



Manchester, MI Farmers Market 2017 Vendor Application

RULE AND REGULATIONS

- **Hours, Days of Operation, Location:** Market day is Thursday from May 11th through October 12th. Market hours are 3:30 – 7 pm. Market is at Chi-Broil Park on M-52 (209 Ann Arbor St, Manchester, MI 48158)
- **Application:** All vendors will be required to complete, sign and submit an application to the Market Manager on or before the 1st market you participate in. Applications available at the market, on the website (www.manchesterfarmmarket.com, email farmersmarket48158@gmail.com or call 616-734-9123.
- **Fees and Stalls:** \$10 per stall per market day or \$150 per stall for the full season. Stalls are approximately 12'x12'. Spaces will be assigned by the Market Manager. New vendors qualify for a special one-time rate – 3 consecutive weeks for \$15 to try out our market (email us or ask the market manager for more information about who qualifies as a new vendor).
- **Unloading and Loading:** Set-up and unloading is from 2:30 – 3:30 pm. Please move vehicle(s) immediately after unloading and before 3:30 to space beyond the gate. Vendors are required to remain open the entire length of the market unless they have sold out and departure is approved by the Market Manager. Vehicles are not permitted in the market area for loading until 7 pm.
- **Products to be sold:** All produce NOT grown within a 100 mile radius of Manchester within the State of Michigan, must be identified with the state/country it was grown. *If products are not produced by the vendor or vendors business, signs indicating where the products are from must be visibly posted. Price of all items must be displayed in a manner that is easily read by customers.*
- **Sales Reporting:** Each vendor will be required to report the total sales amount at the end of each market. A card will be provided to each vendor prior to the close of the market. The card will only require the date and total sales. This sales data is collected for monitoring the performance of the market as a whole and for preparing and reporting grants.
- **Clean-up:** Vendors are responsible for cleaning up all trash and waste within and around their allotted space. A refuse container will be provided onsite for end of the day clean-up. Please bring a broom to clean your stall if necessary.
- **Taxes, Licenses, inspections, Cottage Food laws:** All vendors are required to secure proper licenses and inspections for their products. Vendor is responsible for collecting and reporting sales tax as required by the State of Michigan. Vendor is responsible for following all State of Michigan rules and regulations regarding the sale of the products, and ensuring the products are safe and of high quality. The Manchester Farmers Market and the Village of Manchester are not liable for any non-compliance with the Michigan Department of Agriculture and Rural Development or the Washtenaw County Health Department. State of Michigan Cottage Food laws must be followed

Weather Policy: Market Manager will cancel market before or during a storm only if a severe or dangerous storm warning has been issued by the National Weather Service for an area within 25 miles of Manchester. If the market is cancelled prior to the start of the market, farmers/vendors will be notified by phone if they are not yet in attendance at the market.

Manchester Farmers Market, P.O Box 794, Manchester, MI 48158

farmersmarket48158@gmail.com; 616-734-9123



**Manchester, MI Farmers Market
2017 Vendor Application**

Name: _____ Business Name: _____

Address: _____ City _____ State: _____ Zip: _____

Phone: _____ Email: _____ website: _____

Emergency Contact _____ Emergency contact's phone _____

____ Check if you are registered with the State of Michigan as needing Handicap Vehicle parking (If checked, Market Manager will discuss parking arrangements with you.

____ Annual fee is \$150 ____ Daily fee is \$10 Cash or checks payable to Manchester Farmers Market
____ New vendor special rate \$15 for 3 consecutive weeks

Check types of products you will be selling at the market:

____ Produce, eggs, meat, cheese, honey, syrup ____ Baked goods, jams, etc ____ Crafts ____ Other

Certificate of Insurance for general liability: Please provide a copy of this document with your application.

I (we), the undersigned, have read the Rules and Regulations of the Manchester Farmers market and do agree to abide by all rules and regulations.

I (we) understand that failure to comply with the rules and regulations could mean dismissal from the market without reimbursement of the vendor fee.

As a vendor wishing to participate in the Manchester Farmer's Market, I (we) agree to save, hold harmless and indemnify the Manchester Farmers Market and the Village of Manchester from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by the Manchester Farmers Market, when such damages or liability arise out of acts of my (our) own, or of my (our) employees or associates, located at such site.

Signature _____ Date _____

Our Policy

It is the policy of this organization to provide equal opportunities to be a vendor at the Manchester Farmers Market without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Manchester Farmers Market, P.O Box 794, Manchester, MI 48158

farmersmarket48158@gmail.com; 616-734-9123