

## APPLICATION REQUIREMENTS

All vendors must be approved by the **Troy Farmers Market** Market Manager. Potential vendors are required to turn in all of the following items at the time of application to qualify for approval:

- Vendor Application 2018 (pages 5-8)
- On-site Additional Contact Forms (as needed)
- Proof of insurance liability coverage – in the amount of \$1,000,000 per occurrence, with the City of Troy named as additionally insured
- Certifications (organic, naturally grown, etc.)
- Michigan Sales Tax License
- Hold Harmless Form (page 9)

Each vendor is responsible for having all licenses and permits required by local, state, and federal governments. Please email the Market Manager at [farmersmarket@troymi.gov](mailto:farmersmarket@troymi.gov) with any specific questions.

## SENDING APPLICATION

Please mail your entire application and all of the required items listed above to:

City of Troy Community Affairs  
ATTN: Market Manager  
500 W. Big Beaver Road, Troy, MI 48084

Or via email: [farmersmarket@troymi.gov](mailto:farmersmarket@troymi.gov)

## SELECTION

You will be notified via the email you provided on this application if you are selected. The Market Manager reserves the right to reject a vendor application if the goods are not compatible with the Troy Farmers Market goals. The Market Manager will work to keep an even balance of products sold at the Troy Farmers Market as to avoid over-saturation. The receipt of this application is not a contract and does not guarantee your participation.

## WAITLIST

If you are not selected to be a vendor in the 2018 season, you will immediately be put on a waitlist. Should space open up (vendor non-compliance, failure to pay, etc.), you will be notified via the email you provided on your original application.

## PAYMENT

Within two (2) weeks of your approval, full payment for the weeks selected on page 7 is due in the form of a check payable to “City of Troy” and mailed to the above address. If you do not pay within the two (2) week time frame, your spot may be forfeited to vendors on the waitlist.

## GENERAL MARKET RULES

- No alcohol, drugs, smoking, or other intoxicants will be permitted at any time on site
- Use of television or stereo systems is prohibited
- Use of abusive language is prohibited
- All produce and food products must be stored and displayed at least 18” above the ground, with the exception of pumpkins, watermelons, flowers in containers, and other items in water for freshness
- All produce should be mature, not overripe, and void of decay
- Any grievances regarding pricing, displays, or conduct of another vendor should be immediately directed to the Market Manager.

## ENFORCEMENT OF RULES

Failure to adhere to the rules above may result in forfeiture of your space and booth fee. Violations of these rules may result in a suspension from the market for a certain time period, forfeiture of fees, and/or permanent dismissal.

**The Market Manager has the final say to determine if a rule has been broken.**

## LOCATION OF OPERATION

The Troy Farmers Market is located in the Troy Public Library Parking Lot at 510 W. Big Beaver, north of Troy City Hall off Town Center Drive the intersection of Civic Center Drive & Town Center Drive, near the Library, Aquatic Center, and the 52-4 District Courthouse.



## SET UP

Vendors are responsible for setting up their own booths. Vendors must check in on site with the Market Manager before beginning set up. Vendors may begin set up at 1 pm on the day of the market. Set up must be completed by 2:30 pm each market for Fire Department inspections.

## PRESENTATION

Vendor booths must be neat and presentable. Vendors must provide their own tables, chairs, tents (MUST BE FLAME-RETARDANT), and tablecloths. All tables must be covered with a tablecloth. Tents must be weighted down with 40+ pound sandbags on EACH leg. Display items and products must not exceed your space or protrude into the walkway. Flame-retardant labeling must be permanently attached to the tent and/or canopy.

## VENDOR SPACE

Each booth will be two parking spaces wide. Vendors may park their trucks or trailers directly behind their table/tent OR move vehicles to the additional vendor parking lot (Library parking lot). If you need additional space for your booth, email the Market Manager at farmersmarket@troymi.gov. Extra space is given out as available and on a first-come-first-serve basis.

## SIGNAGE

Each vendor will be provided a large sign and stand to write their farm/vendor name and the city or town they are from. Vendors are encouraged to note if they are USDA Certified Organic or any other certifications only if they have provided proof of certification to the Market Manager with this application. Additional signage is required for clearly labeled prices according to MDA packaging and labeling standards and is the responsibility of the vendor.

