



DEXTER FARMERS MARKET VENDOR APPLICATION

8140 MAIN STREET, DEXTER, MI 48130 (734) 426-8303; Fax: (734) 426-5614

Market location: 3233 Alpine Street, Dexter, MI 48130

Name:
Street Address:
City, State, Zip Code:
Home/Cell Phone:
Email:
Website:
Non-Profit Organization Name and ID Number (if applicable):
Michigan Sales Tax License Number (if applicable):
Nursery/Plant Dealer License Number (if applicable):
Date of Last Inspection and/or Health Inspection (if applicable):

The City of Dexter and the Dexter Farmers Market are not liable for any non-compliance with USDA, Michigan Department of Agriculture (MDA), or Washtenaw County Department of Environmental Health regulations.

A Health Inspection may be required on all products, such as baked goods (Cottage Food exempt), candy, cider, poultry, honey, etc. The health agencies that govern this market operation are: Washtenaw County Environmental Health: <http://www.ewashtenaw.org> and Michigan Department of Agriculture: <http://www.michigan.gov/mdard>.
Copies of any inspections by these agencies and licenses must be attached with a sample of your label.

Months of Operation:

If you do not intend to be at the market weekly from May – October please provide a general idea of the months you will be attending by: Y or N, or in the line below indicate specific dates you will be absent.

May _____ June _____ July _____ August _____ Sept. _____ October _____

Dates absent: _____

Products (Please circle all that apply):

- | | | | | |
|-------------------|---------------|---------|------------|-------|
| Vegetables | Fruit | Annuals | Perennials | Meat |
| Handcrafted Goods | Artisan Goods | Shrubs | Trees | Other |

Please provide a detailed description of all products to be sold: _____

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 Dexter reserves the right to terminate my participation for failing to comply with these rules and regulations of the Dexter 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 Dexter of all liability for any missing licenses that are required to conduct my business. Should the City of Dexter be made aware that I do not possess a required license, my participation with the Dexter Farmers Market will end, and I shall receive no refund for fees paid to the City of Dexter.

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Dexter, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Dexter 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 Dexter, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Dexter, 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 Dexter Farmers Market.

CAUTION: This document releases liability, and provides for indemnification and the holding harmless of the City of Dexter by the Participant. Please read carefully before signing.

PARTICIPANT SIGNATURE:

Signature of Vendor Representative

Date

Print Name of Vendor Representative

Please mail your application to:

City of Dexter
Farmers Market
8140 Main Street
Dexter, MI 48130
Direct: 734-580-2230
Office: 734-426-8303
Fax: 734-426-5614

In person to:

8123 Main Street, 2nd floor
Dexter, MI 48130

Or email: btuscano@dextermi.gov

Our Policy

It is the policy of the City of Dexter to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Dexter Farmers Market Operating Guidelines; Please read and retain for your records

1) Registration and Fees:

Vendors are required to complete the attached application and Hold Harmless Agreement. City staff shall verify information is complete and fees are paid. **Seasonal fees are \$140 per season per stall** (a savings of \$120, which includes Tuesdays free) or \$10 per stall per market day. If you rent two stalls you are required to pay double fees. For Tuesdays only, the seasonal fee is \$50, or \$5 per day. Seasonal fees are to be paid by the first Saturday in May for your same assigned space as last season, otherwise, stalls will be assigned on a first come first served basis.

2) Hours and Days of Operation:

Opening day will be the first Saturday in May. Market hours are Saturday 8 am to 1 pm; Tuesday 2 pm to 6 pm. Selling will not begin prior to market opening time of 8 am Saturday and 2 pm Tuesday, and will end promptly at 1 pm Saturday and 6 pm Tuesday. **Vendors are expected to be open for business during market hours unless prior approval is arranged with Market Manager or there is inclement weather.**

3) Parking/ loading and unloading:

Unloading and set-up: shall take place one hour prior to market opening. Please remove your vehicle immediately after unloading. Vendors with assigned spaces must be at their space by 7:30 am unless prior arrangements have been made with the Market Manager. ***Vendors shall NOT park on Alpine Street or in the Dexter District Library lot during market hours.*** Parking is available in Mill Creek Park behind the Fire Dept. at 8140 Main Street, Jeffords Street or behind PNC Bank at 8123 Main Street (please do not park in designated bank parking spaces or you will be asked to move your vehicle).

**** It is not permitted for vendors to park vehicles in Market parking spaces prior to Market closure or to load vehicle during Market hours of operation.**

4) Application and Products to be sold:

All vendors must complete an application listing the types of products to be sold during the season. All produce must be grown within a 100 mile radius within the State of Michigan. Fresh, high quality fruits, vegetables, herbs, honey, jams and jellies, baked goods, cheese, vinegars, cider, maple syrup, flowers, bedding plants, potted plants, handmade crafts, artwork, and other items at the discretion of the Market Committee. Attention artisans; if you do not make what you sell please indicate who makes it and it must be handmade by a local Michigan crafter. Food vendors are expected to be licensed by the State of Michigan (MDA) or local County Government and provide a copy of license with application.

