



## **Downtown Development Authority**

### **2012 Wyandotte Farmers Market Rules, Regulations and Vendor Application**

Our mission is to provide the local community with the means to obtain fresh, nutritious and seasonal foods grown or produced locally and to educate about the importance of supporting local agriculture.

#### **APPLICATION INSTRUCTIONS**

1. Read the rules and regulations.
2. Sign and complete the application form.
3. Return the completed application and copies of licenses and insurance to:  
Wyandotte Farmers Market  
Wyandotte Downtown Development Authority  
2624 Biddle Avenue  
Wyandotte, Michigan 48192  
Fax: 734-324-7283  
[nrankine@wyan.org](mailto:nrankine@wyan.org)
4. Questions regarding this application may be directed to: Natalie Rankine, Downtown Development Authority Director, 734-324-7298 or [nrankine@wyan.org](mailto:nrankine@wyan.org)
5. Once your application is approved, you will be notified within 10 days.
6. Please retain a copy of this application for your records.
7. Application deadline is April 30<sup>th</sup>, 2012.

## RULES AND REGULATIONS

1. The following products are permitted for sale at the market and MUST be produced or grown by the participating vendor.
  - a. Locally grown plants, flowers, fruits and vegetables.
  - b. Locally produced food items, including meats, fish, cheese, eggs, baked goods, jams, salsas, granola, tea, coffee, honey, popcorn, cider, maple syrup, etc.
  - c. Locally prepared or packaged foods and personal care items such as herbs, pasta, soap, candles, etc.
2. Please note that participating produce vendors are permitted to supplement with U.S. grown produce for the month of June ONLY. If you intend to supplement produce at the beginning of the growing season, please indicate so in your application.
3. Craft items are NOT permitted for sale at the market, other than on the day of our annual Farmers Fair.
4. Vendors are required to have prices and signage posting the name and location of business clearly exhibited.
5. Any foodstuffs for sale must be in closed packaging or sealed containers and MUST bear a label stating the producer's name and address, name of product, ingredients and net weight or measure. All labelling of packages or container(s) must comply with the State of Michigan Department of Agriculture, Food Division, regulations.
6. Vendors shall sell only fresh, wholesome produce and products. All food shall be from sources approved by local health officials and the Department of Agriculture and shall be clean and free from spoilage, free from alteration, branding and safe for human consumption. Please refer to the Michigan Department of Agriculture website at [www.michigan.gov/mda](http://www.michigan.gov/mda) for information regarding food safety. Repeated complaints about quality of product may result in termination of selling privileges.
7. All items that are unpasteurized must be labelled as such and in accordance with Michigan Department of Agriculture regulations.
8. A copy of the state license must accompany this application. Vendors and participants must obtain their own insurance against all liabilities and a copy must accompany this application.

9. The Market Manager or DDA Director reserves the right to assign vendor space. Vendor spaces will be assigned prior to the start of the season and remain the same throughout the market season. Seasonal rate vendors will be given preference over daily rate vendors. **If seasonal spot space is not occupied by 11:45 am, daily rate vendors may temporarily occupy an empty space.**
10. Setup must be completed by 11:45 am. For the safety of market visitors, no vendor will be allowed to begin setup after 12:00 noon.
11. Each vendor booth must be under supervision of a responsible representative 18 years or older.
12. Market is rain or shine. Closure of the market due to threatening weather or an emergency situation is at the discretion of the Market Manager or DDA Director.
13. Rental fees are determined per 10' x 10' space at the rates noted below.
14. Vendors will supply their own tents, tables and chairs.
15. All garbage and trash must be removed from the stall area and placed in the containers on-site.
16. If you are unable to participate in the market on any given day, you **MUST** contact the DDA Director or Market Manager as soon as possible or a \$5.00 charge will be levied.
17. The Market Manager or DDA Director reserves the right to reject a vendor application if the market manager's judgment, the goods and merchandise are not compatible with the overall concept of the market, or fails to comply with the rules and regulations of the market.

DATE OF APPLICATION \_\_\_\_\_

**MARKET HOURS**

**The Wyandotte Farmers Market will operate each Thursday from June 14<sup>th</sup> to October 18<sup>th</sup> 2012. Hours are 12:00 noon to 7:00 pm at the corner of Elm Street and First.** All vendors must clean up and vacate the site no later than 8:00 pm each Thursday. The Market will not operate during the week of the 2012 Wyandotte Street Art Fair on July 12<sup>th</sup>, 2012. **There will be a total of 18 market days for the 2012 year.**

**TYPES OF VENDORS AND RATES**

Seasonal Vendors are expected to be present at the market each week, and miss no more than 2 market dates per year. Seasonal vendors receive booth space priority and are noted as weekly vendors in all of our printed and online marketing material. Daily vendors may rent from week to week. Please indicate the plan you prefer and your dates of availability:

\_\_\_\_\_ SEASONAL VENDOR RATE: \$15 for single (10' x 10') space, \$25 for double (10' x 20') space.

