



## 2023 VENDOR APPLICATION

### VENDOR NAME & CONTACT INFORMATION:

Your Name(s) \_\_\_\_\_

Farm, Business, or Organization Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email (*this email will be used to send out market map & info*): \_\_\_\_\_

Website: \_\_\_\_\_ FaceBook Page: \_\_\_\_\_

### TYPE OF ENTITY:

Individual       Corporation       Partnership       Nonprofit or Community Org

Family       Cooperative       LLC       Other \_\_\_\_\_

### LOCATION & GENERAL INFO:

The Westland Farmers & Artisans Market will take place at the Farmers Market and Lions Pavilion buildings located at 1901 N. Carlson, Westland, MI 48185 (in Central City Park just south of Ford Rd). The Market will take place on **Thursday afternoons from 3-7pm, May 25th - October 12th** for a total of 20 Market days. **Vendor set up starts at 1:00 pm.** Vendors are required to follow all current City, County, State and Federal health guidelines. **The market will be closed on August 3.**

### VENDOR MIX:

The Westland Farmers Market - Market Management reserves the right to limit the number of non-produce vendors to ensure balance at the market, as well as balance the overall product offerings, including consideration of their health impacts. Vendor applicants are accepted to sell at the market at our discretion. Tables for nonprofit or community organizations NOT selling anything are free twice, but must be applied for in advance and follow the same guidelines as other vendors. Nonprofit and community organizations, especially with a focus on healthy lifestyles, are invited to apply to participate to share information. Tables promoting political candidates or ballot measures are not allowed.

### MARKET DATES & RATES:

Due to space restrictions and our need to maintain an optimal product mix, vendors may be placed on a waitlist or offered space for only part of the season. Please see 2023 Market Policies for guidelines for selling at the market. Vendors can choose to apply and pay in advance for a discount, or choose to attend individual market dates and pay a daily fee on site. Vendor applications must be received 7 days before date vendor hopes to attend; receipt of an application does not guarantee acceptance to the market. If accepted to vend, vendor fees are nonrefundable. See 2023 Market Policies for details on applications, fees, and waitlists.

**Vendors must check-in with Market Master(s) and pay fees before allowed to set-up for market.**

**Farmers Market Orientation is mandatory for all vendors who register at the beginning of the Market. This will take place on Thursday, May 11 from 5-6pm at Westland City Hall. If you start the market during the market season, you will need to meet with the Market Masters before your first market to review rules and guidelines.**

**We have 3 types of Vendor Spots, please select your preference (not guaranteed unless paid for full season; Market Management has the right to adjust any vendor stall space on the day of the market as they see fit.):**

- \_\_\_\_\_ No Tent Needed - Farmer Market Pavilion - 8x6 space (Full season commitment & advanced payment needed to hold spot)
- \_\_\_\_\_ No Tent Needed - Lions Pavilion (open air pavilion) - 8x9 space
- \_\_\_\_\_ Outside (you provided your own tent) - 10x10 space

**Rates:**

Seasonal fee rates are available until June 9th on a prorated basis.

- \_\_\_\_\_ \$250: Whole Season **Paid in advance** - GIVEN PRIORITY LOCATIONS
- \_\_\_\_\_ \$60: Monthly (4 weeks) - (\$15/day) **Paid in advance \* rate is only available if all four weeks are paid in one lump sum**
- \_\_\_\_\_ \$20/day: Daily rate - **Paid at least 1 week in advance**
- \_\_\_\_\_ \$25/day: Daily rate - **Paid day of market**

PLEASE MAKE CHECKS PAYABLE TO: CITY OF WESTLAND

**2023 MARKET DATES:**

I plan to attend all market dates \_\_\_\_\_

I plan to attend all market dates after \_\_\_\_\_

I plan to attend the following dates (circle dates you will be attending):

**May 2022** - 5/25

**June 2022** - 6/1 6/8 6/15 6/22 6/29

**July 2022** - 7/6 7/13 7/20 7/27

**August 2022** - ~~8/3(closed)~~ 8/10 8/17 8/24 8/31

**September 2022** - 9/7 9/14 9/21 9/28

**October 2022** - 10/5 10/12-Last Day

**LICENSING/INSURANCE:**

Each vendor must furnish to the City of Westland/Market Master a current and valid copy of any and all licenses and permits necessary for their operation. A copy of the appropriate State license must accompany the vendor application for items such as perennial plants, meat, food vendors, Certified Kitchen License, etc. Vendors are encouraged to obtain their own insurance against all liabilities.

