



fresh foods • local crafts • community fun

**2018 Grand Blanc City Farmers Market (GBCFM)
Artist, Crafter, and Community Organization
Vendor Application and Market Guidelines**

Vendor Business Name: _____

Applicants Name: _____ Phone: () _____

Address: _____ City: _____ State: _____

Zip code _____ E-Mail Address _____

- Please indicate which payment option you are applying for:
 - Single Day = \$15.00
 - Season = \$300.00
 - Two seasonal spots = \$400.00

The Sunday market season will be held May 20th until October 28th, open from 10:00 am and 3:00 pm.
The Market will **not** be held on June 10th due to the Grand Blanc Family Fun Fest.

Make all checks payable to: City of Grand Blanc

Submit to: Attn: Dianne Waterworth, 203 E. Grand Blanc Road, Grand Blanc, MI 48439

Number of Booths _____ (note: each aforementioned fee is for one 12'x12' vendor booth space)

DATE	Amount Paid	DATE	Amount Paid	DATE	Amount Paid
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Products to be sold at Market (all produce will be indicated on another form): _____

Please list all additional booth attendants that may be left in charge of your booth if you are not able to attend your booth. Persons other than the main applicant must understand and agree to all market guidelines and all rules listed in this agreement.

It is not required that a vendor have liability insurance, however, it is recommended. If you have liability insurance, then please list the company's name and address and attach a photocopy of your certificate of insurance:

Other applicable vendor and licensing: _____

Application Submittal Checklist, **if applicable according to your product and tax classifications:**

- ___ Completed Application
- ___ Completed listing of produce and/or products
- ___ Stall fee paid in the amount of _____ payable to: City of Grand Blanc
- ___ Direct Deposit form
- ___ Photocopy of State Tax Certification, **if you sell taxable items**
- ___ Any other licenses/permits that may be required by law.

I agree to allow my business and my contact information to be printed in a directory and allow my business and personal picture to be taken during the Market. Yes___ No___

Sales Tax Number **or** Social Security Number _____
(Please attach a photocopy of STC if you sell taxable items)

Vendor Compliance Agreement: I (We), the undersigned, have read the entire Market Guidelines for the GBCFM, and do agree to abide by all these rules and regulations.

I (We) further understand that failure to comply with the GBCFM Guidelines Applications and all federal, state, county and local regulations and licensing, will mean dismissal from the market.

As a vendor wishing to participate in the GBCFM, I (we) agree to **SAVE, HOLD HARMLESS AND INDEMNIFY** GBCFM, City of Grand Blanc, Market Manager and any other property owners associated with the GBCFM from any and all liability or responsibility pertaining to any damages to person or property on the site assigned to me (us) by GBCFM, when such damages or liability arise out of negligent acts of my (our) own, or of my (our) employees or associates, located at such site.

I (We) understand that by submitting this application does not guarantee that I (We) will be allowed to vend at the market. Final decision will be made by the Market Manager, City Manager and/or Assistant City Manager.

Name (print)

Name of Business

Signature

Date

Market Information

The Grand Blanc City Farmers Market (GBCFM) will be made up of a combination of Grower/Producer Vendors, Food Vendors, and Handmade Arts and Crafts Vendors. Because the Farmers Market is built around the number of Grower/Producer vendors, our primary emphasis will be on these vendors. All vendors will be admitted based on the type of product needed at the Farmers Market. We will look at the different types of products being offered and determine what types will enhance the market and be the most attractive to our customers. Applications will be accepted throughout the 2018 market season.

“Our mission is to establish and operate a community supported farmers market that provides: viable economic outlet for Michigan farmers, crafters, artisans, and food producers, local access to farm fresh products, support for local businesses, vibrant location for economic activity and community gathering place, and education concerning food and sustainable agriculture”.

Vision

- To build a permanent structure for the farmers market.
- To be an example and mentor for farmers markets.
- To spur economic development in the downtown.
- To create a “sense of place” in the downtown.

Contact information:

Market Manager- Melissa Healey mhealey08@gmail.com (810) 423-5011

City Administrator- Dianne Waterworth financedir@cityofgrandblanc.com

Market Location, Dates and Times

- GBCFM will be located on Grand Boulevard, Grand Blanc, between Reid Rd and Grand Blanc Rd.
- The market season will be May 20th-October 28th, open from 10:00 am and 3:00 pm
- The Market will **not** be held on June 10th due to the Grand Blanc Family Fun Fest.
- Market hours will be extended until 4:00 during Grand Blanc Art Fair, which will be on Aug 4th, 2018.
- These hours may be shortened or lengthened if it is deemed appropriate by the Market Manager.

GBCFM MARKET GUIDELINES – TO BE KEPT BY VENDOR FOR REFERENCE

The Market Guidelines are intended to provide clear direction to all vendors and establish rules that help the market run smoothly. All vendors are required to follow the direction of the Market Manager. All vendors must abide by the following Guidelines, refusal to do so may be cause for immediate dismissal from the market and prohibition of vending for the remainder of the season. All guidelines are subject to change at any time at the discretion of the Market Manager and the City Administrator.