Cottage Food Vendors must follow the State of Michigan's guidelines and labeling requirements for the Cottage Food Law. The City of Dexter would like to encourage vendors who operate under this law to obtain Liability Insurance and provide a copy with your application.

5) Space:

Stalls are approximately 8' x 6'. Spaces will be assigned by the Market Manager. Please set up at the same stall every week. Vendors who need more than one stall should make arrangements with the Market Manager prior to March 30, 2018. **If a vendor is not at their stall for more than 2 consecutive weeks without prior consent from the Market Manager, vendor will forfeit their stall space and may have to re-locate to a new stall space.**

6) Signage:

Vendors must clearly display the name of their business and prices for all items being sold.

Produce vendors must provide signage that specifically indicates where food is grown or produced if purchased from another farm.

7) Market Manager:

The Market Manager is an employee of the City of Dexter, appointed by the City Manager.

The duties of the Market Manager include:

- a) To fulfill administrative responsibilities of the Market including but not limited to: liaison with the City of Dexter and funding sources, vendor communication, applications, budgets and reporting, fee collection, complaint and dispute resolution, payments and other administrative matters.
- b) Recruit and maintain food vendors of quality produce (vegetables and fruit) along with grains, protein and dairy.
- c) Creatively "market the Market" to increase sales of quality fresh food to the community.
- d) Improve low-income families' access to healthy food via food assistance programs.
- e) Volunteer recruitment.
- f) Research and seek out fundraising opportunities for the Market.
- g) Delegate Market duties as necessary in their absence.

When possible, vendors will share the duties of the Market Manager, i.e. placement and collection of signs, collecting daily market fees, and operating the EBT machine.

No political solicitation is permitted. 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.

8) Vendor Behavior:

Vendors at the Market shall at all times conduct themselves in a pleasant and courteous manner. If any verbal or physical confrontation occurs, the Market Manager may ask the parties to leave the market immediately. Any vendor or vendor representative involved may be dismissed permanently from the market.

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. The procedure to voice concerns may be found under "Disputes and Grievances."

9) Clean-up:

Vendors are responsible for cleaning all trash and waste within and around their allotted space. A refuse container will be provided on-site for end of day clean-up. Please bring a broom to clean your stall if necessary.

10) Licenses, Inspections and Hold Harmless Agreement:

All vendors are required to secure proper licenses and inspections for their products and to provide this information with the application. The Dexter Farmer's Market and the City of Dexter are not liable for any non-compliance with Michigan Department of Agriculture or the Washtenaw County Health Department. Please sign the attached Hold Harmless agreement and return with your application.

11) Michigan Raised Beef, Poultry or other meats:

Vendors selling meats at the market must be licensed by the USDA and a copy of the license must be displayed at their stall and included with their application.

12) Weather Policy:

If the National Weather Service has issued a severe thunderstorm warning that carries lightening before or during the Market hours the Market Manager will cancel the market. If there is a tornado warning during market hours the market vendors can take cover in the basements of the Dexter District Library or the Dexter Area Fire Department at 8140 Main Street. If a vendor feels they need to leave the market due to bad weather conditions, please notify the Market Manager or advise another vendor.

13) Spraying pesticides:

The City of Dexter will no longer spray for insects of any kind at the Farmer's Market unless there is a serious threat to vendors or customers. If we must spray, there will be signs posted and an email notification will be sent to the vendors. If a vendor has an issue with insects at the market, please refrain from spraying chemicals.

14) Non-Compliance:

The Market Manager oversees the Market on Market days, having the authority to interpret and enforce these Operating Guidelines. Any vendor may be dismissed by the Market Manager for failure to comply with Dexter Farmers Market Operating Guidelines.

15) Rule Enforcement:

The Market Manager shall have the authority to interpret and enforce Market rules and regulations.

The Market Manager reserves the right to reject a vendor's application. Common reasons for rejection include: the produce, goods or food items are not compatible with the overall concept of the Market or the product mix currently offered at the Market. The Market Manager may also reject an application for prior non-compliance with Market rules and regulations.

16) Disputes and Grievances:

Problems, complaints or concerns must be directed immediately to the Market Manager. The Market Manager may require that descriptions of disputes be submitted in writing.

Any disputes between vendors must be directed immediately to the Market Manager. If an arbitrator is needed, the Market Manager will act as, or supply, a neutral party. Any grievance that cannot be resolved through the Market Manager may be submitted in writing to the Dexter Farmers Market and Community Garden Oversight Committee (8123 Main St., 2nd Floor, Dexter, MI 48130). A Grievance Form may be found on the City of Dexter website at www.DexterMI.gov/Farmers-Market.

*Dexter Farmer's Market is a non-smoking Market.