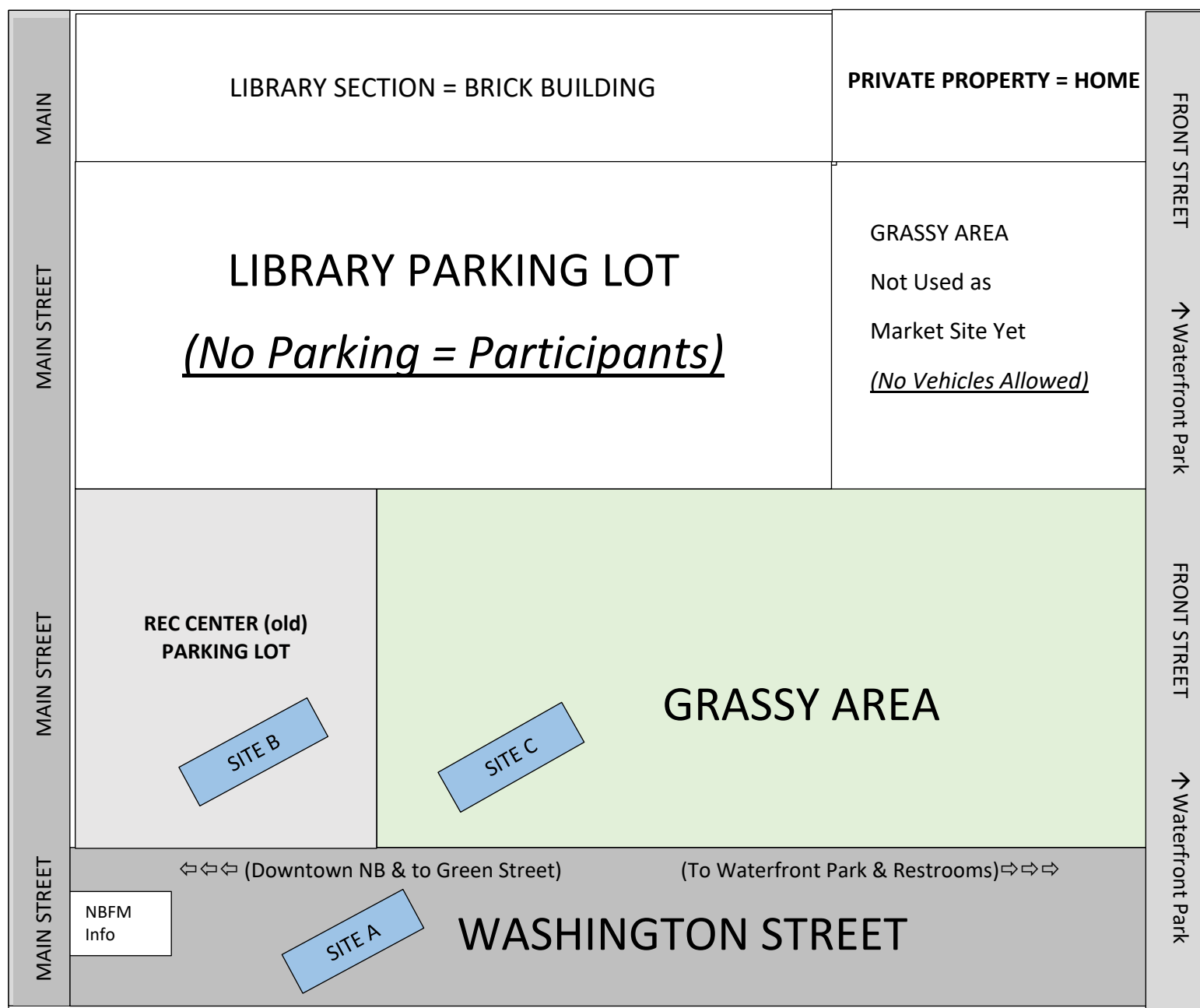
SITE B: 'Rec Center' Parking Lot (on Main Street across from Purple Bldg)

SITE C: Large Grassy Area Next to 'Rec Center' Parking Lot (Extending across to Front St)



WEEKLY EMAIL NOTES:

- * Space #'s Assigned to Participants on the Weekly Email will be Divided by Site's
- * Sites will have Different Check In Points AND May Have Different Arrival Times in Weekly Email
- * Participants will be Directed to their Space # upon Check In on Each Market Date



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