



Downtown Development Authority

2017 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, to educate and inspire individuals to eat for health and well-being.

APPLICATION INSTRUCTIONS

1. Please read the rules and regulations.
2. Complete and sign the application form.
3. Return the completed application and copies of hold harmless, licenses and insurance to:
Wyandotte Farmers Market
Attention: Tina Hirsch, Market Manager
Wyandotte Downtown Development Authority
3200 Biddle Avenue, Ste. 300
Wyandotte, Michigan 48192

Email: marketmanager@wyan.org

Fax: 734-556-3284

4. All applications will be reviewed by the Wyandotte Farmer's Market and Downtown Development Authority (DDA). Questions regarding this application may be directed to:

Tina Hirsch, Market Manager, 734-720-1447, marketmanager@wyan.org

Joe Gruber, DDA Director, 734-324-7298, dda@wyan.org

5. Once your application is approved, you will be notified of acceptance.
6. Please retain a copy of this application for your records.
7. Vendors receive notification of acceptance before April 21, 2017.

RULES AND REGULATIONS

1. The following products are permitted for sale at the market.
 - a. Locally grown plants, flowers, fruits and vegetables.
 - b. Locally produced food items, including meats, fish, cheese, eggs, baked goods, jams, salsas, granola, tea, honey, popcorn, cider, maple syrup, etc.
 - c. Locally prepared or packaged foods and items such as herbs, pasta, coffee, 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. Vendors are required to have prices and signage posting the name and location of business clearly exhibited.
4. Foods 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 labeling of packages or container(s) must comply with the State of Michigan Department of Agriculture, Food Division, regulations.
5. 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 for information regarding food safety. Repeated complaints about quality of product may result in termination of selling privileges.
6. All items that are unpasteurized must be labeled as such and in accordance with Michigan Department of Agriculture regulations.
7. If applicable, 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.
8. 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 stall space is not occupied by 11:45 am, daily rate vendors may temporarily occupy an empty space.**
9. 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. **Your booth must remain open until 6:30 pm.**
10. Each vendor booth must be under supervision of a responsible representative 18 years or older.

11. 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.
12. Rental fees are determined per 10' x 10' space at the rates noted below.
13. Vendors will supply their own tents, tent weights, tables and chairs.
14. **All tents must be weighted at 4 corners. Stakes are not to be used in lieu of weights. Vendors that do not adhere to this rule will be asked to remove their tents. There are no exceptions to this rule.**
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 Market Manager or DDA Director by 9:00 am on market day. If the vendor fails to do so, the consequences are as follows:
 - a. Initially, a warning will be given.
 - b. A vendor will be required to pay the Daily Vendor Rate for that day, as well as for the remainder of the season if failure to notify occurs twice during the season.
 - c. If failure to notify occurs three times during the season, the vendor will be dismissed from participating in the Market.
17. Leaving early will not be permitted. The WFM is open until 6:30PM, allowing our "AFTER 5:00" patrons the opportunity to shop. If a vendor leaves early without permission from the Market Manager (only in the case of an emergency or extenuating circumstance), he or she can be dismissed from participating in the Market.
18. The Market Manager and DDA Director reserve the right to reject a vendor application for at will, especially if the goods and merchandise are not compatible with the overall concept of the market, or if the applicant fails to comply with the rules and regulations of the market.

Signature confirms that I have read the Rule & Regulations

VENDOR _____ DATE OF APPLICATION _____

MARKET HOURS

The Wyandotte Farmers Market will operate each Thursday from June 8 to October 19, 2017. Hours are 12:00 noon to 6:30 pm at the corner of Elm Street and First. All vendors must clean up and vacate the site no later than 7:30 pm each Thursday. There will be a total of 19 *regular* market days for the 2017 year. There will be an additional 6 *special* market days for the 2017 year (see below).

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: \$18 for single (10' x 10') space, \$28 for double (10' x 20') space.
- ◇ PREPAID SEASONAL RATE (19 weeks): \$240 for single (10' x 10') space, \$400 for double (10' x 20').
(payable on or before June 8, 2017)
- ◇ DAILY VENDOR RATE: \$22 for single (10' x 10') space, \$40 for double (10' x 20') space.
- ◇ NON-PROFIT VENDOR RATE: \$10 for single (10' x 10') space, \$20 for double (10' x 20') space.

Electrical power access: ◇Yes ◇ No

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 2017 Market Year:

- | | | | | | | |
|-----------|-----------|-----------|-----------|----------|-----------|-----------|
| ◇ June 8 | ◇ June 15 | ◇ June 22 | ◇ June 29 | ◇ July 6 | ◇ July 20 | ◇ July 27 |
| ◇ Aug 3 | ◇ Aug 10 | ◇ Aug 17 | ◇ Aug 24 | ◇ Aug 31 | ◇ Sept 7 | ◇ Sept 14 |
| ◇ Sept 21 | ◇ Sept 28 | ◇ Oct 5 | ◇ Oct 12 | ◇ Oct 19 | | |

Please indicate the dates that you will be in attendance for the 2017 Special Events:

These days are slightly different. 2017 Rules and Regulations still apply. No coins or food assistance programs will be offered. The market manager will not be present on these days. If any of the boxes below are checked, please express your interest by contacting and notifying: Heather Thiede, Special Events Coordinator, 734-324-4502, events@wyan.org

Wyandotte Street Art Fair ◇ July 13

The Wyandotte Street Art Fair is one of the largest and busiest Art Fairs in the entire State of Michigan. If you would like to participate, your goods and products will be available to hundreds of thousands of patrons and pedestrians.

Shop Second Saturdays ◇ June 10 ◇ July 8 ◇ August 12 ◇ Sept 9 ◇ Oct 14

Shop Second Saturdays are monthly events held on the second Saturday each month in order to support retail shopping and drive foot traffic in the Downtown Wyandotte. Your participation at these events will provide additional exposure for you and your product during a fun, busy and bustling day in Downtown Wyandotte.

BOOTH ASSIGNMENTS

Booth assignments are given on a first-come first-served basis. Seasonal and returning vendors are given priority. Convenient vehicle parking will be assigned.

ALL vendors are required to accept Wyandotte Farmers Market tokens when applicable. The Wyandotte

Farmers Market will reimburse vendors for redeemed tokens every two weeks via City of Wyandotte check.

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: _____

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 _____

NOTE: Sale of soda pop and other sugary foods is restricted.

PRODUCE VENDORS ARE PERMITTED TO SUPPLEMENT WITH U.S. 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, Downtown Development Authority, 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 2017 Calendar Year.

Agreed to this _____ day of _____, 2017.

Name: _____ Title: _____

Organization or company _____

By: _____

Address: _____

City: _____ Phone: _____

Signature: _____