



SALINE FARMERS MARKET

At Historic Rentschler Farm

2017 VENDOR APPLICATION

Vendor/Owner Name(s) _____

Worker's Name(s) if other than vendor/owner _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ Website _____

**SALINE FARMERS MARKETS ARE PRODUCER ONLY MARKETS.
ALL THE ITEMS YOU SELL MUST BE EITHER GROWN BY YOU OR MADE BY YOU.**

Describe the products you plan to sell _____

PLEASE INDICATE WHAT BEST DESCRIBES YOUR PRODUCTS:

- We raise/grow our own produce/plants/flowers. (check one)
 - We are Certified Organic (Please include certificate with this application)
 - We use the following farming/growing practices in the production of the items we sell -

- We bake our own baked goods. (check one)
 - We bake our items in a commercial kitchen. (Please include the license for the kitchen)
 - We bake our items out of our home kitchen and comply with all MDARD Cottage Food Law requirements.
- We raise our own animals and process meat at a licensed USDA facility. (Include licenses with application)
Please describe how your animals are raised (ex. Free-range, antibiotic free)

- Our eggs come from our own chickens/ducks.
Please describe how your animals are raised (ex. Free-range, antibiotic free)

- We prepare our own food items (Please include licenses with application)(check which applies)
 - We are a prepared food vendor
 - We create our food products in a commercial kitchen or other licensed facility.
- We create our own Non-Food crafts/products

VENDOR ORIENTATION- Due to the many changes in store for the coming year a vendor orientation has been scheduled and will be mandatory.

I WILL be attending **REQUIRED VENDOR ORIENTATION** - Vendors are required to attend a Vendor Orientation on Monday, April 24th at 6:30pm at Saline City Hall at 100 N. Harris, Saline, MI 48176. If a vendor cannot attend or applies after that date, arrangements for an on-site orientation will be made with the market manager.

I WILL NOT be able to make this orientation meeting due to _____

But I will be making arrangements with market manager to have an on-site orientation at the market.

**TUESDAYS, JUNE 6, 2017 – SEPTEMBER 26, 2017 FROM 3 – 7 P.M.
LOCATED IN PARKING LOT #4, S. ANN ARBOR ST.**

NOTE: There will be NO market on July 4th, so there will be 16 weeks of market.

SEASONAL FEE: \$168/one stall \$291/two stalls \$414/three stalls

The above seasonal fees include a 10% discount.

Seasonal Vendors: List dates that you know you will miss _____

DAILY FEE: \$11 per stall Number of stalls _____ Stall Size: Approx. 10 ft. x 10 ft. (size of pop-up tent)

Daily Vendors: List dates that you would like to reserve _____

Amount Enclosed \$ _____

Please Make Checks Payable To: "CITY OF SALINE"

**SEASONAL FEES DUE BY
APRIL 24, 2017.**

Saline Farmers Markets and the City of Saline are not responsible for product liability or the paying of sales taxes by individual vendors. The Markets cannot be held responsible in any way for any loss of vendor property by theft, vandalism, weather or anything outside of the control of the market staff or volunteers. Vendors agree to indemnify and hold harmless Saline Farmers Markets and the City of Saline and assignees 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 Saline Farmers Markets.

- I have read, understood, and agree to the guidelines contained in this application and the attached Market Policies.
- I have obtained all applicable permits and licenses from local, state, and federal regulatory agencies and provided copies of them with this application as requested.
- If I have Liability Insurance, I am also to provide them a copy and include City of Saline, 100 N. Harris St. 48176, as an additional insured. Liability Insurance is not required but it is encouraged.
- I understand that Saline Farmers Markets reserves the right to deny any vendor application or ask a vendor to discontinue participation in the market.
- I give Saline Farmers Markets and their legal representatives and assigns, the right and permission to publish, without my charge, photographs or videos taken of my image.

By signing this application, I agree that everything that I have stated above is accurate to the best of my knowledge.

