



## DOWNTOWN DEWITT 2019 FARMERS MARKET VENDOR APPLICATION



The Downtown DeWitt Farmers Market is located in Downtown DeWitt, North of the intersection of Main Street and Bridge Street. The 2019 season will start on Tuesday, June 4th and run through Tuesday, October 8th. Hours of operation are 4:00 - 7:00 p.m. Each vendor is required to arrive at that location by 3:15 p.m. and must not vacate until after 7:15 p.m. The Farmers Market area will be closed to public traffic at 2:00 p.m. each Market day. Prior to becoming a vendor, each vendor must: read and agree to the Market rules, sign the Signature Page, and submit the 2019 Application. All applications will be reviewed and applicants will be notified if you have been selected to participate in the Market. Please retain your copy of the Application, Market Rules, and Signature Page for your records (PDF versions of these forms are found at <http://www.dewittda.org/FarmersMarket.aspx>).

### RATES

There are 19 markets during the 2019 year. The Daily Market Vendor Fee, for a single space, is \$12.00/market, (\$228 for the 19 weeks). The Seasonal Market Vendor Fee, for a single space, is \$195 for the season, which is a discount over the weekly rate. Additionally, Seasonal Market Vendors that pay by May 1, 2019 and who attend at least 15 of the 19 markets, will be eligible for a "Seasonal Incentive Refund" of up to 30% of your fee. Markets that are cancelled due to unforeseen conditions will not count towards the Seasonal Attendance.

Refunds will be mailed on Nov. 16, 2019. Refunds will be determined based on attendance, as well as cooperation and adherence to the Vendor Rules and Market Policies.

### STALL SIZE AND ASSIGNMENTS

Each stall will be approximately 12 feet in width and 17-20 feet in depth. A Seasonal Market Vendor may request their location for the entire season. Seasonal Vendor stall assignments will be determined by the Market Manager. Early applications are appreciated. Vendor longevity and previous compliance with the Rules of the Market will be given consideration to determine acceptance into the market and location requests. Daily Vendors will be assigned a space among what is available, once Seasonal Vendor spaces have been assigned.

Vendors must be checked in with the Market Coordinator at or before 3:15 p.m. on the day of the Market or may lose their stall assignment. Vendors (or vendor representative) are **REQUIRED** to be present the **ENTIRE TIME** of the market. If you are unable to be at the market until 7:15 p.m., do not participate in the market that day. For the safety of the customers, attendees of the market and other vendors, you are **NOT** allowed to tear down and leave during the hours of operation. **You will NOT be allowed to drive into the Market area after 3:15 p.m. and will not be allowed to drive out of the Market area until after 7:15 p.m.** For the safety of all, this policy will be strictly enforced. Our Farmers Market is open until 7:00 p.m., and we often have last minute shoppers and customers walking around in the Market space during the closing minutes. Vendors requiring special timing, will be required to park outside the official "market space".

## Downtown DeWitt Farmers Market Applicant Information

First and Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Method of Contact:    Email    Text    Phone ( mobile or home )

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please mail checks to my:    Home    Business

Website Address: \_\_\_\_\_

Facebook Page Name (if Applicable) \_\_\_\_\_

Instagram Page Name (if Applicable) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Others you Authorize to tend to your stall: \_\_\_\_\_

Vehicle Make/Model of the typical vehicle you will park adjacent to your space:

\_\_\_\_\_

Vehicle Length: \_\_\_\_\_ Vehicle Width: \_\_\_\_\_

Do you accept Debit/Credit Card Payments?    Yes    No

If your products are organically grown, are they certified organic?    \*Yes    No

Are you required by the State of Michigan to be licensed?    \*Yes    No

*\*If yes, please enclose copies of valid certificates or licenses, when applicable. Please make sure your license is valid for the 2019 Market Season June 4- October 8.*

**Michigan Sales Tax License # \_\_\_\_\_**

*Individuals or businesses that sell tangible, personal property to the final consumer need a sales tax license. An application for a sales tax license can be completed on the Michigan Department of Treasury web site at [www.michigan.gov/taxes](http://www.michigan.gov/taxes) under Sales and Use Tax.*

