



**NEW BALTIMORE FARMERS MARKET
2021 SPECIAL GUEST Application
SUNDAYS ~ 9am-2pm**

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

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

***APPLICATIONS AVAILABLE FOR HOMEMADE/HANDMADE/HOMEGROWN & DIRECT SALES/MANUFACTURED PRODUCTS
 along with GROUPS SELLING THESE TYPES OF PRODUCTS * Email marketmanager@newbaltimorefarmersmarket.com**

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

◆◆ NO SELLING at SPECIAL GUEST Spaces ◆◆

Spaces for Selling Items and/or Services are Filled with
Standard and Retail Row Participants

Email marketmanager@newbaltimorefarmersmarket.com

➔ _____ NEW PARTICIPANT

➔ _____ Returning Participant

➔ _____ ◀ **ENTER # of 10x10 Spaces Requested**
No Vehicles in Stall without Approval

↓ **PLEASE NOTE DESIRED USE OF MORE THAN one 10X10** ↓

Nothing is Too BIG or Too SMALL – We Want to Hear Them All!
 Add more detail using the back of the page or an additional page if necessary

**Application Status: Accepted
 unless otherwise Emailed Notice**

↓ OFFICE USE ONLY ↓

Amount _____ Cash Check # _____

Postmarked Date _____

Cash Report _____ Website _____

Email Sent _____ Spreadsheet (1) _____ (2) _____

Phone # _____ Emergency Contact _____

Forms Signed _____ Email Verify _____



➔ We would love to collaborate with You to Provide
 Additional Features, Entertainment, Activities, etc.
 ➔ to the Benefit of All: Community Members, You,
 ➔ the NBFM, other Market Participants, Local
 Businesses, and the Surrounding Areas



Please Email your Interest in Working Together:
marketmanager@newbaltimorefarmersmarket.com

↓ SHARE YOUR MISSION STATEMENT BELOW and/or DETAIL YOUR OBJECTIVES, PURPOSES, GOALS ↓

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.

NEW BALTIMORE FARMERS MARKET

2021 SPECIAL GUEST Application



Special Guests Can Apply to Attend Any of the Market Dates in the Season and Are Encouraged to Select More than One Attendance Date

The NBFM Enters into Every Collaboration with a Special Guest in the Interest of Continuing Arrangements on an Annual Basis

The 14th Season of the New Baltimore Farmers Market (NBFM) will now begin on Sunday, May 16th – open every Sunday – thru the last market on Sunday, October 24 with no market June 27 for the BayRama Festival in Downtown New Baltimore. As announced April 14th, opening day 2021 has been pushed back 2 weeks in respect of the current state of the pandemic.

The season will kick off on May 16th with the same celebration as previously planned.

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

May	June	July	Aug	Sept	Oct
2 NO MARKET Opening Day	6 SPRING INTO SUMMER!	4	1	5 ART ON THE BAY DAY	3
9 NO MARKET	13	11	8 SUMMER FUN in the SUN	12 GRANDPARENT & SENIOR DAY	10
16 OPENING DAY	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

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.

The NBFM Occasionally Promotes Special Guests Attendance at their Markets on their Social Media Platforms as well as in their Website. We Respect All Special Guests Attending the New Baltimore Farmers Market. Please Complete Information Below so that We Can Acknowledge you using the Appropriate Name, Title, Wording, etc.

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

(I) NAME YOU'D LIKE TO BE RECOGNIZED AS:

(II) ANY TAG LINE-DESCRIPTION-OTHER WORKING YOU'D LIKE TO BE USED:

(III) DO YOU HAVE A LOGO / PICTURE TO BE INCLUDED IF POSSIBLE?

YES _____ (Initial Please) A COPY HAS BEEN EMAILED IN A PHOTO QUALITY FORMAT and the NBFM has Permission to Use it in Promotions.

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

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ACKNOWLEDGEMENT AND RECEIPT OF MARKET RULES

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). 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.

Group/Business Name: _____

Date: _____ Printed Name _____

Authorized Signature _____

ATTENDANCE POLICY

Dates noted on the calendar of attendance on the second page of this application will be Scheduled as Special Guests and may be highlighted in their location in the market, on NBFM Social Media, on the Website of the NBFM and/or on Posters and Flyers Distributed by the NBFM to Promote the Participation of the Special Guest. It is IMPORTANT that you Follow Through on your ATTENDANCE. Guests are Known to Ask at the NBFM Info Tent about Special Guests who Are Not in Attendance. If this Occurrence, the Info Tent Attendants Will Inform Guests of the Non-Notice Absence.

Participants that cannot attend a market date applied/approved to attend, may give 48-hour notice (by Friday 7:00am) to be Considered an 'Approved Absence'

ANY/ALL changes to attendance (per the calendar completed on the first page of the application OR through Email Communication of Attendance Approval) 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 be Considered as an **UNEXCUSED ABSENCE**. Participants with Any Unexcused Absences MAY NOT be Approved to Attend Future Market Dates and/or Seasons.*

I acknowledge that I have read & agree to abide by the above Attendance Policy of the NBFM as well as to hold the New Baltimore Farmers Market harmless from legal or financial liability if I am absent without the Required Notice.

Group/Business Name: _____

Date: _____ Printed Name _____

Authorized Signature _____

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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 HOMEMADE/HANDMADE/HOMEGROWN & DIRECT SALES-MANUFACTURED PRODUCTS

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

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) currently.
- 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.