Signed: _____ Date: _____

APPLICATIONS MUST SIGNED TO BE PROCESSED

2017 VENDOR AGREEMENT: CREDIT AND EBT/SNAP(FOOD STAMP)

The Saline Farmers Markets accept Credit/Debit Cards as well as EBT/SNAP/Bridge cards, Acceptance of EBT/SNAP and credit card tokens are also expected by all vendors.

Agreement:

- I agree to follow all of the rules as explained on following page.
- I agree to follow all policies of the Saline Farmers Markets, and realize that the privilege of using the EBT/Credit services is contingent on following the policies.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my approval to accept Credit and EBT cards, and the offense may result in a fine or affect my ability to participate in the market.
- I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

Vendor Signature

Date

Vendor Name Printed, Please

Business Name

**IN CASE CHECK REIMBURSEMENT BECOMES NECESSARY,
FILL OUT THIS IMPORTANT INFORMATION FOR EFFICIENT CHECK DISBURSAL**

Check Payable to :	
Check Mailing Address:	
Phone Number :	

This agreement should be submitted to Saline Farmers Markets before you start at the markets and is required for reimbursement payments.

Credit and EBT/SNAP (Food Stamp) Process and Rules:

The Credit Card/EBT Card Process:

- Customers with Credit or EBT cards decide how much money they would like to spend at the market.
- Customer visits the Market Info booth at the market and tells the staff person how much he/she wants to spend. The market staff processes card transaction for that amount.
- Customer is giving wooden tokens in increments of \$1 for EBT and \$5 for Credit/Debit in the amount he/she has chosen to spend. Tokens will be marked with "\$1 and EBT" or "\$5 and Credit/Debit" to differentiate.
- Customer spends tokens with any participating vendor in whole dollar increments only. Vendors are encouraged to round up/round down or adjust quantity of food to best match whole dollar increments. Vendors can give users of credit card tokens change in cash if requested. EBT token users **CANNOT** receive change.
- Customer can save unspent tokens to be used at future date. EBT customers have the option of returning to the Market Info booth and refunding their tokens.
- At the end of the market day, vendor will count and record tokens received that day on the tracking sheet provided. The market manager will walk around to verify counts. At this time both vendor and market manager sign off on the tracking sheet. Market manager will then collect the tokens and reimburse vendor with cash for the tokens they received that day. Vendors are recommended to keep their own records of total tokens redeemed each day.
- Vendors will receive cash reimbursements for all their tokens and other food assistance moneys until the point where reimbursements exceed hundreds of dollars. At which point, for safety reasons, reimbursements will be made by check the following week. If vendor isn't attending the next market, their check will be mailed to them.

Additional Vendor Instructions for Accepting EBT/Food Stamps:

- **EBT/Food Stamps can buy:** vegetables, fruit, dairy products, meat, eggs, bread, jam, and pastries. They may also buy seeds or plants that produce food (i.e.: tomato or parsley plants). Flowers, shrubs, and other non-edible plants **cannot** be purchased with EBT/ Food Stamps.
- **EBT/ Food Stamps cannot buy:** hot food, cut flowers, decorative plants, pet food, or non-food items. These items may be purchased with a Credit/Debit Card.
- It is **ILLEGAL** to exchange cash for food stamp benefits.
- Vendors who are authorized to accept EBT/Food Stamps must display the EBT sign provided, identifying the vendor's stall as an authorized EBT vendor.

Additional Vendor Instructions for Credit Cards:

- Only Visa, MasterCard, Discover and American Express cards are accepted.
- No vendor will require a credit card token minimum or charge any fees or penalties to customers for using credit card, EBT tokens or any other food assistance moneys.
- No vendor will charge more for products bought with EBT or credit card tokens.
- Other food assistance programs that we will be participating in have their own vendor agreement forms. These vendor agreement forms will be distributed to those vendors in which they apply.
- This year, the vendors will **NOT** be charged a service fee for using the customer's credit card tokens. Therefore, we expect that you will accept these tokens regardless of also having your own credit card processing system.

Mail Vendor Application and Payment to:

Christine Easley, Market Manager, 3582 Joanna Ct., Saline, MI 48176 (734) 564-4693

Email: salinefarmersmarket@gmail.com

Website: cityofsaline.org/farmersmarket