

# New Baltimore Farmers Market

Presented by Ride The Wave

## 2010 Vendor Application

SUNDAYS ~ 8am-1pm



Booth/Business Name: \_\_\_\_\_

Primary Person's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Rental: (each 10' x 10')

\_\_\_\_\_ Returning Vendor \_\_\_\_\_ Would like same space as last year

Number of spaces requested: \_\_\_\_\_

\_\_\_\_\_ seasonal 10 x 10 spaces for 15 weeks: \$180/space

:  
\_\_\_\_\_ weekly 10 x 10 spaces (\$15/week)- indicate below which weeks you plan to attend-

OFFICE USE ONLY

Amount due: \_\_\_\_\_

\$'s Due: \_\_\_\_\_

Paid: \$ \_\_\_\_\_

Cash: \_\_\_\_\_ Check # \_\_\_\_\_

**Notes:**

Product Selling / Service Providing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Your Category:

- \_\_\_\_\_ Farmer/Grower  
 \_\_\_\_\_ Food Cart Vendor  
 \_\_\_\_\_ Artisan, Specialty, Crafter (hand made items only)  
 \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Non-Profit / Fund Raiser (Based on availability)  
 \_\_\_\_\_ Cottage Food Vendor \*\*SEE RULES FOR DETAILS

**\*Vendor fees are non-refundable\*\***

2010 Season Dates - Weekly (daily) vendors - please circle those dates you would like to participate

	July	Aug	Sept	Oct
1 <sup>st</sup> of the month: Special Entertainment & Activities		1**	5**	3**
Regular Market Days		8	12	10
Regular Market Days		15	19	17
Opening & Closing Day: Special Entertainment & Activities: July 18 & Oct 24	18**	22	26	24**
Regular Market Days	25	29		31 (pending)



PLEASE RETURN THIS FORM WITH APPLICATION



New Baltimore Farmers Market  
Presented by Ride The Wave  
2010 :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 City of New Baltimore, Anchor Bay Chamber of Commerce and Ride The Wave.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Address:

\_\_\_\_\_

Printed Name

\_\_\_\_\_

City / State / Zip

**Release & Indemnity Clause**

**March 2010**

I agree to indemnify and hold harmless the New Baltimore Farmers Market, The City of New Baltimore, Ride The Wave, Anchor Bay Chamber of Commerce, and the directors, officers, employees, agents, attorneys, and volunteers of these entities from all claims, causes of action, liability, judgments, obligations, or costs of any nature whatsoever, including but not limited to costs and attorney fees, in connection with any such claims or the like made by or on behalf of any individual and/or entity and/or the individual's and/or entity's spouse, children, heirs, assigns, insurers, guarantors, officers, directors, agents, or persons or entities claiming by or through an individual and/or entity.

By signing below I, both on behalf of my business, if any, and individually:

- (1) acknowledge that I have read and understand the New Baltimore Farmers Market Rules and Regulations;
- (2) agree to be bound by and comply with the New Baltimore Farmers Market Rules and Regulations;
- (3) acknowledge that I have read and understand the Release and Indemnity clause in the Application; and
- (4) agree to be bound by and comply with the Release and Indemnity clause in the Application.

Date: \_\_\_\_\_

(Company Name)

\_\_\_\_\_

(Name & Title)

\_\_\_\_\_

(Vendor, individually)

PLEASE RETURN THIS FORM WITH APPLICATION

# New Baltimore Farmers Market

Presented by Ride The Wave

**VENDOR COPY-  
PLEASE RETAIN**



## 2010 Market Rules & Regulations

Sundays – 8 am till 1 pm

### 1. HOURS OF OPERATION/ LOCATION:

- Sundays only from 8:00 a.m. to 1:00 p.m.
- Located on the city lot on Washington Street between Main Street and the waterfront park (between Rec. Ctr. and police station).
- Vendors must be set up and ready to sell by 7:45 a.m. Any vendor not in place by 7:30 a.m. may forfeit the reserved space for the day.
- Vendors 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 inclement weather, the Market Manager will make the determination regarding closing the entire Market early.
- All sales must be completed by 1:00 p.m. Each vendor will be responsible for cleaning up their booth area each week when market closes. Leaving a messy area may result in being asked not to return to the market.

