

**IRON MOUNTAIN FARMERS AND ARTISANS MARKET
2020 VENDOR APPLICATION**

MAIL APPLICATION TO: Farmer's Market, P.O. Box 581, Iron Mountain, MI 49801
PHONE (906) 774-9223

CONTACT INFORMATION – list contact for all vendors selling in your space
Name
Street Address
City, State, Zip Code
Email/Website:
Home/Cell Phone
Work Phone

Vendor Fees: \$25.00 per week or \$125.00 for year, each additional space is \$75.00.
Need space by week or year(**circle one**)? How many **extra** spaces_____ Do you need electric?
List any other special needs_____

The Market Committee gives priority to yearly vendors who have a regular attendance record in considering future applications. Please note attendance is important to the Market.

Dates: There will be a total of 26 Saturdays during the 2020 market season. Summer market will run from May 30 thru Oct 17, weather permitting in October. Indoor market will run one Saturday of the month November, December, March, April, and May. In order to plan ahead, please **circle or highlight** dates you know you will **not** be in attendance. (IM) is indoors at Izzo-Mariucci Center.

March 14(IM)	June 6	July 4	August 1	Sept. 5	Oct. 3
April 11(IM)	June 13	July 11	August 8	Sept. 12	Oct. 10
May 9(IM)	June 20	July 18	August 15	Sept. 19	Oct. 17
May 30	June 27	July 25	August 22	Sept. 26	Nov. 14(IM)
			August 29		Dec. 12(IM)

If you find you cannot attend please notify Market Manager.

LICENSE & INSPECTIONS:

This market is inspected regularly by the Dickinson County Health Department and the Michigan Department of Agriculture. List the license numbers and inspection numbers required for the operation of your business or sale of product. Copies of any inspections by these agencies and licenses must be attached with a sample of your label.

License Numbers: _____

Please return this application (2 pages) to the address above or e-mail to hsrhnschaub@att.net or fax to 906-774-0471. Do not send money with the application as it will need to be reviewed and approved by executive committee. Allow 10 business days for review. Do not staple application pages.

Iron Mountain Farmers and Artisans Market Product List:

Please list items you intend to sell in each category and **circle your primary category**: Please provide photos or brochures if available For returning vendors, please provide photos or brochures of any new items you intend to sell. Market reserves the right to limit categories of items you can sell and number of individuals selling in a space.

ANIMAL PRODUCTS

VEGETABLES

FRUIT

ANNUALS

PERENNIALS

BAKED GOODS

REFINED EDIBLE PRODUCTS (ex. Honey jams, granola, flour, etc.)

CRAFT ITEMS (ex. jewelry, knit or crocheted items, etc.)

FINE ARTS (ex. painting, photography, books, etc.)

GARDEN ART AND FURNITURE

List all items that you wish to sell that are not grown, made or produced by yourself and where they come from.

Non – profit/public information group Please describe

Vendor Signature: _____

Date: _____

Iron Mountain Farmers & Artisans Market Operating Guidelines

1) **Application and Products to be sold:**

All vendors must complete an application listing the types of products to be sold. All produce must be grown within a 100 mile radius. Vendors wishing to provide and sell produce and other edible products which may be found within a 350 mile radius but not grown or produced locally may be permitted to sell **if approved** by the Market Committee. All other items must be produced within a 75 mile radius of the market. If the vendor is not actually involved in the production of those items, they must state with specificity who, what, and where those items are from. **Application must list all individuals who will be involved in selling items in the market. No more than one enterprise per space will be allowed.** The Market committee reserves the right to reject products that are not locally grown or produced or that are not the work of the vendor. The Market Committee also reserves the right to limit vendor's secondary product lines to avoid over saturation . The Market Committee will meet as needed to review and approve or deny vendor applications. The primary focus of the market will be locally grown farm fresh produce, entrepreneurial food based products and artist vendors who produce original pieces. Accepted Vendors who wish to sell additional products must request a review by executive committee of those products in writing or via e-mail.

2) **Registration and Fees:**

Vendors are required to complete the attached application and Hold Harmless Agreement. Application must be approved by executive committee. Market Manager shall verify information is correct and fees are paid. **The year round (March thru December) market vendor fee is \$125, plus \$75 for each additional space . Weekly fee is \$25 per week payable five days in advance.** Weekly vendors get one week free for every four markets they pay for and attend and payments will be applied to yearly fee if they convert. All vendors who pay and plan to attend regularly year round will be listed on the market's website and facebook pages and included in media releases and all publicity as a regular vendor at the market.

3) **Hours and Days of Operation/Loading and Unloading:**

A. Summer. Opening day of the outdoor summer market is May 30, 2020. Outdoor summer market hours are Saturdays from 8am to 12 noon from May 30 through October 17 (weather permitting). **Vendors must be setting up at their space between 6:45 am - 7:45 am unless prior arrangements have been made with the market manager. Vendors are encouraged to refrain from selling their produce or products prior to 8am.**

B. Indoor. The indoor market hours are Saturdays from 9 am to 12 noon at the Izzo-Mariucci Center located at the corner of Carpenter Avenue and West A Street. Indoor market dates are, March 14, April 11, May 9, Nov. 14, and Dec. 12. **Set up and unloading shall take between 8:00 am – 8:45 am unless prior arrangements have been made with the market manager.** Please remove vehicle immediately after unloading. **Vendors are encouraged to refrain from selling their produce or products prior to 9am.**