***Please note: a vendor may be exempt from licensing but will be required to label products according to Michigan Cottage Food Law, Michigan Department of Agriculture and Rural Development or Local Health Department Regulations.***

**Describe your business (please check all boxes that apply):**

**Grower:** 100% of products are grown by my farm business. Preference is given to 100% growers over retailers. \*\*

**Farmer/Retailer:** 75%- 99% of products are grown by my farm business that is present weekly at the Downtown DeWitt Farmers Market. 25% or less is purchased from another Michigan grower or wholesaler. \*\*

**Retailer:** 60%-74% of products are grown by my farm business that is present weekly at the Downtown DeWitt Farmers Market. 40% or less is purchased from another Michigan grower or wholesaler. \*\*

**\*\*Seed, plant, and transplant receipts and copies of seed packets are required to verify produce grown by farmer. Farm Visits by the Downtown DeWitt Farmers Market Management may occur to verify farm products authenticity and origin.**

**Food Producer/Ready Made Food (state licensed kitchen facility):** 100% of income is the result of sales of licensed prepared food or drink, value-added products, or processed goods resulting from animals raised by their business.

**Food Producer (non-licensed kitchen facility/cottage food):** 100% of income is the result of sales of MI Cottage Food eligible food or drink, value-added products, or processed goods resulting from animals raised by their business.

**Crafter/Artisan:** Handcrafted, limited quantity products. These goods are the result of a process, using skilled trades or traditional methods, from idea to end product. All items must be handcrafted; no products may be commercially manufactured.

**Other Describe:** \_\_\_\_\_

Note – there may be additional Special Events for certain Farmers Market dates. Please get updated event information from Farmers Market Manager, the website <http://www.dewittdda.org>, click on the Farmers Market Tab or the Events” tab, or “Like” the Facebook Page “Downtown DeWitt Farmers Market”.

**2019 Market Dates:** Please circle the dates you will be attending the market. There are 19 markets for 2019.

*June 4	June 11	**June 18	June 25
*July 2	July 9	July 16	July 23
July 30	*August 6	August 13	August 20
August 27	*September 3	September 10	September 17
September 24	*October 1	*October 8	

\*Kid’s Activity Day at the Market.

\*\*Downtown DeWitt Classic Car Cruise-In. The Market will move to a temporary location (along Main Street, East of Bridge Street)



I wish to be a single stall 2019 Seasonal Market Vendor. The Seasonal Rate is \$195.  
Please indicate stall location preference \_\_\_\_\_(1<sup>st</sup> choice) \_\_\_\_\_(2<sup>nd</sup> choice) \_\_\_\_\_(3<sup>rd</sup> choice)

I wish to be a single stall 2019 Daily Market Vendor. The Daily Rate is \$12/market. Stall locations are determined on a weekly basis. Daily vendors are not guaranteed a spot in each market.

I wish to be a double stall 2019 Seasonal Market Vendor. The Seasonal Rate is \$390.  
Please indicate stall location preference \_\_\_\_\_(1<sup>st</sup> choice) \_\_\_\_\_(2<sup>nd</sup> choice) \_\_\_\_\_(3<sup>rd</sup> choice)

I wish to be a double stall 2019 Daily Market Vendor. The Daily Rate is \$24/market. Stall locations are determined on a weekly basis. Daily vendors are not guaranteed a spot in each market. Please note: nothing larger than a double stall space is available for daily vendors. If your spacing needs extend beyond a double space, please communicate with the Market Manager, additional fees and special arrangements may be made at the Market Manager's discretion, pending availability.

I wish to be a triple stall 2019 Seasonal Market Vendor. The Seasonal Rate is \$585. Please note: nothing larger than a triple space is available for seasonal vendors.  
Please indicate stall location preference \_\_\_\_\_(1<sup>st</sup> choice) \_\_\_\_\_(2<sup>nd</sup> choice) \_\_\_\_\_(3<sup>rd</sup> choice)

I will need electricity.

