



DOWNTOWN ALLEN PARK FARMERS MARKET

2018 Application

The Allen Park Farmers Market is managed and operated by the Allen Park Downtown Development Authority. It supports local, small-scale farmers, crafters, and food artisans by providing a venue to sell produce and farm-related items directly to consumers.

Vendor Information

Your name(s): _____

Farm/business/organization name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell phone: _____

Email: _____

Website: _____ Facebook: _____

Market Rates

- Whole season** (22 days) ~~\$330~~ **\$225** (\$105 savings). *One half (\$112.50) must be included with application. Remaining half must be paid by July 20, 2018. Seasonal vendors who attend 20 out of the 22 markets on time will be refunded \$100 at the end of the season.*
 - Monthly** (4-5 days) ~~\$60-75~~ **\$50** (\$10-25 savings) *Payment must be included with application.*
 - Weekly \$15** *May be paid in advance or to Market Manager on market day.*
- No refunds of seasonal reservations will be made after June 1, 2018.*
- No refunds of monthly or weekly space fees. Vendors are not allowed to sublease market spaces to other vendors or individuals.*

Market Dates

The Allen Park Farmers Market begins June 1 and runs through October 26. Please check the dates you will attend.

- I will attend all markets I will attend the following: I require an electrical hook-up

JUNE

- June 1 June 8 June 15 June 22 June 29

JULY

- July 6 July 13 July 20 July 27

AUGUST

- August 3 August 10 August 17 August 24 August 31

SEPTEMBER

- Sept. 7 Sept. 14 Sept. 21 Sept. 28

OCTOBER

- October 5 October 12 October 19 October 26

Licensing/Insurance

Vendors must furnish the Allen Park Farmers Market with a current and valid copy of any and all licenses and permits necessary for their operation. *Most vendors do not need licenses, but if you are required to have one, please provide a copy with your application.*

Vendors are encouraged to obtain their own insurance against all liabilities. Again, you are not required to have insurance (although it is highly recommended). If you do have insurance, please provide a copy of your coverage.

- I am required by the State of Michigan to be licensed for my business. *Please attach copies of current licenses.*
- I carry general liability insurance or product liability insurance for this business/farm. *Please attach a copy of your certificate of insurance.*
- I am a certified Organic grower. *Please attach a copy of your certification.*

Products to be Sold

The Allen Park Farmers Market is open to vendors of Michigan products, with an emphasis on fresh produce. All produce sold must be grown in Michigan.

Please provide a complete list of the products you will sell at the market. Include produce, value-added products, flowers, bakery, or other non-produce items you will sell. Attach extra sheets or photographs, if needed.

Crop/Product	Date Available	Crop/Product	Date Available

The more information you provide, the better we will be able to advertise the market. If you do not include some products on this list, you may be asked to remove them from your booth if they are found to be questionable or create a surplus of any one item during the market day.

Return completed application and documents to:
Allen Park Downtown Development Authority
Farmers Market
6543 Allen Road
Allen Park, MI 48101

For further information, please contact Jennifer Kibby at 313.928.0940 or jkibby@cityoffallenpark.org.



Retro Feel. Timeless Appeal.



DOWNTOWN ALLEN PARK FARMERS MARKET

2018 MARKET SEASON

Policies and Guidelines

Allen Park Downtown Development Authority

6543 Allen Road

Allen Park, Michigan 48101

Phone: 313.928.0940

Fax: 313.928.0955

Email: jkibby@cityoffallenpark.org

Web: www.allenparkdowntown.com



CONTENTS

1. **About the Downtown Allen Park Farmers Market**|3
2. **Dates, Location, and Hours of Operation**|3
3. **Approved Vendors**|3
4. **Eligibility**|4
5. **Check-In, Set-Up, and Break-Down**|5
6. **Fees, Placement, and Reservations**|6
7. **Vendor Product Guidelines**|8
8. **Market Operations**|9
9. **Tent Weights**|10
10. **Hold Harmless Agreement**|13
11. **Market Policies Acknowledgment**|14
12. **Photo Release Form**|15
13. **Public Release of Information**|16