**Are you required by the State of Michigan to be licensed for any aspect of your business?**

No  Yes If so, you MUST attach copies of current licenses.

**Do you carry general liability insurance or product liability insurance for this business/farm?**

No  Yes If so, please attach a copy of your certificate of insurance.

**If you are a grower, are you certified Organic? \_\_\_\_\_**

No  Yes If so, please attach a copy of your certification.

**NOTICE TO PREPARED FOOD VENDORS:**

All food vendors (selling under the Michigan Cottage Law or licensed through a certified kitchen) must be familiar and compliant with Local and State food safety and handling regulations. The Westland Farmers Market is regulated by the Wayne County Health Department and Michigan Department of Agriculture. Health Department officials may visit the market and vendors are required to comply with all safety and regulations set in place. **Failure to comply may result in vendor removal from market and vendor will not receive a refund.**

\*\*All prepared food products MUST follow the Cottage Food Labeling Requirements and MUST be pre-packaged and fully labeled prior to the start of the market. Failure to do so will result in removal of products from market.

**PRODUCTS TO BE SOLD:**

*We will be encouraging market customers to respectfully ask about their food and food sources. Please be prepared to openly and honestly share this information.*

**The Westland Farmers & Artisans Market is open to vendors with an emphasis on local products and produce.** "Local" means produced in Michigan (preferably within 100 miles of Wayne County). All produce, for purposes of customer clarity and food assistance program regulations must be labeled grown in Michigan or where they were grown. Other food products need to be locally produced, but ingredients do not need to be locally sourced. **Crafts also need to be handmade, not store bought or sold by a company.** Currently we allow 3 of each type of vendor (not including farmers) but reserve the right to change policy at any time. All pricing must be visible for items. **NOTE:** *New products can be added during the market season, but you must get them preapproved by the Market Management, prior to the start of the market. If items are not approved by Market Management, you will be asked to remove items from your table and take them to your vehicle.*

Please describe ALL the products you plan to sell. If an information/education/outreach booth, please describe type of information to be distributed:

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**PRODUCE & PLANT VENDORS:**

Where have the products been grown or produced?

\_\_\_ My own farm/garden (write address(es) of farm or garden): \_\_\_\_\_

\_\_\_ Wholesale (list wholesale sources) \_\_\_\_\_

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

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What percentage of these products have you grown, raised, or made yourself? \_\_\_\_\_%

Are the crops you grow or sell treated with chemical pesticides and fertilizers? Yes\_\_\_ No\_\_\_

**Please list the products you expect to sell:**

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**HOLD HARMLESS/SIGNATURE:**

The City of Westland Farmers & Artisans Market is not responsible for product liability or the paying of sales taxes by individual vendors. The Market is not held responsible in any way for any loss or damage 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 the City of Westland 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 Westland Farmers & Artisans Market.

By signing this application, I agree that:

- 1) I have read, understood, and agree to the guidelines contained in this application and the attached Market Policies.
- 2) I will obtain all applicable permits and licenses from local, state, and federal regulatory agencies.
- 3) The City of Westland and Westland Farmers & Artisan Market Management reserves the right to deny any vendor application or ask a vendor to discontinue participation in the market.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PHOTO RELEASE:**

I, \_\_\_\_\_ give the City of Westland and Westland Farmers and Artisan Market Management and their legal representatives and assigns, the right and permission to publish, without my charge, photographs or videos taken of my image.

I do hereby grant permission to the City of Westland, its agents and others working under its authority, full and free use of video/photographs/audio containing my images/likenesses/voice. I understand these images and sounds may be used for promotional publications, news, research and/or educational purposes.

I do further certify that I am of legal age and possess full legal capacity to execute the foregoing authorization and release form.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR APPLYING. WE LOOK FORWARD TO WORKING WITH YOU.**

Completed applications can be emailed to the Chamber at westlandchamber@gmail.com or mailed to Westland Chamber, ATTN: Farmers Market 36900 Ford Rd. Westland, MI 48185. Please direct questions to Kiersten Beckwith at (734)-326-7222.

