

OKTOBERFEST

Vendor Application

September 21, 2019 | 5 PM — 11 PM

Name: _____ DBA: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Please list all products you will be selling at the market: _____

Please list license numbers required for operation of your business or sale of your products
(nursery, sale, etc.): _____

Vendors are required to adhere to all government laws and guidelines and secure any necessary permits. Please contact the Lenawee County Health Department and/or the Michigan Department of Agriculture & Rural Development for additional information.

***Payment must accompany application.**

Please check which payment plan you prefer:

*All inside stalls get electricity

Booth Spot

\$ 40

By signing below, I certify that I have read, understand, and adhere to all applicable guidelines and agreements as stated.

(Guidelines and agreements are subject to change with advance notice).

Signature: _____ Date: _____

Printed Name: _____



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Bio of Vendor

This year we would like our vendors to include a bio concerning their business/farms. I would like to know how long you have been around/in business, how long you have been attending the farmers market, names of employees. Any information like that, I would like to use this to do social media highlights. I want to make sure that everyone can be seen by the public, you deserve to be acknowledged for being here in our market! This bio can be as long or as short as you wish it to be, but must be turned in with your application.

Vendor Bio:

By signing below, I certify that information provided above may be used at the discretion of the market manager for marketing purposes.

(Guidelines and agreements are subject to change with advance notice).

Signature: _____ Date: _____



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Tecumseh's Market on Evans Rules and Regulations

September 21, 2019

Arts & Crafts Vendors

- All products shall be deemed homecrafted by you. Products handmade in another region or country and shipped in are not included in the definition of homecrafted. If a vendor sells both homecrafted and manufactured products, over 60% of the vendor's booth is to be dedicated to the homecrafted items. Vendors must agree to remove any articles The Farmers Market committee does not deem appropriate.

Produce, Baked Goods, Meat and Poultry

- All produce must be grown by the vendor. Produce may be sold by an employee of the vendor.
- Produce or products labeled "organic" must have been grown or raised on farms with organic certification. This certification must be provided to the market manager and posted at booth
- Plants and cut flowers must be grown by the vendor.
- All baked goods must be labeled with all ingredients. If not made in a license kitchen, must be labeled stating that.

- Processed foods are any food product not sold in its natural raw state such as; cheese, breads and baked goods.
- Canned foods, except jam, are not covered by the Cottage Food Law and therefore must follow the rules and guidelines from the Health Department. Please go to the Cottage Food Law guidelines on the MDARD website for all the applicable foods under the Cottage Food Law.
- All meat and egg products must be properly refrigerated/frozen and properly labeled. Only products raised by the vendor may be sold.
- Meat must have been processed at a USDA inspected facility.
- Poultry must be processed at a USDA or MDA inspected facility.
- Vendors selling eggs must comply with USDA rules if applicable to the vendor.
- The market manager holds the right to visit any vendor on a predetermined date to inspect produce, crafts, products, etc. Required licenses and certifications must be provided to the market manager.

Stall Fees

- Vendors can purchase one stall for \$40
- No refunds or prorated passes available.

Stall Space

- A space is generally defined as a 10' x 15' area. Vendors must notify the Tecumseh Area Chamber of Commerce in the event they are unable to be there for the event. Contact information is on page 4 of this document.
- Vendor is responsible for any tables, tents, extension cords and other items needed for display.
- All tents and canopies outside the pavilion must be weighted down. No staking is permitted, except in grassy area(s).

Signage & Labeling

- Vendors must clearly display their name or business and post prices for all items being sold.
- Certifications and licenses must be posted during market hours.

Applications

- Products which the vendor plans to sell must be listed on the application and approved by the market manager. Additional products brought to the market which were not listed will not be able to be sold until approved by the Tecumseh Area Chamber of Commerce.
- All vendors must provide copies of the appropriate business licensing and insurance information with their application, i.e., certificate of assumed name (DBA), sales tax license, nursery license, proof of insurance, liability waiver, etc.

Market Regulations

- Vendors are responsible for cleaning all trash and waste within and around their stall.
- Vendors are not allowed to smoke in the market stalls.
- Vendors must wear appropriate clothing at all times. Shoes & shirts must be worn during market hours.
- No political solicitation is permitted on market grounds.
- Solicitation and the distribution of unrelated market products are not permitted.
- Animals/pets are not allowed in the market stall with vendors (owners) during market hours of operation.
- Any violation of these rules or guidelines can result in the termination of involvement of the vendor in the Farmers Market.
- Vendors are required to present either a copy of general liability insurance coverage, listing the City of Tecumseh and the Tecumseh Area Chamber of Commerce as additional insured **OR** sign a waiver of liability to keep on file in the chamber office. We strongly encourage vendors have their own liability insurance. The Farmers Market or The Market On Evans is not responsible for any injury, mishap, damage or loss on any vendor stall/ area or because of a product or stall component of the vendor. The vendor is solely responsible.

Contact information:

Tecumseh Area Chamber of Commerce - 517-423-3740 weekdays
or 517-605-0592 evenings or weekends.

***Please mail application to: Tecumseh Area Chamber of Commerce ~132 W. Chicago Blvd. ~ Tecumseh, MI 49286**

Tecumseh Vendor Membership Agreement

In an effort to create an environment conducive to a community gathering space where the public and vendors feel welcome and invited, the undersigned agree to the following:

Commitment from Management

Governance and long-range planning

Vendor support

Programming

Facilities upkeep

Marketing

Commitment from Vendors:

Consistent attendance

Participation in activities

Communication

Booth upkeep

Vendors must display a positive attitude toward the Farmers Market, other vendors, customers, the Market Manager and the Market on Evans. Any concern with any of those entities may be addressed off premises, preferably in writing, at an agreed time and place. If the concern is with the Market Manager, the vendor may contact The Tecumseh Area Chamber of Commerce President or a member of the Executive Board. The contact information is listed on the chamber website at www.tecumsehchamber.org

At no time will the customers of the market be subjected to any disparaging conversations about the market, another vendor or the market manager. If this occurs, a vendor may be asked to vacate the premises and readmission to the market will be reviewed by The Tecumseh Area Chamber of Commerce Executive Board.

I grant to the Tecumseh Area Chamber of Commerce, its representatives and employees the right to take photographs of me and my property at the Tecumseh Farmers Market. I authorize the Tecumseh Area Chamber of Commerce its assigns and transferees to copyright, use and publish the same in print or electronically.

I agree that The Tecumseh Area Chamber of Commerce may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.

I have read and understand the above:

Vendor signature: _____ Date: _____

Print name: _____

Market Signature: _____ Date: _____

Print name: _____