### 2. ITEMS TO BE SOLD:

- What Is Our Criteria? Homegrown! – Handmade!  
Homegrown can be locally or Michigan grown produce, plants and flowers. Homemade would mean no flea market or garage sale items. *The following may NOT be sold at the Market: manufactured or factory made items.*
- To encourage the growing and selling of local farm products, the Farm Market Committee has determined that our vendors must grow 75% of what they sell but can be a reseller for up to 25% of the products in their stall on a given market day. To add diversity to the market, exceptions may be given for unique products with the approval of the Farm Market Committee. If there is any other valid reason to do reselling in any other capacity, this must be discussed with and approved by the Farm Market Committee.
- Processed /Packaged /Value Added Foods must comply US Department of Agriculture Food Safety Regulations regarding food processing and handling. For more info, please visit their website at: <http://legislature.mi.gov/doc.aspx?mcl-92-2000-VII> and <http://legislature.mi.gov/doc.aspx?mcl-92-2000-VIII>
- **NEW THIS YEAR:** "Cottage Food" Items may include baked goods, candy snacks, jams, jellies, dry mixes, granola, and vinegars. Must be labeled according to Michigan Cottage Food Law – contact market manager for details if needed.
- Prepared food for onsite consumption must comply with Macomb County Health Dept Temporary Food establishment licensing rules. For more info, Please visit their website at: <http://www.macombcountymi.gov/publichealth/EH/Foodlicensing.htm>
- All items sold at the Farmers' Market are subject to approval by the New Baltimore Farmers Market Committee.  
\*\*\* Michigan grown is defined as items grown in Michigan, not purchased in Michigan and grown elsewhere.

### 3. VENDOR SPACES:

- Vendor spaces will be approximately 10 feet x 10 feet in size. Booth space will be assigned based on vendor history of involvement in New Baltimore Farmers Market. Season-long vendors will keep their space throughout the market season. Space will be reserved for daily vendors. If for some reason a season-long vendor cannot attend for a week, the Market Manager has the option of filling that booth space (temporarily) with a daily vendor. Season-long vendors who are not able to occupy their space(s) must notify the Market Manager 48 hours prior to Market day. Changes in plans or season-long use of vendor space(s) must be reported.

### 4. VENDOR REQUIREMENTS:

- **A New Baltimore Farmers' Market Application.**
- All vendors 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.
- Participating vendors should hold liability insurance, if applicable, producing evidence to Ride The Wave. Vendors must comply with all rules applicable to the products they sell, such as having necessary food processing licenses. Vendors must also agree to hold harmless from legal or financial liability Anchor Bay Chamber of Commerce, City of New Baltimore, Ride The Wave.
- These requirements must be met before an application for permission to sell can be approved.

### 5. DISPLAY OF GOODS AND PRODUCE:

- Displays must be neat and orderly at all times.
- 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 vendors must comply with state and local guidelines for handling and storing food.
- Pre-packaged and prepared items must comply with current labeling laws and must be labeled with the vendor's name, address, complete list of ingredients, and net weight.
- Displays shall not block the view of nearby spaces or create hazardous conditions to neighboring vendors. Items shall be contained within the lines of the space rented.
- All vendors must supply their own equipment, i.e. tables, chairs, awnings, brooms.
- Stakes may not be driven into the pavement, lawn, or dirt areas of the Market premises. All canopies and tents must be firmly weighted. Each vendor is responsible for damages incurred due to fly-aways of their display, canopy, inventory or covering.
- Electrical devices or utilities are not provided at the Market.
- Cooking of food items on Market premises without prior approval is prohibited.

### 6. PARKING:

- Vendor vehicles should only be parked in the designated parking lot. Vendors are asked to NOT park on the street spaces immediately adjacent to the market except for loading / unloading.
- Public parking is available nearby for customers.
- Customers are **NOT** allowed to drive into the Market to pick up items.
- Vehicles may drive onto the market area for loading and unloading only, and may not drive onto the market area during hours of operation.

**7. VENDOR NAME SIGN:**

- Vendors are required to provide a Farmers' Market display sign, which should be clean, legible and appropriately displayed. If a sign is not displayed, the NB Farmers' Market has the right to provide one for you to display.
- The display sign should be mounted in a prominent location at the vendors stand.
- We encourage the vendors to use additional signage to advertise their growing practices as a selling point to their customers (ie, pesticide-free, 100% home-grown, etc)

**8. REFUSE:**

- Each vendor must remove all waste and refuse from the Market space before leaving the Market. All boxes, bags, containers and other refuse shall not be left on site at the close of the day.
- Upon closing of the Market day, each vendor is responsible for leaving spaces cleaned.
- The refuse containers provided at the Market are for Market customer use only.

**9. MISCELLANEOUS**

- Solicitations are not permitted on Market walkways. No political activity is permitted.
- No alcoholic liquor shall be consumed in the public streets or Farmers' Market public lot according to City of New Baltimore ordinance.
- Bicycles are not permitted on Market walkways. Bike racks are located near the Market for the customer's convenience.
- Pets are not allowed at the Market, for sanitary reasons.

**10. ENFORCEMENT OF RULES:**

- Market vendors must conform to the Market rules at all times.
- The Market Manager has authority to enforce all rules.
- The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgment, the goods and produce are not compatible with the overall concept of the Market. Vendors will be expected to act in a professional and courteous manner.
- All fees are non-refundable even if the vendor does not attend on a scheduled Market day. This includes any early closing of the Market due to inclement weather, any other unforeseen emergency situation or irresolvable issues.
- Any disputes must be presented in writing to the Market Manager.
- Failure to follow policies, regulations, rules and decisions of the New Baltimore Farmers Market and Market Manager will result in immediate and permanent removal from the Market with no refund.
- The New Baltimore Farmers Market reserves the right to void contracts at any time for any reason.