

# PITTSFIELD FARMERS MARKET

## 2014 VENDOR APPLICATION

The Pittsfield Farmers Market is managed by Pittsfield Charter Township and located behind the Pittsfield Township Administration Building at 6201 W. Michigan Avenue, Ann Arbor, MI 48108



### Market Mission

The mission of the Pittsfield Township Farmers Market is to strengthen and support local and regional food and agricultural businesses, increase healthy and wholesome food access, and promote community interaction.

### VENDOR NAME & CONTACT INFORMATION:

Your Name(s)

Farm, Business, or Organization Name

Address

City/State/Zip

Home Phone

Cell Phone

Email

Website

Facebook Page

### LOCATIONS & GENERAL INFO:

The **Pittsfield Farmers Market** is located at the Township Hall (6201 W. Michigan Avenue) at the corner of Michigan Avenue and Platt Road. The Market is held on Thursday afternoons from **3-7pm, June 5<sup>th</sup> - October 9<sup>th</sup>** for a total of 19 Market days.

#### 1. Rates:

- Full season:** \$75 per vendor, per space (less than \$4.00/day) *Paid in advance*
- Monthly rate (4 weeks - consecutively):** \$25 (\$6.25 /day) *Paid in advance*
- Daily rate:** \$10 per market day

**2. Payment:**

I have included a check payment                      Amount \_\_\_\_\_ Check # \_\_\_\_\_  
(Please make checks payable to: Pittsfield Charter Township)

I would like to pay cash                                      Amount enclosed \_\_\_\_\_

**3. 2014 Market Dates**

I plan to attend all the Market dates

I plan to attend the following dates (*please check all that apply*):

<p><b>June</b> <input type="checkbox"/> 6/5    <input type="checkbox"/> 6/12    <input type="checkbox"/> 6/19    <input type="checkbox"/> 6/26</p> <p><b>July</b> <input type="checkbox"/> 7/3    <input type="checkbox"/> 7/10    <input type="checkbox"/> 7/17    <input type="checkbox"/> 7/24    <input type="checkbox"/> 7/31</p> <p><b>August</b> <input type="checkbox"/> 8/7    <input type="checkbox"/> 8/14    <input type="checkbox"/> 8/21    <input type="checkbox"/> 8/28</p> <p><b>September</b> <input type="checkbox"/> 9/4    <input type="checkbox"/> 9/11    <input type="checkbox"/> 9/18    <input type="checkbox"/> 9/25</p> <p><b>October</b> <input type="checkbox"/> 10/2    <input type="checkbox"/> 10/9</p>
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**4. Products to be sold:** The Pittsfield Farmers Market is open to vendors of local products, with an emphasis on fresh produce. "Local" means produced in the state of Michigan and within 100 miles of Washtenaw County. All produce sold in whole, uncut form must be grown in Michigan. Other food products need to be locally produced, but ingredients do not need to be locally sourced (though preference will be shown to locally sourced produce). Crafts also need to be handmade, not store bought. NOTE: New products can be added during the market season, but you need to get them preapproved by the Farmers Market Manager.

**Produce and Plant Vendors:**

Where have the products been grown or produced?

My own farm / garden (please indicate address of farm / garden)

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Wholesale (list wholesale sources)

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Other growers (list name(s) of grower/farm/garden, address, and products sold)

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*Please note: Market Manager may require proof of purchase / receipts at any time*

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**Items to be sold:**

<b>CROP/PRODUCT</b>	<b>DATE AVAILABLE</b>	<b>CROP/PRODUCT</b>	<b>DATE AVAILABLE</b>

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**5. Vendor Product Guidelines:**

- All food products must be packaged, stored, and displayed per Michigan Department of Agriculture and Rural Development, and Washtenaw County Public Health guidelines.
- Vendors selling prepared foods **MUST** include a label listing ingredients and identifying potential allergens per Michigan Food Laws. Prepared food vendors are also required to have an operating license available for inspection each market day.
- Vendors selling items under Michigan Cottage Food Law must adhere to Michigan Department of Agriculture and Rural Development policies including proper kitchen cleanliness standards, correct and accurate labeling of products, etc. Guidelines are available at [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood)
- All non-food items must be hand-crafted in Michigan, though materials are not required to be Michigan-sourced. Reselling of items not grown or produced by vendor or vendor’s family is not allowed.
- Pittsfield Charter Township works to create a balance of product mix available to customers, with the majority of vendor spaces available to people selling fresh produce and other food. We value our non-food vendors but restrict the number of spots available to 20% of the total number of vendors on a given Market day.
- Vendors must display required signage at their stall every market day. This signage includes:
  - Prices on all items
  - Ingredient and identification labels on all packaged products
  - Vendor name and location of business

**Sampling**

All prepared food samples served at the Market must be prepared in a **State Certified Kitchen**. Preparation of food on-site is prohibited. See the “Guidelines for Providing Safe Food Samples at Farmers Market” at [MDA.gov](http://MDA.gov) or contact Washtenaw County Public Health for details.