- 4) **Signage:** Vendors must clearly display the name of their business and post prices for all items being sold. Collusion and deceptive pricing practices are prohibited. Deliberate and significant undercutting of a competitor's pricing to gain market advantage is strongly discouraged. **Food and Produce vendors should provide signage that specifically indicates where food is grown, produced or if purchased from another farm. In addition vendors shall post all permits or licenses and comply with all federal, state and local requirements.**
- 5) **Attendance is important.** Any vendor, who fails to attend without notice on a consistent basis, may not be accepted as a vendor the following year. Vendors who show up late, leave early, or do not let the Market Manager know they will not be in attendance in advance may lose their regular spot and be required to float to any available spot. The Market Committee reserves the right to accept applicants as a weekly rather than yearly vendor.
- 6) **Space/Setup:** Parking stall spaces for summer market are approximately 10' x 15' (W x L) . Year round spaces will be assigned by Market Manager and will remain the same for the duration of the market season. **Vendors who request more than one stall will be required to pay an additional fee of \$75 for each additional space.** In order to give the market a tight knit and welcoming feel, the entire front space of parking spots must be utilized for sales with vehicles parked away from the customer. **If a vendor is not at their stall for more than 2 consecutive weeks without prior consent from the Market Manager, you will forfeit your stall space and may have to relocate to a new stall space. The Market Manager shall be responsible for checking up on those who fail to attend without notice. A vendor who is habitually late and whose set up occurs after Market starts and interferes with smooth operation of market or endangers patrons or vendors may also lose their stall and be relocated.** Vendors should display products in a clean and attractive way and should minimize safety hazards. All canopies and umbrellas must be completely secured by weights or ties downs or they will be subject to removal. Electric cords must be placed and marked or secured in a way that greatly reduces the risk of tripping on them.
- 7) **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 Iron Mountain Farmers Market and City of Iron Mountain are not liable for any non-compliance with any federal state, and local laws, guidelines or ordinances. Please sign the attached Hold Harmless agreement and return it with your payment upon acceptance. All persons involved in operation of the stall must sign the hold harmless agreement.

8) 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.

9) Cottage Food Vendors:

Please review information from the State of Michigan regarding the Cottage Food Laws. The City of Iron Mountain Downtown Development Authority encourages vendors who operate under this law to obtain Liability Insurance and provide a copy with your application.

10) Pets and Smoking:

Smoking by Vendors is prohibited in the market place during market hours. Show courtesy by keeping your distance from the market and consider the wind direction if smoking, including market setup/takedown times, as this affects the comfort of other vendors and the promotional aspects of our healthy markets.

11) Non-compliance with market guidelines:

If any Vendor's blatant or obvious failure to comply with market guidelines is affecting the market or other vendors they shall be referred to the Market Manager for review. If they fail to correct the non-compliance they may be asked to leave the market and forfeit their fees.

Non-compliance shall include unexcused absence, consistent late set-up or early tear down, unauthorized merchandise sales and providing inaccurate or deceptive information on application.

12) Farmer's Market executive committee:

The Farmer's Market Executive Committee shall be comprised of 5-7 Vendors elected by qualifying Vendors at the close of the last market in April. The Committee shall also include the DDA Director and one DDA volunteer shall have the right to attend meetings and have input at same but shall not have any voting power on the committee. The Committee shall review and vote on all applications. Applications are allowed by majority vote – voting may be electronic. The committee shall be responsible for arranging all advertising and press releases. The Committee shall also mediate any disputes between Vendors and shall assist DDA Coordinator in any capacity she deems necessary for the functioning of the Market.

Market Manager shall collect all fees and account to the committee for their disbursement for the good of the market. Farmer's Market is a non-profit venture and all money collected will be spent on promoting the market.

13) Suggestions/Complaints:

Suggestions or complaints concerning the market may be communicated to the Market Master or any member of the executive committee.

Executive Farmers Market Committee

The executive committee is responsible for approving applications, fielding questions on the market and managing advertising and promotional expenditures for the farmers market. If you have any questions, please feel free to contact any one of the following:

Market Manager/Attendance

Nancy Schaub
906-774-9223 cell #
hsrhnschaub@att.net

Fred & Bonnie Hedmark
715-336-2214
fbhedmark@gmail.com

Ila Schloss
715-889-4442
lla1717@yahoo.com

Jennifer Slagle
906-221-5937
slaglesfamilyfarm@gmail.com
webmaster

Larry Steele
906-774-7595
farmersteele@charter.net

Hal & Carol Wentzel
715-927-2450
appls4u@gmail.com
radio advertising

NOTE: Applications may only be approved by a majority of the Executive Farmers Market Committee. Most of their meetings will take place via e-mail. If you have questions on the eligibility of your products, it is recommended that you stop by the market in person and bring a sample of your product



Return this agreement with your payment to P.O. Box 581, Iron Mountain, MI 49801, once you have been notified of your acceptance into the market. Each Vendor/Owner must sign a hold harmless agreement.

INDEMNIFICATION, HOLD HARMLESS/RELEASE AND ASSUMPTION OF RISK AGREEMENT

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Iron Mountain/Iron Mountain Downtown Development Authority, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Iron Mountain/Iron Mountain Downtown Development Authority 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 Iron Mountain/Iron Mountain Downtown Development Authority, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Iron Mountain, 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 Iron Mountain Farmers & Artisans Market.**

CAUTION: This document release liability, results in assumption of risk, and provides for indemnification and hold harmless of the City of Iron Mountain/Iron Mountain Downtown Development Authority by Participant. Please read carefully before signing.

CITY OF IRON MOUNTAIN DDA

PARTICIPANT:

By: _____

Signature of Participant

Its: _____

Print Name of Participant

Dated: _____

Return an executed copy of this document and your payment to: Market Manager