ABOUT THE DOWNTOWN ALLEN PARK FARMERS MARKET

The Downtown Allen Park Farmers Market (DAPFM) is managed and operated by the Allen Park Downtown Development Authority (DDA). It supports local, small-scale farmers, crafters, and food artisans by providing a venue to sell produce and farm-related items directly to consumers. The mission of the Allen Park Downtown Farmers Market is to support downtown development by increasing foot traffic, rekindling community pride, and improving consumer and investor confidence in the district. The market establishes a vibrant community gathering place championing local farmers, food producers, and artisans. It strengthens community ties by encouraging interaction between vendors and customers while creating more local entrepreneurial opportunities to diversify downtown's economic base.

DATES, LOCATION, AND HOURS OF OPERATION

1. **LOCATION.** The Downtown Allen Park Farmers Market is an outdoor market located in the parking lot on Park Avenue between Harrison and McLain Avenues.
2. **DATES.** The market will operate every Friday beginning June 1 and continuing through October 26, 2018.
3. **STREET FAIR.** The market will operate during the Allen Park Street Fair, Friday, August 3, 2018.
4. **HOURS.** The market will be open from 3:00 to 7:00 p.m., rain or shine.

APPROVED VENDORS

Vendors are growers, craft artists, or food artisans defined as follows:

- **GROWERS:** Professional farmers, part-time farmers, and urban/suburban/rural growers. Growers' products shall include, but are not limited to: vegetables, fruits, seasonal plants/flowers, meats, poultry, seafood, and dairy products. Limited items that will enhance vendors' products (e.g. spices, cooking utensils, etc.) are permitted. These items must not comprise more than 10% of the total number of products a vendor has for sale.
- **CRAFT ARTISTS:** Those making handcrafted decorative and/or functional items such as metal works, wooden bowls, glass, pottery, cards, jewelry, leather, textiles, and woolen goods. Also included are fine art items such as paintings, prints, and photography.
- **FOOD ARTISANS:** Those making ready-to-eat foods. Such items include baked goods, ice cream, jams and jellies, honey, and canned goods. *In order to vend at the market, all vendors must comply with city, county, state, and federal guidelines. Due to changes in the Cottage Food Industry laws, home baked goods must comply with all rules and regulations set forth by the State of Michigan, including labeling and preparation of food.*

ELIGIBILITY

SELF GROWN/MADE. Vendors must grow or make the majority of the products they are selling.

LIMITED RESALE. All resale items must be approved by the Market Manager and cannot comprise more than 10% of the total number of products a vendor has for sale.

MICHIGAN-MADE. Any product that is not Michigan-made must be labeled as such.

HEALTH DEPARTMENT. Vendors must comply with all Health Department rules and guidelines.

APPLICATION, RULES, & REGULATIONS. All vendors must complete a Vendor Application and agree to all terms of the Farmers Market Policies and Guidelines.

PRODUCT MIX BALANCE. Vendor applicants are accepted to sell at the market at the discretion of the Market Manager. The Market Manager has the final decision as to who sells at the market. The DAPFM works to create a balanced product mix. To maintain this balance, the order of priority for product types is:

1. Fresh produce, which is top priority and represents a large portion of the market
2. Meat, cheese, and dairy products
3. Baked goods
4. Other foods and prepared foods
5. Plants
6. Crafts and other non-food items

WAITLIST. The Market Manager will keep a waitlist of vendors for whom space is not available for their product type as initially requested.

CHECK-IN, SET-UP, AND BREAK-DOWN

CONTRACT. Only vendors with signed and approved contracts will be allowed to sell products at the market.

CHECK-IN. All vendors must check in at the start of each market day. Check-in begins at **1:45 p.m.** Vendors must be on site and set up no later than **2:45 p.m.** Vendors arriving after the market's opening time will be permitted to participate only at the discretion of the Market Manager.