## SAMPLES & FOOD SAFETY

NO food or drink samples can be given away at the Market without meeting Oakland County Health Department Regulations. If your samples generate waste, you must provide trash containers for customer use. Food items are to be displayed on a table with a tablecloth.

## VENDOR ETHICS

We expect vendors to conduct themselves in a pleasant and courteous manner to all people at the market. Breaches of these expectations will result in immediate dismissal of the Vendor from the Troy Farmers Market and forfeiture of all vendor fees. A dismissed vendor may only return upon approval by the Market Manager. Examples of breaches of vendor ethics include but are not limited to:

- Misrepresentation of products and/or violation of truth in advertising
- Failure to comply with county, state, and local licensing requirements
- Participation in the Farm to Table | Farm to Troy Farmers Market while under the influence of any intoxicants
- Committing any illegal acts



## TEAR DOWN

Tear down begins at the end of the Market no earlier than 7 pm. NO EARLY TEAR DOWN IS PERMITTED. Vendors must remain until the market closes. If you sell out, you may pack up and leave ONLY WITH THE PERMISSION OF THE MARKET MANAGER.

## SAFETY

Fire extinguishers must have current service tags. No objects requiring key, tools, or special knowledge are allowed in designated fire lanes. No cooking or use of open flames inside, or within 20 feet of, tents and canopies. Tents and canopies with sides may require emergency & exit lighting. A permit is required. Contact the Market Manager for more information.

## CLEAN UP

Each vendor is responsible for cleaning up their own booth space. Bring your own cleaning equipment (brooms, dustpans, etc.). If the Market Manager has to clean up your space after you leave, there will be a \$25 fee for each occasion we have to do the clean up. No exceptions.

## REFUSE

Each vendor is responsible for disposing of their own trash after the end of the market. Trash cans provided around the Troy Farmers Market are for customer use only. Dumping of leftover products in these trash cans is prohibited.

## MARKET CANCELLATION

### CANCELLATION | "NO SHOW"

If a vendor is unable to open their booth on any Market date, the vendor must contact the Market Manager via email by 3 pm (48 hours) on the Wednesday before the Market date that they will miss. A late cancellation or "no show" will be charged a \$25 space fee in check form due on or before the next Market date. After three (3) late cancellations or "no shows," the Market Managers reserve the right to remove the Vendor from the Market for the remainder of the season with no refunds.

### INCLEMENT WEATHER CANCELLATION

Market Manager reserves the right to cancel the Market due to inclement weather (high winds, excessive rain, lightning and thunderstorms, etc). No refunds will be given in the event of a weather cancellation. Vendors will be notified by 11 am the morning of the Market via text message and/or email in the event of a cancellation.

## MARKET MANAGER'S CONTACT INFO

CINDY STEWART  
Director of Community Affairs  
Office: 248.524.1147

Market Manager's Email:  
farmersmarket@troymi.gov  
Cell: 248.930.2383

## BASIC CONTACT INFO

Vendor Name: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

\*Designated On-Site Contact Full Name: \_\_\_\_\_

On-Site Contact Cell Phone: \_\_\_\_\_

Can the On-Site Contact Cell Phone listed above receive text messages? Circle: Yes No

Vendor Website: \_\_\_\_\_

Vendor Social Media:

Facebook Name: \_\_\_\_\_

Twitter @ \_\_\_\_\_

Instagram @ \_\_\_\_\_

Do you participate in other markets? If so, which ones?

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\*If the Designated On-Site Contact listed above cannot attend a particular market date and is sending a replacement representative, he/she must contact the Market Manager via email (farmersmarket@troymi.gov) & fill out the "On-Site Additional Contact Form," to be turned in no later than the Thursday before that particular market date by 4:30 pm. If the Vendor knows in advance that they will be sending a replacement representative multiple times throughout the season, please email the Market Manager (farmersmarket@troymi.gov) to fill out the "On-Site Additional Contact Form," which shall be turned in with the original application.

## MARKET CATEGORY

Select All Categories that Apply:

 Farmer (produce, veggies, eggs, etc.) - up to 30% of produce may be brokered\* USDA Organic? Plants (starter plants, seeds, flowers, etc.) Cottage Food (see [michigan.gov/cottagefood](http://michigan.gov/cottagefood) for a specific list of what qualifies as cottage food) Artisan\*

MI Sales Tax License # \_\_\_\_\_

 Licensed Processed Food Vendor

Products must be created in a state licensed kitchen. Products must be packaged according to Michigan Food Law guidelines.

 Other: \_\_\_\_\_

## PRODUCT LIST

\*Please provide a specific product list in the space below the chart if you are an Artisan, Licensed Food Processor, have brokered produce, or selected an asterisked item in the chart below:

<b>FARMER</b>	<input type="checkbox"/> Apples	<input type="checkbox"/> Apricots	<input type="checkbox"/> Artichokes	<input type="checkbox"/> Arugula	<input type="checkbox"/> Asparagus
	<input type="checkbox"/> Beans	<input type="checkbox"/> Beets	<input type="checkbox"/> Blackberries	<input type="checkbox"/> Blueberries	<input type="checkbox"/> Broccoli
	<input type="checkbox"/> Brussels Sprouts	<input type="checkbox"/> Cabbage	<input type="checkbox"/> Cantaloupe	<input type="checkbox"/> Carrots	<input type="checkbox"/> Cauliflower
	<input type="checkbox"/> Celery	<input type="checkbox"/> Cherries	<input type="checkbox"/> Collards	<input type="checkbox"/> Corn	<input type="checkbox"/> Cucumber
	<input type="checkbox"/> Currants	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Garlic	<input type="checkbox"/> Gourds	<input type="checkbox"/> Grains*
	<input type="checkbox"/> Grapes	<input type="checkbox"/> Herbs*	<input type="checkbox"/> Kale	<input type="checkbox"/> Kohlrabi	<input type="checkbox"/> Leek
	<input type="checkbox"/> Lettuce	<input type="checkbox"/> Melons	<input type="checkbox"/> Mulberries	<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Mustard Greens
	<input type="checkbox"/> Okra	<input type="checkbox"/> Onion	<input type="checkbox"/> Parsley	<input type="checkbox"/> Parsnips	<input type="checkbox"/> Peaches
	<input type="checkbox"/> Pears	<input type="checkbox"/> Peas	<input type="checkbox"/> Peppers	<input type="checkbox"/> Plums	<input type="checkbox"/> Potatoes
	<input type="checkbox"/> Pumpkins	<input type="checkbox"/> Radish	<input type="checkbox"/> Raspberries	<input type="checkbox"/> Rhubarb	<input type="checkbox"/> Rutabaga
	<input type="checkbox"/> Scallions	<input type="checkbox"/> Spinach	<input type="checkbox"/> Summer Squash	<input type="checkbox"/> Strawberries	<input type="checkbox"/> Sweet Potatoes
	<input type="checkbox"/> Swiss Chard	<input type="checkbox"/> Tomatoes	<input type="checkbox"/> Turnip	<input type="checkbox"/> Watermelon	<input type="checkbox"/> Winter Squash
	<input type="checkbox"/> Yams	<input type="checkbox"/> Zucchini	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLANTS</b>	<input type="checkbox"/> Flowers (Cut)*	<input type="checkbox"/> Flowers (Potted)*	<input type="checkbox"/> Vegetables (Potted)*	<input type="checkbox"/> Fruit (Potted)*	<input type="checkbox"/> Herbs & Spices (Potted)*
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COTTAGE*</b>  *Note that all Cottage items will need to be specifically listed in the section below	<input type="checkbox"/> Breads	<input type="checkbox"/> Baked goods	<input type="checkbox"/> Vinegars	<input type="checkbox"/> Cakes	<input type="checkbox"/> Sweet breads or muffins containing fruits or veggies
	<input type="checkbox"/> Cooked fruit pies	<input type="checkbox"/> Fruit jams & jellies	<input type="checkbox"/> Dry herbs & dry herb mixtures	<input type="checkbox"/> Dry baking mixes	<input type="checkbox"/> Dry dip mixes
	<input type="checkbox"/> Dry soup mixes	<input type="checkbox"/> Dehydrated fruits/veggies	<input type="checkbox"/> Popcorn	<input type="checkbox"/> Cotton candy	<input type="checkbox"/> Chocolate-covered treats
	<input type="checkbox"/> Nuts	<input type="checkbox"/> Dried pasta	<input type="checkbox"/> Roasted coffee: beans or ground	<input type="checkbox"/>	<input type="checkbox"/>

\*Please provide a specific product list here if you are an Artisan, Licensed Food Processor, have brokered produce, or selected an asterisked item in the chart above:

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## DATE SELECTION

**The Troy Farmers Market will run weekly  
June 1 - October 26, 2018 on Fridays, 3 - 7 pm.**

\*\*No Farmers Market on September 14 due to the Troy Family Daze Festival.

