



2021 Vendor Application

Valid Through January 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: _____
Is this your first farmers market? _____

Market Attendance: the DFM runs May - Oct

Please indicate if you plan to attend as a seasonal (\$150/Sat & Tues or \$60) or daily (\$15/Sat or \$10/Tues) vendor and for which days.

Seasonal: Tuesdays _____ Saturdays _____ Both _____

Daily: Tuesdays _____ Saturdays _____ Both _____

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

Dates Absent: _____

Please mark on the list any products with their estimated harvest dates and estimated yield.

	Date Available	Estimated Yield		Date Available	Estimated Yield
<u>Nursery/Floral:</u>			Chilis		
Annuals			Collards		
Michigan Natives			Corn		
Perennials			Cucumbers		
Potted Herbs			Edamame		
Succulents			Eggplant		
Fruit/Veg Starts			Endive		
Cut Flowers			Escarole		
<u>Vegetables:</u>			Fennel		
Artichokes			Garlic		
Arugula			Gourds		
Asian Greens			Herbs		
Asparagus			Kale		
Beans, dry			Kohlrabi		
Beans, Lima			Leeks		
Beets			Lettuce, head		
Broccoli			Lettuce, leaf		
Bok Choy			Microgreens		
Brussels Sprouts			Mushrooms		
Cabbage			Onions, Storage		
Cauliflower			Onions, Fresh		
Celery			Parsnips		
Chard			Peppers		

	Date Available	Expected Yield		Date Available	Expected Yield
Potatoes			Cherries		
Potatoes, Sweet			Elderberries		
Pumpkin, Halloween			Grapes		
Pumpkin, Pie			Peaches		
Radishes			Pears		
Rhubarb			Plums		
Romanesco			Raspberries		
Rutabaga			Strawberries		
Scallions			Watermelons		
Shallots			<u>Other:</u>		
Spinach			Beef		
Squash, summer			Chicken		
Squash, winter			Dairy (see below)		
Tomatillos			Duck Eggs		
Tomatoes			Chicken Eggs		
Turnips			duck		
Zucchini			Fish		
<u>Fruit:</u>			Honey		
Apples			Pork		
Blackberries			Turkey		
Blueberries					

Cheese Types:

Milk Type:

Space for additional information pertaining to the above:

Dexter Farmers Market Mission Statement:

“It is the mission of the City of Dexter Farmers market to promote a healthy, sustainable, local food system and provide an inclusive space for area residents and business owners to support local food producers and artisans.”

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.

SIGNATURE: _____ Date _____

Please retain the below guidelines and mail your application to:

City of Dexter Farmers Market
8123 Main Street, 2nd Floor
Dexter, MI 48130
Direct: 734-881-0073
Office: 734-426-8303
Fax: 734-426-5614

Email: farmersmarket@dextermi.gov
The Farmers Market location is:
3233 Alpine Street, Dexter, MI 48130
There is no mail receptacle at this location.

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

DEXTER FARMERS MARKET OPERATING GUIDELINES:

PLEASE READ AND RETAIN FOR YOUR RECORDS. VENDORS ARE RESPONSIBLE FOR KNOWING AND ADHERING TO THESE RULES.

- 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 \$150 per season per stall** (which includes both Saturday and Tuesday markets) or **\$15 per stall per Saturday market day**. If you rent two stalls you are required to pay double fees. **For Tuesdays only, the seasonal fee is \$60, or \$10 per day. Seasonal fees are due by Vendor Orientation Night (tbd), 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 (MDARD) 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 the Michigan Cottage Food 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 relocate 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) Research and seek out fundraising opportunities for the Market.
 - f) Delegate Market duties as necessary in their absence.
 - g) 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 feedback message to the vendor to help improve acceptance upon reapplication. Rejected vendors are encouraged to re-apply after making changes to the outlined issues.
 - h) The Market Manager attends the 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.**
- 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. **Our market is a non-smoking space.**

- 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.
- 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 Farmers Market and the City of Dexter are not liable for any non-compliance with the 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 lightning 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 basement 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 DPW 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, (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