Booths, Placement, Set up/Tear Down

1. **New Vendors are required to submit all paper work to the City of Grand Blanc at least one week before opening on market day or before the intended day they want to vend at unless other arrangements have been made with the market manager.** If a vendor shows up on Sunday without notifying the Market Manager, regardless of time of arrival, will only be allowed to set up if an application is completed, there are spaces available, and vendor fee is paid immediately.
2. **Returning Vendors must notify the Market Manager of their intent to vend at least three (3) days in advance.**
3. **Setup may start no earlier than 7:00 am.**
4. **All vendors must be at the market site by 9:00 am.**
5. Continued late arrivals by a vendor may result in expulsion from the market.
6. Market spaces will be assigned on past booth assignments, seniority and payment basis.
7. Vendors are required to bring their own canopies, chairs, tables, display racks, etc.
8. Vendors will be directed to parking areas for their vehicle, trailers, and equipment, by the market manger
9. Tear down shall begin immediately at 3:00.
10. **Vendors are not allowed to leave the market site early unless approved by the Market Manager.**

General Guidelines

11. The Market Manager or representative is responsible for the orderly and efficient conduct of the market and for implementing the guidelines.
12. **All vendors must show respect for the Market Manager and abide by his/her direction. Showing disrespect for the Market Manager may result in revocation of the vendors' permit.**
13. Vendors are expected to treat customers and other vendors in a respectful manner.
14. No discrimination is permitted at the market.

15. **Every vendor is required to put adequate weights on each leg of their canopy. Not utilizing proper weights will warrant a written warning. Three warnings will be cause for immediate dismissal from the market for the remainder of the season.**
16. All goods to be sold at the market must be listed on the submitted market application. If a vendor wants to sell additional products not listed on their market application, they must contact the Market Manager or City Administration to request permission. The Market Manger and City Administration have the right to approve or deny products not initially listed on the vendor application.
17. All vendors must keep their booth areas clean and free of debris and litter throughout the market day and at market's end. Vendors are responsible for bringing their own garbage containers for disposal of waste. At the end of the day, you are required to take home everything that you do not sell. There shall be no litter or debris left after the vendor tears down.
18. Vendors who sell at the market must be knowledgeable about the products they are selling and be able to answer questions regarding their products being sold.
19. At the Market Manager's discretion, the vendor may be asked to reconsider his/her pricing or remove the product for sale from his/her booth.
20. Produce and products sold at the market must be priced above the level of current wholesale prices.
21. No hawking or calling attention to a vendor's product is allowed.
22. No music or other audio producing or amplifying device will be permitted to be played by the vendors unless it is approved by the Market Manager.
23. All dogs brought by vendors must be leashed at all times while at market.
24. Vendors must post a sign clearly showing their business name and address. The sign should be 8" by 11" in size with at least 1" lettering.
25. Vendors who display or hand out materials from non-profit groups or organizations must display signage that clearly states that such solicitation is not affiliated with GBCFM (exceptions will be made for GBCFM sponsors).
26. Deceptive advertising is expressly prohibited and will result in immediate revocation of vendor permit.

Safety

27. **DO NOT move the street barricades unless granted permission by the Market Manager. Moving of barricades may be cause for immediate dismissal from the market for the rest of the season.**
28. Market is held rain or shine. The market may be closed if the temperature is below 50 degrees as stated on The Weather Channel and/or if serious weather conditions warrant closure due to safety reasons.
29. Displays should be constructed in such a way that they do not pose a hazard to customers.

Crafter/Artist/ Community Booth Specific

30. All craft and artisans items must be handmade by the vendor.
31. No flea market or wholly purchased items for resale will be allowed at the market. The Market Manager and the City Administration will review special circumstances.
32. Arts and Craft Vendors are limited to availability based on number of attendees in their respective vendor category.
33. Community Organizations such as the Grand Blanc Arts Council, Heritage Museum and other community organizations are allowed to vend at the market.

Concerns

34. **Any vendor grievance should be taken directly to the Market Manager. You may be directed to fill out a formal grievance form.**
35. In the event that another vendor complains to the Market Manager or City Administration that a fellow vendor is selling goods that are brokered then the vendor making the complaint can request a farm inspection to occur. Please refer to the produce grievance form for further information and direction.
36. The Market Manager will forward a report to the City Administrator and if necessary the Grand Blanc City Council for their review of violations of the GBCFM Guidelines or other city ordinance and determine the consequences of such violations, including warnings and possible expulsion from the GBCFM. The Market Manager has the right to revoke a vendor's permit for continued violation(s) of either city ordinance or market guidelines.
 - a. **Grievance Procedure**
 - i. Whenever a city official or Market Manager finds any vendor in violation of any of the requirements of these Market Guidelines, cover sheet agreement or any other city ordinance, the Manager shall immediately notify, in writing through the formal grievance forms, the vendor thereof to correct or abate the violation(s). If the violation is not abated within a reasonable period of time, established by the Manager, then the Market Manager shall immediately revoke the vendors permit and file a report of such violation with the City Administration.

- ii. The vendor shall have thirty (30) days to file a grievance or appeal, from the time he or she is notified of any revocation of vendor permit, with the City Council. The City Council shall have the final authority to reinstate a vendor's permit or permanently revoke the permit and thereby disallowing the vendor from doing business at the market.

Resources

Michigan Department of Treasury Registration Section
Treasury Building
Lansing, Michigan 48922
Phone: (517) 636-4660