



# DEXTER FARMERS MARKET



## 2020 Vendor Application

*\*Valid Through January 1, 2021\**

Vendor Name:
Business Name:
Vendor Address:
City, State, Zip Code:
Business Address (if different):
City, State, Zip Code:
Home/Cell Phone:
Email:
Website/Social Media:
Non-Profit Organization Name and ID Number (if applicable):
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:
Is this your first farmers market?

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.**

### Market Attendance

The market runs from May through October. Please indicate if you are seasonal or daily and for which days (i.e. Tuesdays, Saturdays, or both). Please also indicate for which months and if there are any dates you plan to be absent.

- Seasonal:**     Tuesdays     Saturdays     Both
- Daily:**     Tuesdays     Saturdays     Both

May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ August \_\_\_\_\_ Sept. \_\_\_\_\_ October \_\_\_\_\_

Dates absent: \_\_\_\_\_

\_\_\_\_\_



Please provide a list of all products, estimated dates available and estimated yield.

<u>Nursery/Floral</u>	<u>Date Available</u>	<u>Estimated Yield</u>
Annuals		
Hanging Baskets		
Hostas		
Michigan Natives		
Perennials		
Potted herbs		
Succulents		
Vegetable Starts		
Cut Flowers		
<u>Vegetables</u>	<u>Date Available</u>	<u>Estimated Yield</u>
Artichokes		
Arugula		
Asian Greens		
Asparagus		
Beans, dry		
Beans, green		
Beans, Lima		
Beets		
Broccoli		
Bok Choy		
Brussels Sprout		
Cabbage		
Cauliflower		
Celery		
Chard		
Chilis		
Collards		
Corn		
Cucumbers		
Edamame		
Eggplant		

<u>Vegetables</u>	<u>Date Available</u>	<u>Estimated Yield</u>
Endive		
Escarole		
Fennel		
Garlic		
Gourds		
Herbs		
Kale		
Kohlrabi		
Leeks		
Lettuce, head		
Lettuce, leaf		
Microgreens		
Onions, storage		
Parsnips		
Peppers		
Potatoes		
Potatoes, Sweet		
Pumpkins		
Radishes		
Rhubarb		
Romanesco		
Rutabaga		
Scallions		
Shallots		
Spinach		
Squash, summer		
Squash, winter		
Tomatillos		
Tomatoes		
Turnips		
Zucchini		

<u>Fruit</u>	<u>Date Available</u>	<u>Estimated Yield</u>
Apples		
Blackberries		
Blueberries		
Cherries		
Elderberries		
Grapes		
Peaches		
Pears		
Plums		
Raspberries		
Strawberries		
Watermelons		
<u>Other</u>	<u>Date Available</u>	<u>Estimated Yield</u>
Beef		
Cheese		
Chicken		
Duck		
Eggs, chicken		
Eggs, duck		
Fish		
Honey		
Milk		
Mushrooms		
Pork		
Turkey		

Yogurt		
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Cheese Types: \_\_\_\_\_

\_\_\_\_\_

Milk Type: \_\_\_\_\_

\_\_\_\_\_

Space for additional information pertaining to the above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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: 734-881-0073

Office: 734-426-8303

Fax: 734-426-5614

The Farmers Market location is: 3233 Alpine Street,  
Dexter, MI 48130-there is no mail receptacle at this  
location.

In person to:

**8123 Main Street, 2<sup>nd</sup> floor  
Dexter, MI 48130**

Or email: [farmersmarket@dextermi.gov](mailto:farmersmarket@dextermi.gov)

\*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** (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 Vendor Orientation Night (Wednesday, April 1, 2020 from 6-8pm at Dexter District Library), at which time you will receive your stall assignment (permanent for the season.) Stalls will not be held and are also not assigned for daily vendors.**

2) **Hours and Days of Operation:**

**Hours of Operation are Saturdays 8am-1pm and Tuesdays 2pm-6pm. ALL (both daily and seasonal) vendors are required to check in with the Market Manager in person or by phone at least 30 mins. prior to opening (7:30am on Saturday or 1:30pm on Tuesday.) to retain or be assigned their stall. Vendors are required to remain open for the entirety of market hours.** It is preferable that a vendor does not “sell out”, request late arrival, or early dismissal often.

3) **Parking/ loading and unloading:**

Unloading and set-up shall take place within the hour prior to market opening. Please remove your vehicle immediately after unloading. **DO NOT park on Alpine Street or in the Dexter District Library lot during market hours.** Parking is available in the Mill Creek Park North lot behind the Fire Dept. at 8140 Main Street, on Broad Street or at the corner of Forest Street and the Broad Street Alley.\*

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 the State of Michigan. Food vendors must be licensed by the State of Michigan (MDA) or local County Government and provide a copy of license with application. Prepared food vendors are required to adhere to Michigan Cottage Food Industry Law. Please check <https://www.michigan.gov/mdard> for more information. The City of Dexter would like to encourage vendors who operate under cottage law to obtain Liability Insurance and provide a copy with your application.

5) **Stalls:**

Stalls are approximately 8' w x 6'd. Vendors will provide their own table, chairs and display furniture. On site there is a hand washing station, trash bins, electrical access, overhead shelter and lights. Permanent seasonal vendor spaces will be assigned by the Market Manager starting at the Vendor Orientation Meeting. If you are unable to attend the meeting, the market manager will contact you after the meeting and upon receipt of seasonal fees to assign your space. Daily vendors may not be assigned to the same space for each market day. Vendors who need adjacent stalls should make arrangements during stall assignment with the Market Manager. If a seasonal vendor is absent without notifying the Market Manager more than twice, the vendor forfeits their stall space and may have to re-locate to a new stall space. ***During stall assignment, stalls will not be held without payment. Stalls are not assigned for daily vendors!***

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 and growing methods. **Please consult your corresponding government regulatory agency for label and signage laws and guidelines.**

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 vendors of quality produce (vegetables and fruit), value-added foods, prepared foods, meat, dairy, eggs, honey, crafts, art and hot ready to eat foods.
- c. Creatively “market the Market” and advertise 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.
- h. The Market Manager shall have the authority to interpret and enforce Market rules and regulations and reserves the right to reject a vendor application and will provide a short message about how a vendor can qualify. Rejected vendors are encouraged to re-apply after making changes to the outlined issues.
- i. The Market Manager attends market from pre-opening to post-closing and retains the authority to interpret and enforce these Operating Guidelines. Any vendor may be dismissed by the Market Manager for failure to comply with these rules.

When needed, vendors may be asked to share the duties of the Market Manager, i.e. counting customers, assisting with conducting events, covering other vendors’ booths for bathroom breaks, etc.

8) Vendor Behavior:

Vendors at the Market are expected to behave in a professional and courteous manner. Violation of this agreement will require review by the Market Manager or City Administration and may require termination of vendor agreements and permanent dismissal. 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. If there are concerns, please follow the “Disputes and Grievances” procedure.

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.

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. Our market is a non-smoking space.

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 Closure 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.

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. Vendors are not permitted to use any type of bug spray, etc within the market space, in order to preserve produce quality.

14) 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. 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 City of Dexter City Manager, Courtney Nicholls (8123 Main St., 2<sup>nd</sup> Floor, Dexter, MI 48130). A Grievance Form may be found on the City of Dexter website at [www.DexterMI.gov/Farmers-Market](http://www.DexterMI.gov/Farmers-Market)