FEES. All vendor fees must be paid upon arrival and **PRIOR** to setting up. There will be no space assignment given until the vendor fee is paid. **NO EXCEPTIONS.**

PERMITS, INSURANCE, & LICENSES. Vendors must provide all required market permits, insurance, and Health Department licenses to the Market Manager.

INFORMATION PACKET. After registration, vendors will be given their weekly information packet containing a sales figure form and any information relevant to that day's event.

SPACE ASSIGNMENT. After registering, the Market Manager will direct each vendor to an assigned space.

VEHICLES. After unloading, vendors must move vehicles to the vendor parking lot. Vendors **may NOT** move their vehicles in or out of the market area during the hours of operation.

EQUIPMENT. Vendors are responsible for their own displays, tables, umbrellas, scales, and tents.

PRODUCT LABELS. Vendors must post prices for all items. All products must be clearly labeled and in compliance with any federal, state, or local regulations and requirements.

SCALES. Vendors selling items by the pound must provide their own certified scale.

BREAK-DOWN. All vendors are expected to sell from 3:00-7:00 p.m. each market day unless completely sold out or vendor has made prior arrangements with the Market Manager. **Vendors may NOT begin breaking down their booths before 7:00 p.m.**

RECORDS. Before leaving, vendors must submit total sales figures to the Market Manager.

EMERGENCY. Vendors must contact the Market Manager if they are going to be late or if an emergency arises.

MARKET MANAGER RIGHTS. The Market Manager has the right to require a vendor to change his/her display if it is deemed to present a safety risk or otherwise does not comply with market rules. Market management reserves the right to change space assignments at any time as deemed necessary for the general benefit of the market.

FEES, PLACEMENT, AND RESERVATIONS

SEASONAL RESERVATIONS. Booths are available for the 22-week season (\$225) and by the month (\$50) and week (\$15). Payment is required by market day. Seasonal vendors who attend 20 of the 22 markets on time will be refunded \$100 at the end of the season. Markets cancelled by the Market Manager will not count towards this calculation.

24 HOUR ADVANCE RESERVATION. Spaces may be reserved by telephone, email, or in person and must be made at least 24 hours in advance of market day. Spaces are given on a first come, first served basis until they are sold out. If the Market Manager determines a vendor may not attend the upcoming market, the vendor will be notified by 5:00 p.m. the Thursday before market day.

STALL SIZE. Rental spaces are 10" x 10". Canopies are not provided.

STALL PLACEMENT. Vendor stalls will be assigned by the Market Manager:

- *Seasonal* Vendors with paid seasonal contracts may reserve the same stall all season, if desired. Assignments will be based upon seniority, availability, requests, type of product sold, attendance, and compatibility with other vendors. All decisions are made for the good of the market as a whole.
- *Monthly* Vendors with paid monthly contracts may reserve the same stall for the duration of their time at the market. Assignments will be based upon seniority, availability, requests, type of product sold, attendance, and compatibility with other vendors. All decisions are made for the good of the market as a whole.
- *Weekly* Vendors participating in the market on a weekly basis will be assigned space as available. Assignments will be based upon seniority, availability, requests, type of product sold, attendance, and compatibility with other vendors. All decisions are made for the good of the market as a whole.

RESERVED SPACE. Seasonal vendors will have reserved spaces. If a vendor does not show up for three (3) consecutive weeks, the space is forfeited.

LATE ARRIVAL. If a vendor arrives later than **2:30** p.m. and has not contacted the Market Manager, it will be assumed he/she is not coming and the spot will be reassigned in order to maximize the market space.

REFUNDS. No refunds of seasonal reservations will be made after June 1, 2018. Once a vendor has paid a monthly or weekly space fee, no refunds will be given under any circumstances.

SUBLEASE. Vendors are not allowed to sublease market spaces to other vendors or individuals.

RETURNED CHECKS. There is a \$25.00 service charge for all returned checks. If a check is returned, all future payments must be made by money order or cash.

RETURNING VENDORS. Vendors returning from a previous season are not guaranteed the previous year's spaces.