\_\_\_\_\_ DAILY VENDOR RATE: \$20 for single (10' x 10') space, \$40 for double (10' x 20') space.

Vendor fees must be paid no later than 4:00pm each Market Day. Please indicate the dates that you will be in attendance for the 2012 Year:

June 14___	June 21___	June 28___	July 5___	July 19___	July 26___
Aug 2___	Aug 9___	Aug 16___	Aug 23___	Aug 30___	Sept 6___
Sep 13___	Sep 20___	Sep 27___	Oct 4___	Oct 11___	Oct 18___

**BOOTH ASSIGNMENTS**

Booth assignments are given on a first-come first-served basis. Seasonal and returning vendors are given priority. Please find the attached plan of the Wyandotte Farmers Market and indicate your booth preference(s). If you are renting a double space, please indicate adjoining booth numbers.

1<sup>st</sup> BOOTH(S) PREFERENCE: \_\_\_\_\_

1<sup>st</sup> BOOTH(S) PREFERENCE: \_\_\_\_\_

1<sup>st</sup> BOOTH(S) PREFERENCE: \_\_\_\_\_

**METHODS OF PAYMENT**

DO YOU ACCEPT PROJECT FRESH? Yes\_\_\_No\_\_\_ DO YOU ACCEPT CREDIT/DEBIT CARDS? Yes\_\_\_No\_\_\_

DO YOU ACCEPT EBT (Electronic Bridge Card) WOODEN NICKELS? Yes\_\_\_No\_\_\_

**CONTACT AND ON-SITE REPRESENTATIVE INFORMATION**

BUSINESS NAME: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

DOES YOUR BUSINESS UTILIZE SOCIAL MEDIA? IF SO, WHAT TYPE? \_\_\_\_\_

LIST ANY OTHERS WHO ACTIVELY PARTICIPATE WITH VENDOR AT MARKET:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BEST ON-SITE CONTACT NAME & NUMBER : \_\_\_\_\_

PLEASE INDICATE THE TYPE AND DESCRIPTION OF PRODUCTS THAT YOU WILL SELL AT THE FARMERS MARKET. The products listed will be utilized in our marketing of the Farmers Market:

- Produce \_\_\_\_\_  
\_\_\_\_\_
- Value added foods (Jams, jellies) \_\_\_\_\_  
\_\_\_\_\_
- Dairy Products \_\_\_\_\_
- Baked goods \_\_\_\_\_
- Meat \_\_\_\_\_
- Flowers \_\_\_\_\_
- Herbs \_\_\_\_\_
- Prepared foods \_\_\_\_\_
- Other \_\_\_\_\_

PRODUCE VENDORS ARE PERMITTED TO SUPPLEMENT WITH US PRODUCE FOR THE MONTH OF JUNE ONLY. ALL PRODUCE SOLD AFTER THIS DATE MUST BE GROWN IN THE STATE OF MICHIGAN.

Do you intend to supplement with regionally grown produce during the month of JUNE? \_\_\_\_\_

**HOLD HARMLESS**

In consideration of the City of Wyandotte granting permission to the undersigned to utilize any public property including but not limited to the, sidewalk, parking lot, parking space or street, for participation in the Wyandotte Farmers Market, the undersigned hereby assumes all risk and liability relating to the utilization of said public property as stated above and agrees to hold harmless and indemnify the City of Wyandotte, City Officials, City Directors, City Officers, agents and employees, from all liability and responsibility whatever for injury (including death) to persons and for any damage to any public property or property of others arising out of or resulting directly or indirectly from the utilization of said public property in the City of Wyandotte. Public property includes City of Wyandotte property and Wayne County property for which the City of Wyandotte must execute a Hold Harmless Agreement in favor of the County. The undersigned further does hereby remise, release and forever discharge the City of Wyandotte, City Officials, City Directors, its officers, agents and employees from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly from the utilization of said public property . Permission to use said public property must be received from the City of Wyandotte in advance of any use and nothing in this agreement constitutes such approval. The undersigned represents (s)he is authorized to sign this agreement on behalf of the Downtown Development Authority