Prices are final. There will be NO REFUNDS for no shows, vendor cancellations, or cancellations based on weather.

SELECT DURATION	COST	COST PER WEEK
___ Full Season (21 weeks)	\$180	\$8.57 per week
___ Half Season (11 weeks)	\$110	\$10 per week
___ Single Week*	\$15	\$15 per week

\*Single Week applications are preferred as soon as possible, but must be turned in two weeks prior to selected market date. Approval is based on space availability. Payment (check) accepted day of market.

Circle all of the dates you will attend if you are selected.

<b>June</b>	1	8	15	22	29
<b>July</b>	6	13	20	27	
<b>August</b>	3	10	17	24	31
<b>September</b>	7	<del>14</del> *	21	28	
<b>October</b>	5	12	19	26	

## PHOTO RELEASE

I hereby grant permission to the Farm to Table | Farm to Troy Farmers Market, its agents, and others working under its authority, full and free use of video or photographs containing my image/likeness. I understand that these images may be used for promotional, research, and/or educational purposes.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

PLEASE NOTE: We strongly encourage Vendors to email photos/videos of their businesses, products, and staff to be used for marketing purposes (social media, news articles, websites, etc.). Please send only high-quality photos and videos. If you have a logo, please send it in JPEG format. Email content to [farmersmarket@troymi.gov](mailto:farmersmarket@troymi.gov) with the subject "Marketing Materials."

## FARM TO TABLE | FARM TO TROY VENDOR AGREEMENT

I, \_\_\_\_\_, have read and agree to abide by the Troy Farmers Market Rules & Regulations, as well as all laws, codes, and regulations required by the Market Management.

I agree to pay the required stall fee upon the approval of my application.

I understand that Market rules may change at any time for any reason, and that I will be given seven (7) days' notice of the change before the change takes effect.

I certify that the products listed in this application are produced in accordance with all county, state, and federal laws.

I agree that if I do not provide the **Troy Farmers Market** with a minimum of 48 hours notice of my absence from a scheduled Market day, I will pay the \$25 cancellation\”no show” fee via check (Payable to “City of Troy”) before the next Market date.

I understand that this application only applies to the 2018 season of the Troy Farmers Market (June 1 - October 26, 2018, no Market on September 14).

I understand the “three-strikes” rule enforcement policy, and I agree to follow the rules and regulations set in this application to the best of my ability.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## AGREEMENT TO RELEASE, INDEMNIFY, AND HOLD THE CITY OF TROY AND THE FARM TO TABLE | FARM TO TROY FARMERS MARKET HARMLESS FROM LIABILITY

In consideration of and as a condition of approval to participate in the 2018 City of Troy Farmers Market, vendor agrees as follows:

Vendor agrees to release from liability and not to sue the City of Troy, its elected and appointed officials, employees, agents, and volunteers for any losses, costs, expenses (including attorneys' fees), damages, liabilities, or claims arising out of injuries to persons or property during the City of Troy Farmers Market, except for damages caused by or resulting from the City's sole negligence.

Vendor agrees to the fullest extent permitted by law to indemnify and hold the City of Troy, its elected and appointed officials, employees, agents, and volunteers harmless against any losses, costs, expenses (including attorneys' fees), damages, liabilities, or claims whether groundless or not, arising out of bodily injury, sickness or disease, including death resulting at any time there from, which may be sustained or claimed by any person or persons, or damages to any property, (including the loss of use thereof) based on any act or omission, negligent or otherwise, of vendor or anyone else acting on its behalf, relating to any activity associated with the City of Troy Farmers Market, except that vendor shall not be responsible for indemnification to the City for damages caused by or resulting from the City's sole negligence; and vendor shall at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder and vendor shall pay any and all judgements which may be recovered in any suit, action, or proceeding and any and all expenses, including but not limited to costs, attorneys' fees, and settlement expenses as they relate in any way to any activity associated with the City of Troy Farmers Market.

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

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

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