ELECTRICITY. Electrical needs must be specified on the application. Appliances are not to be directly plugged into outlets. **Vendors using electricity must bring a 3-prong, heavy-duty, UL-listed outdoor extension cord.** Household extension cords are prohibited as they are a violation of City Fire Code. Space heaters are also prohibited.

PRODUCT MIX BALANCE. The Downtown Allen Park Farmers Market works to create a balanced product mix, with the majority of stalls available to vendors selling fresh produce and other food. We value our non-food vendors, but to keep the market from becoming overpopulated with these items, we restrict the number of spots available. To keep these ratios balanced, there may be times when market stalls are not 100% full, but some vendors will still remain on the waitlist if their product type is over represented.

RECORDS. All vendors are required to turn in total sales figures at the end of each market day to the Market Manager.

VENDOR PRODUCT GUIDELINES

PACKAGE/STORAGE/DISPLAY. All food products must be packaged, stored, and displayed per Michigan Department of Agriculture and Rural Development and the Wayne County Public Health guidelines.

LABELS. Vendors selling prepared foods must include a label listing ingredients and identifying potential allergens per the Michigan Food Laws.

COTTAGE FOOD LAW. Vendors selling items falling under the Cottage Food Law must adhere to Michigan Department of Agriculture and Rural Development policies including proper kitchen cleanliness standards, correct and accurate labeling of products, etc. Guidelines are available at www.michigan.gov/cottagefood.

PRODUCT APPROVAL. All new products not listed on the vendor application must be pre-approved by the Market Manager prior to market day either by email or phone.

GOVERNMENT REGULATIONS. Vendors must adhere to all city, county, state, and federal laws and regulations.

SUITABILITY OF MERCHANDISE. Market management has the authority to approve or disapprove any items to be sold at the market and reserves the right to refuse space to any vendor selling unsuitable merchandise.

INSURANCE. Vendors are independent entities and as such are liable for all applicable insurance.

STATE SALES TAX. The collection and filing of applicable taxes is the responsibility of the vendor.

INSPECTIONS. The Michigan Department of Agriculture, the local health department, and the police and fire department make unannounced inspections. Vendors are responsible for correcting all violations associated with their business operations.

HAZARDOUS PROPERTY. No materials, substances, equipment, or objects shall be brought onto the premise that create a safety hazard to life, limb, or property.

SMOKING. Per Michigan State law, smoking is prohibited in the retail sales and food preparation areas.

MARKET OPERATIONS

COUPONS. All vendors must accept DDA-produced coupons. The DDA will reimburse vendors half the face value of each redeemed coupon.

CLEAN STALL SPACE. Each vendor is responsible for keeping his/her stall space clean. Vendors must remove all trash and dispose of it properly. DDA trash containers are **NOT** for vendor refuse. A \$25 fee will be imposed if a vendor area is not cleaned at the close of the market day. This fee will be assessed per infraction.

DAMAGE/LOSS OF BELONGINGS. The market will not be responsible for damage or loss of any personal belongings.

CHILDREN. Children brought to the market by vendors must be kept under adult supervision at all times.

PROFESSIONALISM. Vendors, their employees, and associates shall dress and act in a professional manner with customers, vendors, and staff.

TRASH CONTAINERS. The DDA will provide trash containers for customers. Vendors may **NOT** dispose of refuse in these containers

SIGNAGE. Vendors must display required signage at their stall every market day. This signage includes:

- Prices on all items
- Ingredient and identification labels on all packaged products
- Applicable licenses and permits
- Acceptance of food assistance program tokens/vouchers

STALL ASSIGNMENT ADJUSTMENT. The Market Manager reserves the right to adjust vendor stall spaces on the day of the market to maximize the market space and make an inviting area for customers.

SURVEYS. The DAPFM values the culture of vendor engagement and participation in a positive and helpful way. Therefore, vendors are expected to partake in vendor surveys.

SALES FIGURES. All vendors are required to turn in total sales figures at the end of each market day to the Market Manager.

