2016 DEXTER FARMERS MARKET APPLICATION

Located at: 3233 Alpine Street, Dexter MI 48130

MAIL APPLICATION TO: 8140 MAIN STREET, DEXTER, MI 48130

(734) 426-8303; Fax: (734) 426-5614 or email: btuscano@dextermi.gov

CONTACT INFORMATION	
Name:	
Street Address:	
City, State, Zip Code:	
Email/Website:	
Home/Cell Phone:	
Work Phone:	

Products: Please indicate the products that will be sold on the product inventory sheet provided.

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 _____

Licenses & Inspections:

List the license numbers and inspection numbers required for the operation of your business or sale of product:

Michigan Sales Tax: License Number: _____

Nursery/Plant Dealer: License Number: _____ Date of Last Inspection: _____

Date of Last Health Inspection: _____

Note: 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.

Agreement and Signature

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.

Name (printed):			
Signature:		Date:	

Our Policy

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

Dexter Farmers Market: Please circle all that apply

Vegetables	Fruit	Annuals	Perennials
Artichoke	Apples	Aster	Anemone
Asparagus	Apricots	Bells of Ireland	Artemisia
Beans, Lima	Blackberries	Canna	Aster Hybrids
Beans, Snap	Blueberries	Coleus	Begonia
Beets	Cherry-Sweet	Cosmos	Bishops Weed
Broccoli	Cherry-tart	Dusty Miller	Bugbane
Brussel Sprouts	Currants	Firebush	Bugleweed
Cabbage	Elderberries	Flowering Tobacco	Clematis
Carrots	Gooseberries	Fuchsia	Columbine
Cauliflower	Grapes	Geranium	Coral Bells
Celery	Kiwi	Glob Amaranth	Cushion Sponge
Chinese Cabbage	Melon, other	Heliotrope	Daylily
Collards	Melon, water	Impatient	Delphiniums
Cucumbers	Nectarines	Lobelia	Geranium
Eggplant	Peaches	Marigold	Hosta
Endive	Plum	Mist Flower	Iris
Garlic	Raspberries	Nierembergia	Lavender
Kale	Strawberries	Periwinkle	Masterwort
Kohlrabi	Other:	Pansy	Meadowsweet
Leeks		Petunia	Milfoil
Lettuce, leaf		Pincushion	Monadra
Lettuce, head		Salvia	Peony
Mustard		Snapdragons	Phlox
Okra		Sunflower	Plume Poppy
Onions, green		Sweet Alyssum	Primula Hybrid
Parsley	Other Items:	Ten Week Stock	Violet
Parsnips	Baked Goods	Wax Begonia	Windflower
Peas		Zinnia	Other:
Peppers		Other:	
Potatoes			
Pumpkins			
Radishes	Honey		
Rutabaga	Herbs		
Spinach	Jams/Jellies		
Squash, summer	Maple Syrup		
Squash, winter	Shrubs		
Sweet Corn	Trees		
Sweet Potato	Wreaths		
Swiss Chard	Other:		
Tomatoes			
Turnips			
Other:			

Handcrafters/Artisans-Description of Product:

Non-Profit Organization Name:

Vendor Signature: _____ Date: _____

INDEMNIFICATION, HOLD HARMLESS/RELEASE AND ASSUMPTION OF RISK AGREEMENT

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 release liability, results in assumption of risk, and provides for indemnification and hold harmless of the City of Dexter by Participant. Please read carefully before signing.

CITY OF DEXTER

By: _____

Its: _____

Dated:_____

PARTICIPANT:

_____
Signature of Participant

_____
Print Name of Participant

Return an executed copy of this document to:
City of Dexter
Brenda Tuscano
Market Manager
8140 Main Street
Dexter, MI 48130

Office: 734-426-8303 x 10
Fax# 734-426-5614
btuscano@dextermi.gov

Dexter Farmers Market Operating Guidelines; 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. All vendors who pay seasonal fees will be listed on the website as a regular vendor at the market. Seasonal fees are to be paid by May 7, 2016 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/Loading and Unloading:**
Opening day will be May 7, 2016. Market hours are Saturday 8 am to 1 pm; Tuesday 2 pm to 6 pm, until October 31, 2016. Selling will not begin prior to official opening time (8 am Saturday/ 2 pm Tuesday) and will end promptly at 1 pm Saturday and 6 pm Tuesday. Set-up and unloading 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**.** You may contact the Market Manager at the City offices at 734-426-8303 x 10, Mon-Fri 8:30 am - 4:30 pm, or 734-972-1822. ***Vendors shall NOT park in on-street spaces on Alpine Street during market hours. Parking is available behind PNC Bank at 8123 Main Street or in Mill Creek Park behind the Fire Dept. at 8140 Main Street, Dexter.***

3) **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.

4) **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 by April 6, 2016. **If a vendor is not at their stall for more than 2 consecutive weeks without prior consent from the Market Manager, you will forfeit your stall space and may have to re-locate to a new stall space.**

5) **Signage:**
Vendors must clearly display the name of their business and post prices for all items being sold.
Produce vendors must provide signage that specifically indicates where food is grown, produced or if purchased from another farm.

6) **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.

7) **Vendor Behavior:**
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.

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. The vendor or vendors 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."

8) **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.

9) **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.

10) **Cottage Food Vendors:**
Please be sure to read the current information obtained from the State of Michigan's website regarding the new Cottage Food Laws. 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.

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 problem. 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.