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.
- Not Performing the Timely Check In Instructed as Required May Result in Cancellation of Any Future Approved Attendance Dates. Continuing Situations of Untimely Check In May Result in Removal from the Market Season.
- If 'Fill In' Space(s) is Necessary per the Market Manager's Decision – Participant will Receive Notice as Soon As Possible. Please Be Sure that the Person(s) Filling your Space has their Cell Phone Number on File with the Market Manager and that They are Aware to Note AND Respond to Possible Text Communications of this Nature.
- All Efforts are Made to Keep the Layout & Location the Same as Originally Planned for Special Guests of the NBFM. However, the NBFM BOD give Priority to the Standard and Retail Row Applicants.

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. FAILURE TO DO SO without Approval of the MM may result in the Cancellation of Approved Attendance in Future Market Dates and/or Seasons.
- 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 GUEST INTERACTIONS 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) & 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).
- 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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New Baltimore Farmers Market 2021 Market Rules & Regulations

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

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.

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 NOTES

- 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 an Email Notification will be Sent Upon Processing the Application.

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.

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4 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.

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 as Applicable.
- 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.***

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.

**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.

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.

NEW BALTIMORE FARMERS MARKET

LAYOUT GRAPH OF MARKET AREA INCLUDING

SITE A: Washington Street between Front & Main Streets

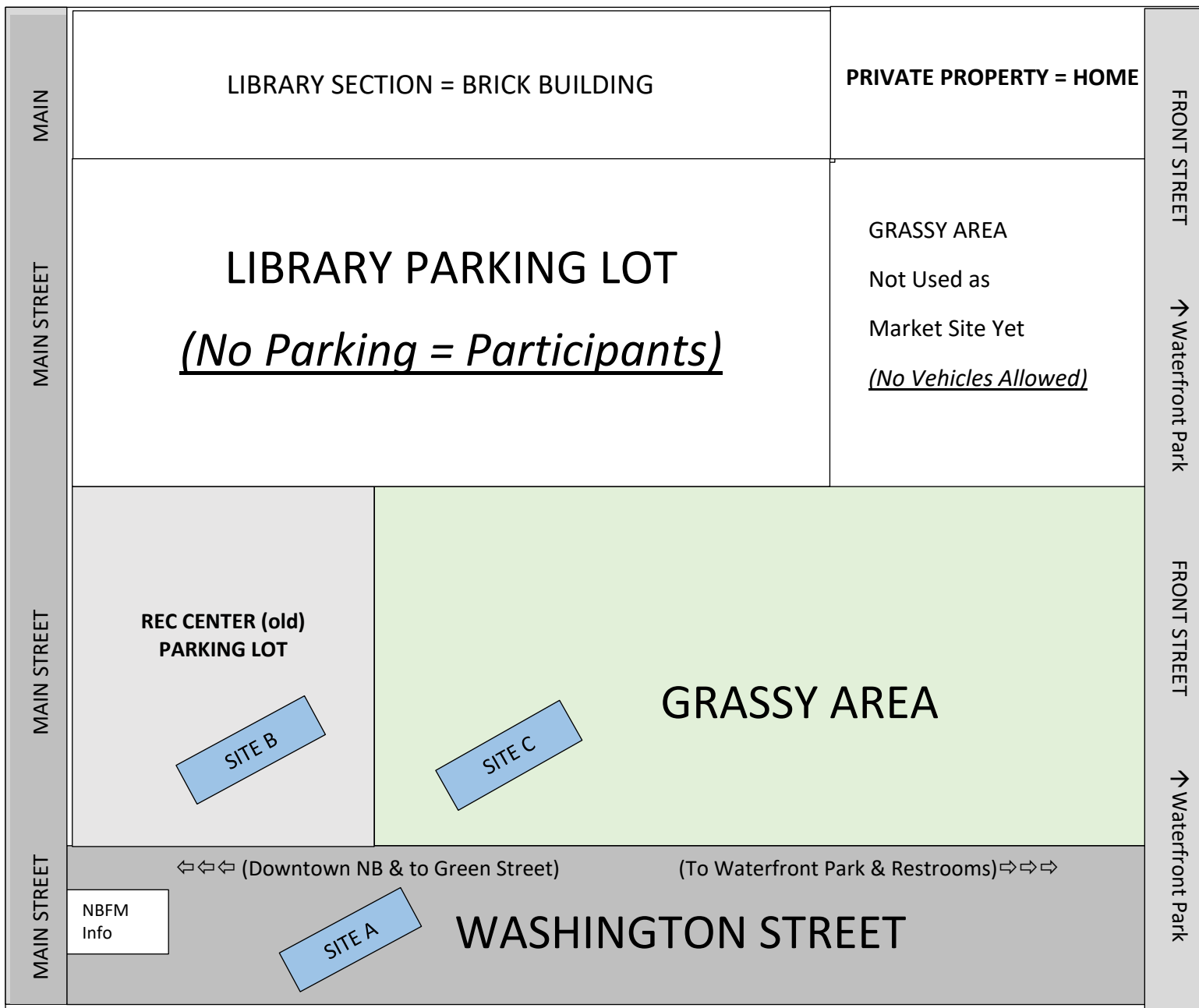
SITE B: 'Rec Center' Parking Lot (on Main Street across from Purple Bldg)

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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