



# 2021-22 Winter Market

## Vendor Application

\*Valid Through May 1, 2022\*

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: \_\_\_\_\_

Other markets attending this year: \_\_\_\_\_

\_\_\_\_\_

## Market Attendance: Saturdays 9am-noon November - April

Seasonal \$ 225 (Nov - Apr)  Daily \$11/day (checks payable to City of Saline)

Dates Absent: \_\_\_\_\_

\_\_\_\_\_

Stall Preference: \_\_\_\_\_

### Market Products (Please check all that apply):

Produce \_\_\_\_\_ Meat/Poultry/Fish \_\_\_\_\_ Prepared Foods (ie Baked Goods) \_\_\_\_\_

Live Plants/Cut Flowers \_\_\_\_\_ Crafts \_\_\_\_\_ Dairy \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

Please provide a detailed description of all products to be sold **YOU MUST HAVE PRIOR MANAGER APPROVAL TO SELL ALL ITEMS (for produce, indicate type; ie heirloom tomato, not variety; ie Paul Robeson)**, this will also be used to advertise your product:

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# 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. The City of Saline reserves the right to terminate my participation for failing to comply with these rules and regulations of the Saline 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 the City of Saline of all liability for any missing licenses that are required to conduct my business. Should the City of Saline be made aware that I do not possess a required license my participation with the Saline Farmers Market will end and I shall receive no refund for fees paid to the City of Saline. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Saline, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Saline. Any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Saline, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Saline, 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 Saline Farmers Market.

CAUTION: This document releases liability, and provides for indemnification and the holding harmless of the City of Saline by the Participant.

Please read carefully before signing.

SIGNATURE: \_\_\_\_\_

Date \_\_\_\_\_

\*It is the policy of the City of Saline 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 your application to:

Saline Farmers Market

% City of Saline

Email: [salinefarmersmarket@gmail.com](mailto:salinefarmersmarket@gmail.com)

100 N Harris, Saline, Mi 48176

# INDOOR MARKET POLICIES 2021-22

## APPLICATIONS

**An application must be filled out each year.** All applications must be signed in order to be processed. Applications 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 the City of Saline, 100 N. Harris Street 48176 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 - \$225 per stall DAILY FEES - \$11 per day

Current vendors will receive seniority, on this basis, seasonal vendors will be given priority on their choice of location at the market until **October 15th** and then selection is on a first come, first serve basis with payment of seasonal fee. Triple stalls are only permitted by approval of Market Management. There are no refunds for missed Saturdays.

A secured spot at the market may be reserved, if available, by paying your daily fee in advance. Otherwise, vendors are placed as deemed appropriate by the market management taking into account product balance and any other considerations as much as possible. If a stall is paid for in advance but the vendor does not come, the stall rental fee is nonrefundable and will be applied to the vendor's next market day. **Daily fees can be made by cash or check made payable to "City of Saline".**

## STALLS

Approx. 6 ft. wide x 5-6 ft. deep. Vendors must keep their tables and product 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.

- EBT/SNAP tokens are good for all food at the market except, hot, ready to eat food. EBT/SNAP Tokens come in \$1 increments. Cash change is NEVER to be given for EBT/ SNAP tokens.
- Double Up Food Bucks – (DUFEB) are ONLY good for fruits and vegetables grown in Michigan and the plants that produce them. DUFEB tokens are silver and in \$2 increments. Cash change is NEVER to be given for DUFEB tokens.
- Credit / Debit Cards – The market no longer gives 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 Saline Farmers Market is a Michigan grower/producer only market; all vendors must grow or create their products. The Market Manager has the right to inspect any vendor at their place of business or farm to ensure that they are growing their own product and producing their own baked goods. 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 MLMs 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 [salinefarmersmarket@gmail.com](mailto:salinefarmersmarket@gmail.com) or text/call (734) 881-0073.** Set up begins at **7:15am**, Closing should be completed by **12:45pm**. Please claim your stall in person or by phone by **8:30am**. Vendors must be completely set up by **9am sharp!** Closing is at noon, **packing up early is not permitted, please avoid**

## **selling out early often.**

A vendor coming after the times listed above may be turned away with no refund for that day, if the space is reserved. Space may be rented out to another vendor after that time. **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 is very disruptive 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 City 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 on Liberty School property.

## 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 after they are 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 City Manager on third offense.