

WHITMORE LAKE



2024 WLFM Farmers Market

Vendor Application

Incomplete applications will not be accepted

Vendor Name: _____

Business Name: _____

Vendor Address: _____

City, State, ZipCode: _____

Business Address (if different): _____

City, State, Zip Code: _____

Home/Cell Phone: _____

Email: _____

Website: _____

Facebook: @ _____

Instagram: _____

Michigan Sales Tax License Number (if applicable): _____

Nursery/Plant Dealer License Number(if applicable): _____

Organic Certification License Number (if applicable): _____

Date of Last Inspection and/or Health Inspection(if applicable): _____

Years attending this market: _____ Do you take credit? _____

Other markets attending this year: _____

**INDEMNIFICATION, HOLD HARMLESS/RELEASE AND
ASSUMPTION OF RISK AGREEMENT**

By submitting this application, I affirm that the facts set forth in it are true and complete. By signing below, I certify that I have read, understand and will adhere to all applicable guidelines as stated in the Operating Guidelines. Northfield Township reserves the right to terminate my participation for failing to comply with the rules and regulations of the Whitmore Lake Farmers Market. I further affirm that I possess all licenses applicable to my business that are issued by the United States Federal Government, the State of Michigan, and Washtenaw County. I further release Northfield Township of all liability for any missing licenses that are required to conduct my business. Should Northfield Township be made aware that I do not possess a required license my participation with the Whitmore Lake Farmers Market will end and I shall receive no refund for fees paid to Northfield Township.. To the fullest extent permitted by law, I agree to defend, indemnify, and hold harmless Northfield Township, its elected and appointed officials, employees, contractors and volunteers, and others working on behalf of Northfield Township. Any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages or loss of product or equipment which may be asserted, claimed or recovered against or from Northfield Township, its elected and appointed officials, employees, volunteers or others working on behalf of Northfield Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or in any way connected or associated with my participation in the Whitmore Lake Farmers Market.

CAUTION: This document releases liability and provides for indemnification and the holding harmless of Northfield Township by the Participant, as well as agreement to the guidelines and standards. Please read carefully before signing.

SIGNATURE: _____

Date _____ Printed Name _____

****It is the policy of the WLFM to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference or identity, age or disability.****

Please retain the below guidelines and mail/email your application to:

Whitmore Lake Farmers Market

% Northfield Township

Email: farmers_market@northfieldmi.gov

8350 Main St, Whitmore Lake, Mi 48189

WLFM POLICIES

APPLICATIONS

A Hold Harmless Agreement must be filled out each year. Hold Harmless Agreements should be accompanied with signed copies of up-to-date permits/licenses including Michigan Department of Agriculture and Rural Development and/or Food and Dairy Division or any other applicable licenses before vendors can set up at the Market. Also include a copy of your Liability Insurance Declaration Page. We are requesting that you add to your Liability Insurance Northfield Township, 8350 Main st, Whitmore Lake, Mi 48189, as an additional insured and provide us with a Certificate showing this addition. Liability Insurance is not required but it is encouraged.

FEES

SEASONAL FEES - \$210 per stall (limit 2) DAILY FEES - \$15 per day There are no refunds for missed market days.

Current vendors will receive seniority, on this basis, seasonal vendors will be given priority on their admission to the market **until the end of March** and then selection is on a first come, first serve basis at the discretion of the market manager.

Vendors are admitted as deemed appropriate by the market management taking into account product balance and many other considerations. Stall assignments are received on Thursdays before market days by email. **Daily fees can be made by cash or check made payable to "Northfield Township"**.

STALLS

Approx. 11 ft. wide x 11 ft. deep. Vendors must keep their tables and products within the boundaries of their assigned stall. It is imperative that we keep the walkway clear for the customer's safety and ease. Please be considerate to your neighbors as stalls are sometimes butting up against each other. Vendors are expected to be cooperative and civil, and bring issues to the Market Manager for resolution. Please Note: Tables and chairs will NOT be provided

PERMITS AND LICENSES

Vendors are required to comply with all Michigan Department of Agriculture and Rural Development (MDARD), FDA and Washtenaw County Health Department rules and regulations. **Current copies of Licenses and Inspections required.**

All food products must be labeled, packaged, stored, and displayed per MDARD and Washtenaw County Public Health guidelines.