EXPULSION FROM THE MARKET. The Market Manager and DDA staff will be responsible for enforcing the rules. No refunds will be made to vendors expelled from the market. Vendors will be expelled from the market for:

- Sale of illegal merchandise
- Failure to adhere to Farmers Market Policies and Guidelines
- Behavior which casts a negative light on the market
- Chronic late arrival and/or early departure

TENT WEIGHTS

To protect our vendors and customers during times of unexpected violent weather, the following measures are mandatory for all Downtown Allen Park Farmers Market vendors:

WEIGHTS. Every tent, canopy, umbrella, and sign must be weighted down. All tents, canopies, and umbrellas must be sufficiently and safely secured from the moment the stall cover is erected at the start of the market day to the moment immediately before it is taken down.

NO SAFETY HAZARD. Weights should be secured in a manner that does not create their own safety hazard:

- Weights should not cause a tripping hazard.
- Weights should be tethered with lines that are clearly visible.
- Weights should have soft edges to avoid causing cuts and scrapes.
- Weights should be securely attached.
- Weights should be on the ground (not above peoples' heads).
- Weighting the back of the canopy down by tying it to a vehicle or heavy coolers is acceptable in conjunction with weighting the front legs with weights.
- Weighting the canopy down by tying it to heavy display tables is acceptable.

APPROPRIATE WEIGHT. Vendors are responsible for identifying the appropriate weight required for their specific tent, canopy, or umbrella.

REMOVAL. If tents, canopies, umbrellas, or signs are not adequately secured, the Market Manager will instruct the vendor to take them down and sell without them. If these items need to be taken down in the middle of the market day, vendors are expected to direct customers to a safe place so they will not be injured.

EXAMPLES. Examples of sufficient and safe weights include:

- Empty paint can, canvas bag, or plastic bucket filled with sand or cement and tied to each corner with a rope or bungee cord. It is not sufficient to simply place the can on the tent's feet.
- PVC pipe capped and filled with cement and hung on the inside of the canopy pole. Pipe must be secured so it does not collide with customers.

HOLD HARMLESS AGREEMENT

I, _____, a participant in the Allen Park Downtown Development Authority Farmers Market, acknowledge the terms and conditions established by the Allen Park Downtown Development Authority and agree to abide by those terms as well as all codes and regulations set by the federal, state, city and municipal governments. I acknowledge and accept liability, responsibility, and control for all products that are sold by me in the Allen Park Downtown Development Authority Farmers Market and for all activities conducted by me in conjunction with the Allen Park Downtown Development Authority Farmers Market. By this agreement, I also agree to hold the City of Allen Park and/or the Allen Park Downtown Development Authority harmless and indemnify the City of Allen Park and/or the Allen Park Downtown Development Authority for any liability or loss which might result from my participation in the Allen Park Downtown Development Authority Farmers Market.

Date

Signature

MARKET POLICIES AND GUIDELINES ACKNOWLEDGMENT

I hereby certify I have read and agree to comply with the 2018 Downtown Allen Park Development Authority Farmers Market Policies and Guidelines.

Date

Signature

PHOTO RELEASE FORM

I do hereby grant permission to the Allen Park Downtown Development Authority Farmers Market, its agents, and others working under its authority, full and free use of video/photographs containing my image/likeness. I understand these images may be used for promotional, news, research, and/or educational purposes.

I hereby release, discharge, and hold harmless the Allen Park Downtown Development Authority Farmers Market and its agents from any and all claims, demands, or causes of action that I may hereafter have by reason of anything contained in the photographs or video.

I do further certify I am either of legal age or possess full legal capacity to execute the foregoing authorization and release.

Date

Signature

PUBLIC RELEASE OF INFORMATION

The Allen Park DDA frequently receives requests for vendor contact information. We hold your personal information in confidence and do not release it without your permission.

Please complete the following if you wish to be included in promotional efforts. Only provide the contact information you wish to be supplied to the public.

Company Name: _____

Product(s): _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

By signing below, I grant permission for the Allen Park Downtown Development Authority to post my contact information in promotional efforts and to release this information to the public.

Date

Signature