



Smith-Kimball Community Center
Clinton Farmers Market
 211 Tecumseh Road, Clinton, MI 49236
 2018 - Vendor Application



Vendor Details & Information:

Contact Name: _____ Date Applied: _____


Business / Farm Name: _____ Years in Business: _____

Address: _____

City / State / Zip Code: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Website: _____  _____

Type of Business: _____

Items you plan on selling: _____

Licensing & Insurance:

Each vendor must furnish to the Clinton Farmers Market a current and valid copy of any and all licenses and permits necessary for their operation. A copy of the appropriate State license must accompany the vendor application for items such as perennial plants, meat, Certified Kitchen License, etc. Vendors must also carry their own insurance against all liabilities.

- Vendors required by the State of Michigan or Lenawee County to be licensed or permitted, must provide a copy of license/permit.
- Must provide general liability insurance or product liability insurance for vendor.
- Vendors certified organic, must provide a copy of certification.

All copies of insurances, certifications and application must be submitted together prior to your application being considered.

Vendor Mix:

Clinton Farmers Market reserves the right to limit the number of non-produce vendors to ensure balance at the market. Consideration will also be given to the overall product offerings and health impact of the products. Produce and products that are focused on a healthy living lifestyle take top priority when considering a vendor mix. Vendor applicants are approved at our discretion. All products being sold must be approved prior to adding them to your products mix. Vendors that are not allowed include: those that promote political issues, those selling promotional merchandise, merchants and vendors selling items that are not produced, grown or made by the vendor.

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Market Dates & Rates:

Due to space and our need to maintain an optimal product mix, vendors may be placed on a waitlist or offered space on a part time basis. Vendors may choose upon approval of their application to pay for the season in full at a discount. A vendor that is fulltime (weekly) or half-time (every other week) will receive a discount if season fees are paid in full prior to the May 4th Deadline*. Applications will be accepted year around. If space allows, vendors may enter the Clinton Farmers Market at any time during the season after their application is approved. Vendor fees are non-refundable, and vendors are expected to attend all dates based on full and half-time basis unless, previous arrangements have been made with the Market Manager.

2018 Market Schedule will run May 18th, 2018 - September 14th, 2018, 4 PM - 7 PM

- Full-time rate (18 weeks) paid in full \$180
- Half-time rate (9 weeks) paid in full \$90
- Weekly rate paid day of market \$12

Total: _____

*Discount: free vendor space, May 11th at the Smith-Kimball Community Center, Flower & Plant Sale, 4pm – 7pm.

Half-time dates: 5/18, 6/1, 6/15, 6/29, 7/13, 7/27, 8/10, 8/24, 9/7

Make checks payable to: Village of Clinton

Tables & Tents:

Vendors are expected to provide and transport their own tables, chairs and tents. Weights are also required in the event of wind or rain. The Farmers Market will not provide tables, chairs or tents for the vendors.

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Hold Harmless:

The Clinton Farmers Market is not responsible for produce liability or the paying of sales tax by individual vendors. Clinton Farmers Market is not held responsible in any way for any loss of vendor property or theft, vandalism, weather damage or anything outside of the control of the market staff or volunteers. Vendors agree to indemnify and hold harmless Clinton Farmers Market, Smith-Kimball Community Center and The Village of Clinton from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the Clinton Farmers Market.

Signature: _____

Date: _____



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By Signing this Application, I am agreeing that:

1. I have read this application and agree to the guidelines contained in this application.
2. I have all applicable permits or licenses from local, state and federal regulatory agencies.
3. The Clinton Farmers Market reserves the right to deny any vendor application or ask a vendor to discontinue participation in the market.

Signature: _____

Date: _____

Your completed application can be emailed to the Market Manager at voc.smith.kimball@gmail.com or mailed to the address below.

Policies & Procedures

1. Purpose

The Clinton Farmers Market is an open-air outdoor market that enhances and improves community life by bringing Clinton and surrounding area residents, local growers and producers together. The market will provide an opportunity to purchase fresh farm-grown product and other agricultural related healthy living items and products made locally.

2. Operations

Location: 211 Tecumseh Rd. Clinton, MI 49236, on the Smith-Kimball Community Center's front lawn.

Days of Operation: **May 18th, 2018 - September 14th, 2018**

Hours of Operation: The market will be open to the public **Fridays from 4 PM - 7 PM.**

3. Produce and Products Sold

Value Added / Non-Produce Products: You may bring products and produce from another grower or producer, but all product and produce must be tagged and the source must be available to the consumer.

Product Addition: Vendors are not permitted to add additional products outside of the products listed on their application without approval prior to bringing them to the market.

Organic Produce: Products grown organically and registered with the USDA Growers should label organic produce in accordance with the FDA regulations and display their updated "Certified Organic" certificate. You can say "no pesticides or chemicals used". You cannot say "organic or organically grown" unless you are Certified Organic by the FDA.

State Law: Vendors are required to comply with all Michigan Department of Agricultural, Cottage Food Law, and Lenawee County Health Department or other agencies rules and regulations.

Dairy: The sale of non-pasteurized milk is prohibited.



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4. Licensing & Insurance

Vendors must provide a certificate of insurance naming the Village of Clinton and Smith-Kimball Community Center as additional insured for \$500,000.

If selling products that require a license or certificate, the vendor must submit a copy of each license or certificate with their original vendor application.

5. Display

Items must be displayed within the assigned stall space. The Market or On-Site Manager may give approval to display outside of the assigned space for special seasonal items or occasions.

Labeling: All products must be clearly labeled with a name and price.

- **Organic Growers:** Should label organic produce in accordance to FDA regulations and display their updated certificate “Certified Organic”.
- **Cottage Food Law:** Products must follow guidelines outlined for labeling in the Cottage Food Law.

Booth Signage: Vendors are required to post a sign on the front of their tent that states the vendor’s name and the name and location of their farm or business.

Product Signage: Signage should be clear with name of product and price. It should also be appealing and keep with character of the market.

6. Stalls

Stall Size: The size of a vendor’s stall is 10 x 10 Feet and does not include space for a vehicle.

Tents & Supplies: Vendors must provide their own 10 x 10 Foot Tent, Tables, Chairs, Signs and Displays. Tents must be anchored by heavy weights and used at ALL TIMES.

Neatness: Each vendor is expected to clean their area at the end of the day and keep their area clean and attractive during the Market Hours of Operation.

Set-Up: Vendors will be allowed to set-up from 3:30 PM - 4 PM. Any vendor that arrives later than 4 PM their stall may be reassigned. Vendors must be ready to sell by at least 3:50 PM.

Closing: Vendors must remain open until the market is closed. Vendors will not be allowed to leave or pack-up early. In the event of dangerous weather, the Market or On-Site Manager will notify vendors of early closing.

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7. Rules

- No parking in stall space.
- After loading/unloading, vendor parking is in the lot to the East.
- No climbing on or over the fence at any time.
- No pets will be permitted in market area. Vendors are NOT allowed to bring dogs or other pets with them to the market.
- The market PROHIBITS smoking in the market area. Vendors are NOT allowed to smoke around or in their tents.
- There is NO electricity provided.
- Dumping of produce in the market garbage cans is prohibited. Vendors are required to take any remaining products with them.
- Vendors are responsible for bringing their own cash box and providing change to their customers.
- Vendors are responsible for paying their own sales tax.
- Any produce or food products at the end of the market that vendors would like to donate will go to the local food pantry.
- Vendors are expected to advertise and promote the market through their own network of friends, family and customers.
- 100% of proceeds from vendor fees will go to advertising the market and paying for incidental costs associated with the market.
- Engaging and being respectful to customers, having an attractive stall display, selling quality items, educating customers on products being sold and representing the Clinton Farmers Market in a professional manor are all encouraged strongly.
- Restroom available for public and vendors.

8. Grievances

The market will exude a spirit of cooperation with the community. Should you have any feedback, please talk to the Market or On-Site Manager.

THANK YOU FOR APPLYING. WE LOOK FORWARD TO WORKING WITH YOU!

Market Manager: Tamara Forró
On-Site Manager: Ann Mason

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