MARKET CURRENCIES

In order to be reimbursed for market currencies, vendors must sign the appropriate contracts upon first market day. If you are a food vendor, you will be provided with a quick reference sheet for food assistance currencies.

- Credit / Debit Cards – The market does not dispense tokens for credit card purchases. **Vendors are strongly encouraged to sign up for a card reader like Square.** If you need help to sign up, please contact the Market Manager.
- Reimbursements – All reimbursements for tokens, coupons, etc will be made at the end of the market in cash.
- Participation - All vendors are expected to accept all forms of market currency (tokens, etc.) that are appropriate to the types of products they sell.

Market Standards

The Whitmore Lake Farmers Market is a Michigan grower/producer priority market; vendors that grow or create their products are given preference when possible. The Market Manager has the right to inspect any vendor at their place of business or farm to ensure that they are creating and growing their own products.. Any items not from the vendor must be Michigan-based, labeled with origin and pre-approved by the Market Manager before being sold at the market.

ARTISANS / CRAFTS

No Multi Level Marketing or Direct Sales businesses will be admitted. Crafts must be handmade and demonstrate that considerable time and effort was invested to produce the finished item. The finished item must have a professional quality appearance. The Market Manager will review the craft via photos or in-person before the craft is accepted. The number of stalls are limited for non-food vendors.

PRODUCT BALANCE

ALL new products not listed on the vendor application must be pre-approved by the Market Management prior to the market day either by email or phone call. Please understand that vendors with certain items are chosen very carefully with a balance in mind to what the market can support and what the customers want. It is the market management's job to maintain that balance for the success of the market as a whole. Vendors or products that are overrepresented at the market will be put on a waiting list.

MARKET DAY EXPECTATIONS

IF YOU NEED TO CANCEL PLEASE EMAIL THE MARKET MANAGER AT farmers_market@northfieldmi.gov or text/call (734) 881-0073. Set up begins at **8:30am**, Closing should be completed by **3pm**. Please claim your stall in person or by phone by **9:30am**. Vendors must be completely set up by **10am sharp!** Closing is at 2:00pm, **packing up early is not permitted, please avoid selling out early.**

A vendor coming after the times listed above may be turned away and their space

given to another vendor after 9:30am. **A vendor who arrives late or “no call/no show’s” 3 times during market season may be asked to leave the market permanently.** It can be dangerous for customers and is very disruptive to neighbors’ sales to have a vendor setting up after the market opens.

VENDOR CONDUCT

Vendor Behavior: Vendors at the market are expected to behave in a professional and courteous manner. While participating in the market, vendors shall civilly serve any person (customer or vendor) without regard to race, color, religion, national origin, gender, sexual preference or identity, age or disability. Violation of this agreement will require review by the Market Manager or Township Administration and possible termination of vendor agreements and permanent dismissal. Fees will not be refunded. Vendors shall not engage in behavior subversive to the Market or the effective management thereof. Such behavior may include but is not limited to:

- negative communication about the market, vendors, or the market manager to market patrons or other vendors (spoken, written or online), misrepresentation of products, nonpayment of fees, poor quality of products, inappropriate conduct or illegal use of food assistance.

Solicitation and the distribution of literature unrelated to Market products are not permitted; an exception to this rule is allowed for non-profit or local business vendors, at the discretion of the Market Manager.

NO SMOKING

Smoking and vaping by the vendors (and customers) is not permitted within the confines of the market.

GRIEVANCES AND COMPLAINTS

All vendor complaints against the market or another vendor must be submitted in written form with evidence, suggestions and signed. All complaints will be addressed within two weeks of being submitted and will be kept confidential.

VIOLATIONS PROCEDURE

Violations of the above policies will result in:

1. A verbal warning from the Market Manager on the first offense.
2. A written warning from the Market Manager on the second offense.
3. Written notice of removal from the market signed by Market Manager and Township Manager on third offense.