This is intended to be a continuous Hold Harmless for all market date throughout the 2012 Calendar Year.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

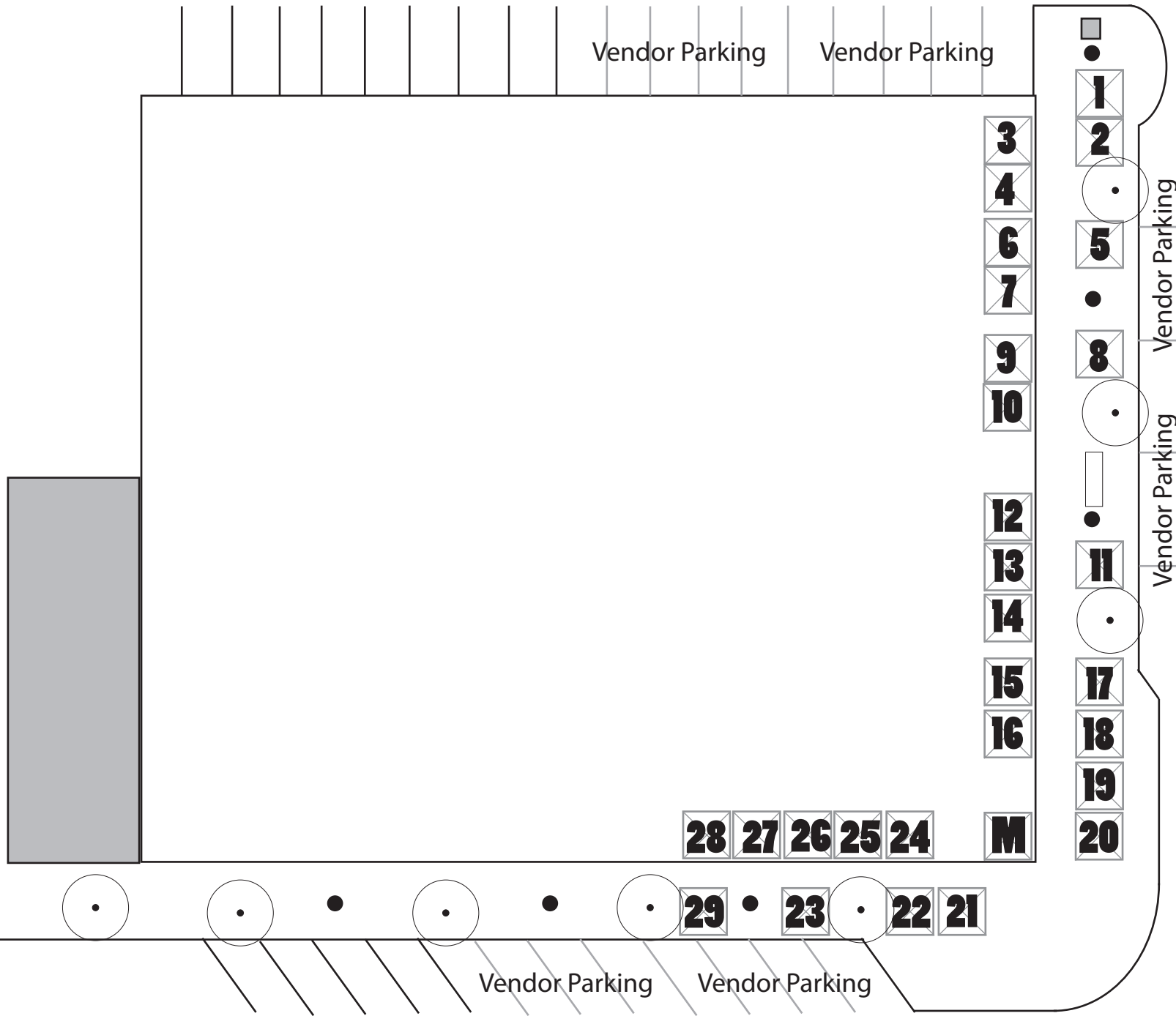
Organization or company \_\_\_\_\_

By: \_\_\_\_\_

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

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_



Vendor Parking

Vendor Parking

Vendor Parking

Vendor Parking

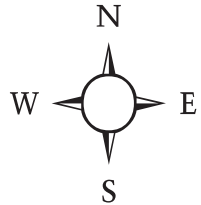
Vendor Parking

Vendor Parking

Vendor Parking

FIRST STREET

ELM STREET



**M** Market Manager