**Have you been a vendor at the Downtown DeWitt Farmers Market in the past?** Yes No

**If yes, what year(s) have you been a Vendor?** \_\_\_\_\_

**If you were a Seasonal Vendor in 2017, what was your location number?** \_\_\_\_\_

## 2019 Product Plan (Produce)

Please **circle or highlight all items that you produce and plan to bring** to the Market.

Please mark items which you *do not produce* but will be bringing with an **\*\*asterisk\*\***

### Fruits and Vegetables:

- Apples
- Apricots
- Artichoke
- Asparagus
- Arugula
- Bok Choi
- Basil
- Beans
- Beets
- Blackberries
- Blueberries
- Broccoli
- Brussels Sprouts
- Cabbage
- Cantaloupe
- Carrots
- Cauliflower
- Celery
- Cherries
- Collards
- Corn:
- Cucumber
- Currants
- Eggplant
- Flowers (Cut)
- Flowers (Potted)
- Garlic
- Gourds
- Grains:
- Grapes
- Green Beans
- Ground Cherries
- Herbs:
- Kale
- Kohlrabi
- Leeks
- Lettuce
- Melons
- Mulberries
- Mushrooms
- Mustard Greens
- Okra
- Onion
- Parsley
- Parsnips
- Peaches
- Pears
- Peas
- Peppers (Hot)
- Peppers (Sweet)
- Plums
- Potatoes
- Pumpkins
- Purslane
- Radishes
- Raspberries
- Rhubarb
- Rutabaga
- Scallions
- Spinach
- Squash (Summer)
- Squash (Winter)
- Strawberries
- Sweet Potatoes
- Swiss Chard
- Tomatoes (Cherry)
- Tomatoes
- Tomatillos
- Turnips
- Watermelon
- Yams
- Zucchini
- Other (please list)

### Value Added Products: *(some items are subject to licensing and labeling requirements)*

- Beef
- Butter
- Chicken
- Cheese:
- Dry Mixes
- Compost
- Eggs
- Fruit/Vegetable
- Butter:
- Honey
- Honeycomb
- Juice
- Jelly/Jam:
- Maple Candies
- Maple Syrup
- Pork
- Pickles
- Salsa
- Soap
- Other

Please describe your growing practices \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2019 Product Plan (Non-Produce)**

Please list all homemade products and items you plan to sell (non-produce).

*Please note: a vendor may be exempt from licensing but is required to label products according to Michigan Cottage Food Law, Michigan Department of Agriculture and Rural Development (MDARD), and Local Health Department Regulations. Compliance with all State & Federal Laws is expected.*

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Please list any other products that do not fit in the categories above (please specify):

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note to Vendors:** If you choose to add additional offerings or change your product selection mid-season, you ***MUST*** update your Product Plan with the Downtown DeWitt Farmers Market Manager. The Downtown DeWitt Farmers Market does try to balance product offerings and promote diversity for the overall financial health of the market and the vendors.

**To complete this application, each box below MUST be checked.**

- I will submit any and all applicable licenses, certificates, receipts, photos, and/or any other needed documentation.
- I will read the 2019 Market Rules (Located at:  
<http://www.dewittdda.org/Portals/57/2019%20Market%20Rules.pdf>)
- I will submit the 2019 Signature Page. (Located at:  
<http://www.dewittdda.org/Portals/57/2019%20Signature%20Agreement%20Page.pdf>)

I agree that all the information written on and included with this application is true and accurately represents myself and my business. Should any of this information change, I will notify the Market Management immediately.

**Printed Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mail (or email) completed application to:**  
Downtown DeWitt Farmers Market  
C/O DeWitt Downtown Development Authority  
414 E Main St  
DeWitt, MI 48820

Email: [assistdda@dewittmi.org](mailto:assistdda@dewittmi.org)  
Phone: 517-624-0286

Once you have been notified of your acceptance into the Downtown DeWitt Farmers Market, checks can be made payable to:

**DeWitt Downtown Development Authority**  
**Memo line: Farmers Market**

**Please make a copy of this completed application, in its entirety, to keep for your records.**

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Office Use Only:

Application Received on:

Seasonal Payment Received on: