

Howell Sunday Farmers' Market 2017 Grower/Farmer/Food Producer Application Form

Business Name: _____

Contact Person(s): _____

Address: _____ City: _____ Zip: _____

Phone: (day) _____ - _____ - _____ (evening) _____ - _____ - _____

Fax: _____ - _____ - _____ E-mail: _____ @ _____

_____ **Seasonal:** A guaranteed reservation for a space each Sunday, May 7th through October 29th. The fee is **\$13.00** per day, per space, **payable in advance.** (\$338 for 26 weeks)
Number of spaces requested: _____ X 338.00 = Total enclosed \$ _____

_____ **Partial Season:** A guaranteed reservation for **at least 6, up to 11, consecutive Sundays.** The fee is **\$14.00** per day, per space, **payable in advance.**
Number of spaces requested _____ Total enclosed: \$ _____
Dates: _____

(Please mark attached calendar with dates requested)

_____ **Daily Reserved:** The fee for a single space is **\$17.00** to reserve a space in the market on Sunday. **Daily vendors will not be allowed to set up on market day until payment has been made to the Market Manager.**

Number of spaces requested _____ Total enclosed: \$ _____

(Please mark attached calendar with dates requested)

Please check items to be sold:

Food

- ___ Vegetables
- ___ Fruit
- ___ Honey/Jams/Maple Syrup
- ___ Eggs
- ___ Dried/Fresh-Cut Herbs

Plants

- | | | |
|--------------------|---------------------|-------------|
| ___ Juices/Cider | ___ Trees/Shrubs | ___ Annuals |
| ___ Baked Goods | ___ Perennials | ___ Herbs |
| ___ Other _____ | ___ Hanging Baskets | |
| ___ Bedding Plants | ___ Vegetables | |
| ___ Meats | | |

If a vendor does not show up to market or call 517.375.2008 by 8:00 a.m. your space will be forfeited and given to the next person in line.

• NEW VENDORS ONLY

All applications will be reviewed before acceptance is admitted.

No checks or money need to be mailed until acceptance has been confirmed.

All accounts MUST be in good standing with the Howell Chamber of Commerce

All Growers and/or producers of food items (**excluding baked goods**) are required to complete an inspection process. If you are a new vendor please contact the Market Manager to schedule your inspection. There is a **\$50.00 inspection fee** in addition to, and separate from, the space rental fee(s).

Please provide a brief description of your booth arrangement below, to help in assigning spaces. Describe **canopy size**, table set-ups, etc. You must **request permission** to park within the market area. Many spaces cannot accommodate vehicles. Having vehicles in the market is discouraged since it negatively impacts the appearance of the market and blocks other vendors from being seen by market visitors.

Notes:

- ◆ **New Vendors:** Please complete the enclosed pre-inspection form. List all the items you will be bringing to the market and the quantity. Please include payment for the entire amount of the space rental, as well as a separate \$50.00 inspection fee (done every 3 years), payable to the Howell Area Chamber of Commerce.
- ◆ Vendors are **limited to 4 spaces**. Additional spaces may be requested for limited periods of time when the vendor has additional product to bring to market. The number of spaces you are allocated is based on the amount of product you regularly bring to the market - not the size of your vehicle. If the vendor is unable to consistently fill the space that was rented, the amount of space could be reduced and the vendor would then receive a prorated refund.
- ◆ Spaces on State Street are 9' wide – **An 8x8 canopy is highly recommended**. Vendors with larger canopies may be required to move to an alternate space due to space restrictions.
- ◆ **A copy of all applicable license(s)** must be included with the application. Please see the enclosed information regarding licensing from the Department of Agriculture.
- ◆ **NEW VENDORS:** If you do not yet have your 2016 license at the time of your application, please enclose a copy of your 2015 license and/or a copy of your 2015 inspection from the Department of Agriculture. You will not be accepted into the market until it has been confirmed that you have been inspected through the Department of Agriculture.
- ◆ The signed **Agreement** form confirms your intention to abide by **all** rules and regulations and **must be signed and returned** with your application.
- ◆ **All applications must be turned into the chamber before April 1st with a minimum of one quarter of your overall balance included**

Howell Sunday Farmers' Market
c/o Howell Area Chamber of Commerce
123 E. Washington Street
Howell, MI 48843
517.546.3920, Fax: 517.546.4115
farmermarket@howell.org
Cell: 517.375.2008

Understandings, Code of Conduct, Rules

Understandings

1. It is understood by the vendor that the Farmers' Market Manager reserves the right to reject a vendor application if, in the manager's best judgment, the goods and merchandise are not compatible with the overall concept of the market, or there is a need to limit the number of vendors selling the same or similar products.
2. It is understood by the vendor that the Farmers' Market Manager has the authority to oversee and enforce all market rules and guidelines. The manager has the right to refuse a vendor's participation at any time, for any reason the manager feels is appropriate and reasonable.
3. It is understood by the vendor that all fees are to be paid in advance (including any inspection fees) with the exception of daily fees.
4. It is understood by the vendor that all fees are non-refundable whether the vendor shows or not. They are also non-refundable if the market closes early due to inclement weather or any other unforeseen emergency situations.
5. It is understood by the vendor that the Howell Area Chamber of Commerce is not to be held responsible in any way for any loss of vendor property by theft or weather.
6. It is understood by the vendor that only the Market Manager can assign spaces. No sub-leasing is allowed. A vendor may not designate who uses their space if they are not present.
7. It is understood by the vendor that no stakes may be driven into the pavement, lawn, dirt or flowerbed areas. It is further understood that no vehicles are allowed on the courthouse lawn or sidewalks.
8. It is understood by the vendor that if the decision is made to change a market rule, seasonal vendors will be given a seven day notice before the new rule goes into effect. All others will be notified in a timely manner depending on their circumstances.

Code of Conduct

- A) All participants in the Howell Farmers' Market are expected to behave in a professional manner while setting up for the market, during the hours of operation of the market, and during the one hour spent closing down the market.
- B) A grievance regarding another vendor's pricing habits, displays, conduct, or other complaint specifically related to the person's involvement in the market, should be directed to the Market Manager--not to the vendor in question.
- C) Threatening behavior toward any person—whether verbal or physical will not be tolerated. Destruction of personal property or threats to damage property, abusive language, yelling, or sexual harassment will not be tolerated. Any of the parties involved may be asked to leave the market. A probationary period may be implemented by the Market Manager, or the parties involved may be permanently barred from participating in the market.

Rules

1. All plant, nursery stock, and fruit and vegetable growers are required to have a verification inspection by Howell Chamber of Commerce personnel, or a designated representative. This verification will be good for 5 years, unless a written and signed complaint is received by the market manager. If a written complaint is filed with the market manager, a re-verification will take place within ten days. Confirmed violations can result in a probationary period for the vendor or a loss of market privileges. The vendor will be responsible for the \$25 cost of the re-inspection. If the re-inspection shows that the complaint was not valid, then the vendor initiating the complaint will pay the \$25 charge for the re-inspection.
2. This market is not an outlet for resale or wholesale agricultural products or other merchandise. Items for sale should be home grown/ produced or handcrafted. They should not be manufactured or factory produced. Produce should not be purchased from wholesalers or other growers for the purpose of reselling at the market. Exceptions may be made at the discretion of the Market Manager. HOWEVER, any exception would need to be agreed upon between the vendor and the Market Manager PRIOR to the vendor attempting to sell the item. Products not produced/grown by the vendor would then need to be identified as coming from another producer/grower. The business name of the actual grower/producer, would need to be included on all signage for of the purpose of transparency for the consumer.
3. Vendors are responsible for their own sales tax, licensing and permits required by local, state and federal governments. Vendors are expected to abide by all Michigan laws and governing agencies. Copies of all applicable licenses and permits are required each year, and will be kept in the vendor's file at the Howell Area Chamber of Commerce office.
4. All vendors with a reserved space must be at the market, or have contacted the Market Manager by 8:00 a.m. the day of the market. If the manager has not been contacted by 8:00 a.m. the manager has the right to fill the space.
5. Vendors must be set up and ready to sell by 8:45 a.m. Once you have committed to the market on any given Sunday you are expected to stay for the duration of the market day (9am to 2pm). No vendor should pack up or attempt to leave the market prior to the 2pm closing time.
6. Vehicles must either be in your designated space or out of the market area by 8:45 a.m.
7. Vendors set their own prices. Prices should be fair to the consumer, and considerate of other vendors. Blatant and purposeful undercutting of other vendors is not allowed.
8. All vendors will be responsible for any injury to themselves, other vendors, or the public, while moving merchandise in or out of market.
9. All food shall be clean, wholesome and safe for human consumption and shall be handled, stored, transported, and offered for sale in a sanitary manner according to Department of Agriculture and Livingston County Health Department guidelines and licensing.
10. Displays, canopies, and items for sale should not block the view of nearby spaces.
11. The Farmers' Market has permission from the City of Howell and Livingston County for the use of State Street, Clinton Street and the grounds of the Livingston County Courthouse from 6am – 3pm. In accordance with this agreement and out of respect to the residents on State Street and our local retailers, vendors must have their spaces emptied of product and cleaned up by 3pm. Vehicles must be removed from the center of State Street by 3:00pm.

Friendly Reminders from Steve

- **Space at market is tight. Be mindful of your neighbors and try to work on staying within your own spaces to the best of your ability.**
- **I must have your application by April 1st or your prior space will be forfeited.**
- **Each Sunday please unload your vehicle as quickly as possible and move it to the parking area. Set up should be done after your vehicle is moved. We have a lot of people trying to get into a small area. Please be courteous.**

Please acknowledge that you have read this document by signing and returning it with your application.

Thank you.

Signature _____

Date _____

2017 Howell Sunday Farmers' Market

Agreement Form

I _____ have read, understand, and agree to abide by the Rules, Guidelines and Code of Conduct set forth by the Howell Sunday Farmers' Market, as evidenced by my signature here.

I fully understand that any intentional disregard of the Rules, Guidelines or Code of Conduct could result in restriction or termination of my selling privileges.

Signed: _____ **Date:** _____

2017 Calendar

<input type="checkbox"/>	May 7	Opening Market Day	<input type="checkbox"/>	Aug 6	
<input type="checkbox"/>	May 14	Mother's Day	<input type="checkbox"/>	Aug 13	
<input type="checkbox"/>	May 21		<input type="checkbox"/>	Aug 20	
<input type="checkbox"/>	May 28		<input type="checkbox"/>	Aug 27	
<input type="checkbox"/>	June 4		<input type="checkbox"/>	Sep 3	
<input type="checkbox"/>	June 11		<input type="checkbox"/>	Sep 10	
<input type="checkbox"/>	June 18		<input type="checkbox"/>	Sep 17	
<input type="checkbox"/>	June 25		<input type="checkbox"/>	Sep 24	
<input type="checkbox"/>	July 2		<input type="checkbox"/>	Oct 1	
<input type="checkbox"/>	July 9		<input type="checkbox"/>	Oct 8	
<input type="checkbox"/>	July 16		<input type="checkbox"/>	Oct 15	
<input type="checkbox"/>	July 23		<input type="checkbox"/>	Oct 22	
<input type="checkbox"/>	July 30		<input type="checkbox"/>	Oct 29	
					Last Day of Market

2017 Howell Area Chamber of Commerce Farmers' Market

If you are not purchasing a booth space for the full season, please select your preferred dates from the chart above. Spaces will be assigned by the market manager as room permits.