## 6. Set-Up and Take –Down

The Market Manager or designee assigns stall spaces. **Please have your setup completed by 3:00 pm. No vendor will be allowed to set up after 3:30 pm.** This is a Safety Issue. All vendors must clean up their space and leave the premises by 8:30 pm

- Displays are expected to be neat, clean, and in good repair.
- Displays cannot block nearby spaces and/or create hazardous conditions.
- Booth sizes are 10ft x 10ft. Tents and coverage may not exceed 10ft x 10ft.
- All tables and displays must be within the space assigned.
- All vendor tents must be safely secured against weather conditions.

## 7. Insurance

All vendors must provide proof of insurance. Food vendors must provide a copy of their liability insurance certificate along with their application, listing Pittsfield Charter Township as an additional insured. Non Food vendors must provide a copy of their homeowners or renters insurance summary with their name and address (declaration page}. As vendors renew their liability insurance policies, updated copies of the certificates must be forwarded to the Market Manager.

**Insurance Requirements for Food Vendors:** Provide a copy of your Liability Insurance, if any. All insurance certificates must list Pittsfield Charter Township as an additional insured.

Attn: Pittsfield Charter Township Farmers Market  
Pittsfield Charter Township  
6201 W. Michigan Ave., Ann Arbor MI 48108

**Under the Description of Operations, please list as stated below:**

Pittsfield Charter Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof are listed as additional insureds for General Liability and Automobile Liability.

**Insurance Requirements for Non-Food Vendors:** Provide a summary of your homeowners or renters insurance (declaration page) with your name/address listed.

**Licensing & Certifications:** Provide copies of all necessary licensing and approval from the Michigan Department of Agriculture and/or Washtenaw County Health Department.

## 8. General Rules of the Market

Vendor booths must be supervised by a responsible representative 18 years or older at all times. **All vendors are expected to stay for the duration of the market (3:00 – 7:00 pm). Your market space must be attended at all times.**

- The market is a rain or shine event. If the Market Manager officially closes the Market due to threatening weather or emergency situations, vendor vehicles may enter to load after customers are safely out of the area.
- Vendors may not sublease their assigned spaces.
- Smoking is NOT permitted in the selling area.
- No pets are allowed except special service animals in close proximity to food areas.
- All vendors at our Market are required to wear shirts with sleeves.
- Alcoholic beverages are not permitted at the Market.
- No begging, loitering, soliciting or placement of signage is allowed unless approved by Pittsfield Township.

- All garbage and trash must be removed from the stall area by vendor and taken away. Trash receptacles placed around the market should not be filled with items brought to the market for sale that need to be discarded.
- Pittsfield Charter Township reserves the right to reject a vendor application if, in the market manager's judgment, the goods and merchandise are not compatible with the overall concept of the market, or fail to comply with the rules and regulations of the market.
- By submitting this application, vendor agrees to abide by all market rules and regulations, applicable Federal, State, and Township laws and codes, and hold harmless the Pittsfield Charter Township and all known associates from and against all liability, claims, demands, losses, and causes of suits or natures whatsoever, arising out of or related to any activities at the Pittsfield Charter Township Farmers Market.
- If you will not be attending a Market Day, a representative must call the Market Manager at 734-822-3152 the day before or by 10:00am. Thursday, so adjustments can be made.

**9. Termination of Market Membership**

- Failing to submit a current, valid liability insurance certificate with Pittsfield Charter Township listed as an additional insured (food vendors only)
- Failing to show up on 3 market dates without Market Manager Approval
- Farm checks will be performed at the discretion of the Market staff to ensure and protect the integrity of the Pittsfield Charter Township Farmers Market. Failure to provide accurate information pertaining to the location or production of goods grown or produced will be cause for termination.

**10. Hold Harmless/Signature**

Pittsfield Charter Township and its Pittsfield Farmers Market are not responsible for product liability or the paying of sales tax by individual vendors. Pittsfield Charter Township and its Pittsfield Farmers Market are not responsible in any way for any loss of vendor property by theft, vandalism, weather, or anything outside of the control of the market staff or volunteers. Vendors agree to indemnify and hold harmless Pittsfield Farmers Market, Washtenaw County Public Health, and the Pittsfield Charter Township, employees, agencies and assignees from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the Pittsfield Farmers Market.

By signing this application, I agree that

1. I have read, understood, and agree to the guidelines contained in this application
2. I will obtain all applicable permits, insurances, and licenses from local, state, and federal regulatory agencies.
3. Pittsfield Farmers Market reserves the right to deny any vendor application, or ask a vendor to discontinue participation in the market.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline for application submission is April 25, 2014.  
Completed application, along with the necessary documentation,  
can be emailed to [farmersmarket@pittsfield-mi.gov](mailto:farmersmarket@pittsfield-mi.gov) or mailed to:**

Pittsfield Charter Township Farmers Market  
6201 W. Michigan Ave.  
Ann Arbor, MI 48108

Please direct questions to the Market Manager at 734-822-3152 or [farmersmarket@pittsfield-mi.gov](mailto:farmersmarket@pittsfield-mi.gov). This application is also available at [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov).