

New Baltimore Farmers Market
2020 RETAIL ROW Application
SUNDAYS ~ 9am-2pm

Our Market Accepts the Michigan Bridge Card (SNAP) & Double Up Food Bucks



Booth/Business Name: _____
 Representative Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Preferred Phone _____ Alt. Phone _____
 Email Address: _____ Website: _____
 Emergency Contact Name: _____ Phone Number _____

STALL RENTAL INFORMATION

_____ RETURNING or _____ NEW PARTICIPANT

_____ # of 10-foot spaces requested

**\$40 Application Fee Due Per Space (unless FULL Payment Enclosed)*

NOTE: Application Fee Put You 'in line' for the Company you Represent. Dates are not Reserved until Paid in Full.

PARTICIPATION REQUEST - CHECK ONE:

**Once Dates Selected & Full Payment Rec'd ~ \$40 Application Fee is Applied to Last Date Applied to Attend*

- _____ Weekly on Dates Selected Below (\$40/space/week)
 _____ Seasonal Participant (25 Markets \$850/space *only \$34 / week)

_____ **\$40 Application Fee per Space**

**Vendors that paid a Reservation Fee DO NOT remit an application fee.*

↓ OFFICE USE ONLY ↓

Amount _____ Cash Check # _____

Postmarked Date _____

Cash Report _____ Website _____

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

Forms Signed _____ Email Verify _____

***Dates to be Selected and Full Fees paid by April 10, 2020 to RESERVE dates (other arrangements by special approval from Market Manager)**

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

- | | | |
|-------------------------------------|---------------------------|--------------------------|
| _____ Jewelry | _____ Apparel | _____ Other (list below) |
| _____ Food Related | _____ Accessories | _____ |
| _____ Personal Care Products | _____ Self Defense | _____ |
| _____ Health & Wellness Supplements | _____ Children's Products | _____ |
| _____ Candles (and related) | | _____ |

PLEASE NOTE IN CALENDAR BELOW THE DATE(S) YOU ARE INTERESTED IN ATTENDING * DATES NOT RESERVED UNTIL PAID

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		

PLEASE COMPLETELY DESCRIBE ALL PRODUCTS THAT WILL BE ON YOUR TABLE...INCLUDE FLYERS, ADVERTISEMENTS, HANDOUTS, PICTURES, MENUS, ETC. IF POSSIBLE

Product(s) Description:

Additional Notes/Comments:

PLEASE read ALL of the FOLLOWING information THOROUGHLY:

Direct Sales Representatives and vendors presenting manufactured products may apply to occupy a space in 'Retail Row' designated area of the market. Applicants may just send \$40 application fee at this time to 'reserve their place in line' to select dates OR select dates and remit full payment for them to 'reserve these 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. Payment for added dates will be collected on pre-paid basis. ALL Direct Sales Spaces MUST BE pre-paid at least one week before attendance at weekly market.

All consideration will be given to ensure that participants are able to participate. If your requested date(s) are not available upon receipt of your application/payment, you will be notified and given a choice(s) of substitute dates where 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.**

Please contact Market Manager for questions or further information at marketmanager@newbaltimorefarmersmarket.com

In completing/signing below, I understand the above-noted information and agree to abide as it is stated:

Business Name: _____

Signature: _____

Printed Name: _____

Date: _____

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.

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

- Dates are ONLY reserved upon receipt of payment for that date for Retail Row participants.
- We encourage you to try a few dates and then, if you decide that you'd like to become a seasonal vendor- the total amount of weekly fees you have paid will be deducted from the seasonal vendor payment due. Payment arrangements can be made for seasonal fee upon approval from the market manager.
- Seasonal vendors are allowed up to 5 dates off when they select their attendance dates with the seasonal fee being pro-rated to include no payment for dates scheduled to be off.
- Forms received for company/products that have already reached the limit will be notified and put on a waiting list with the option to have their application fee returned.
- All fees are non-refundable including early closing of the Market due to emergency weather, any other unforeseen emergency or irresolvable issues.

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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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

- Dates are ONLY reserved upon receipt of payment for that date for Retail Row participants.
- We encourage you to try a few dates and then, if you decide that you'd like to become a seasonal vendor-the total amount of weekly fees you have paid will be deducted from the seasonal vendor payment due. Payment arrangements can be made for seasonal fee upon approval from the market manager.
- Seasonal vendors are allowed up to 5 dates off when they select their attendance dates with the seasonal fee being pro-rated to include no payment for dates scheduled to be off.
- Forms received for company/products that have already reached the limit will be notified and put on a waiting list with the option to have their application fee returned.
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3. 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.

4. ABSENCES / CANCELLATION OF ATTENDANCE

- Retail Row Participants are not given 'excused absences' (cancellations of previously confirmed attendance) without charge due to the nature of holding these spaces when other representatives may have attended. In the case of absence or cancellation, payments are non-refundable.

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5. 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.

6. 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.
- 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.

7. PARKING

- Vehicles should only be parked in area off of the Library Parking Lot (instructions will be given on 'weekly email' during season). Participants are NOT to park ANYWHERE along Washington, Front, or Main Streets or in the Library parking 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.

8. 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.

9. MISCELLANEOUS

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

10. ENFORCEMENT OF RULES

- Market Participants must conform to the Market rules at all times. The MM has authority to enforce all rules.
- The NBFM Board of Directors reserves the right to reject a 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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