



2022 DOWNTOWN DEWITT FARMERS MARKET VENDOR APPLICATION



The Downtown DeWitt Farmers Market is located in downtown DeWitt, just north of the intersection of Main Street and Bridge Street. There are 20 markets in 2022. The 2022 season will start on Tuesday, June 7, 2022 and run through Tuesday, October 18, 2022. **The Market hours of operation are from 4:00 - 7:00 p.m. from June until September then 3:00 -6:00 pm in October** Prior to becoming a vendor, each vendor must:

- Read the Downtown DeWitt Farmers Market Rules and agree to conduct yourself and your business according to the rules
- Sign the Signature Page
- Submit the 2022 Application
- Submit any and all applicable licenses

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 Vendor Application, Market Rules, and Signature Page for your records (PDF versions of these forms are found at <https://dewittdda.org/farmers-market/>)

RATES

- Daily Market Vendor Fee is \$14.00/market
- Seasonal Market Vendor Fee
 - Single is \$160 for the season (*see market preference section)
 - Double is \$320 for the season (*see market preference section)
- Food Truck Fee is \$25/market

SPACE SIZE AND ASSIGNMENTS

Each stall will be approximately 10 x 10, plus room to park your vehicle behind your tent. A Seasonal Market Vendor will be assigned a permanent location for the entire season. Seasonal Market Vendor stall assignments will be determined based on vendor longevity, previous compliance with the Market Rules, date that the completed application is received, previous location within the Market, and Market Manager discretion. Daily Vendors will be not be assigned a permanent location, but will be assigned a location on a weekly basis.

Vendors cannot begin parking or setting up before 2:00 p.m. and must be checked in with the Market Manager no later than 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., please do not participate in the market that day. For the safety of our customers, staff, 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 2022 Market Season June 7 - October 18.*

Michigan Sales Tax License # _____

Individuals or businesses that sell tangible, personal property to the final consumer are required to have a sales tax license to participate in our Market. An application for a sales tax license can be completed on the Michigan Department of Treasury web site at 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.**

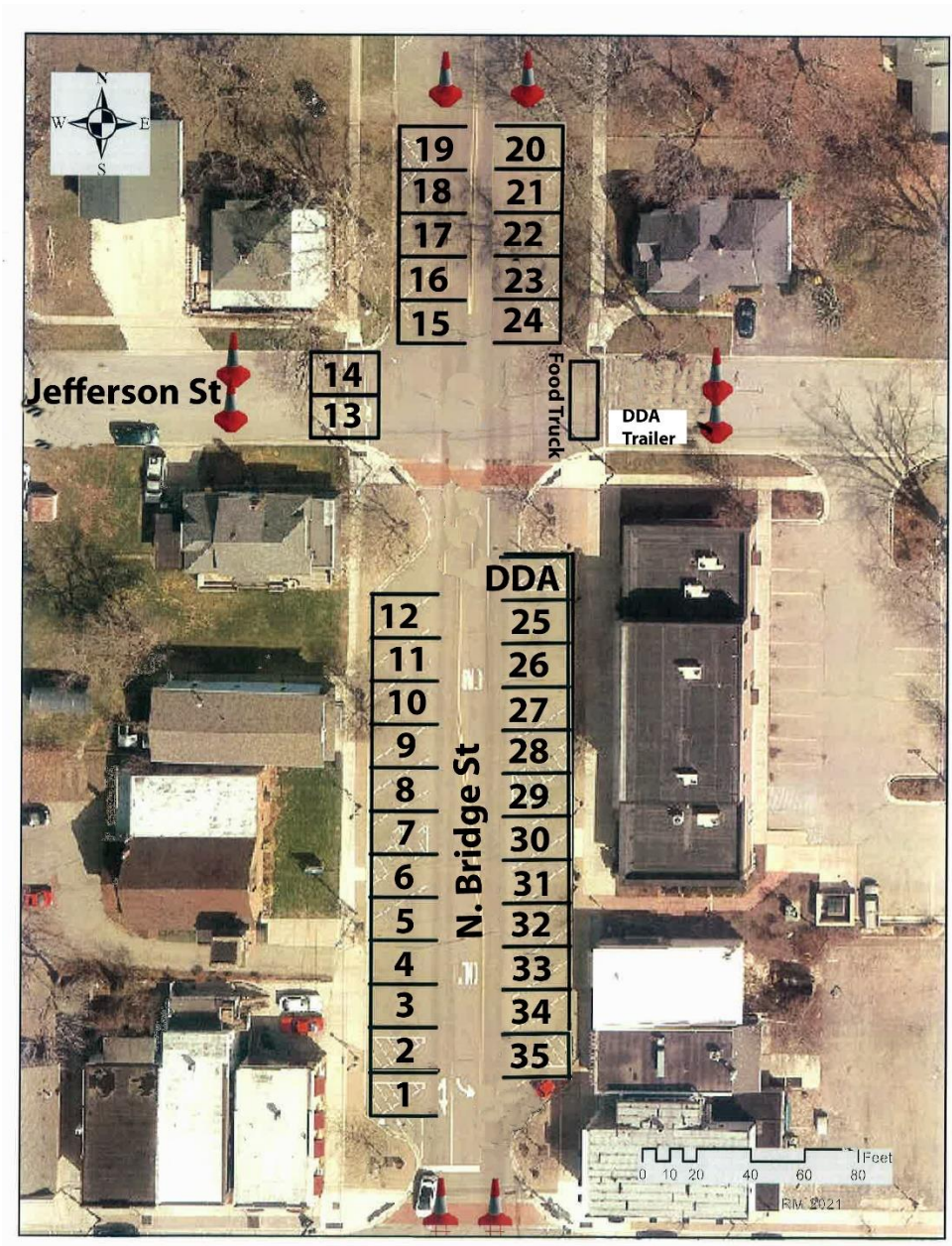
- Food Producer/Ready Made Food (state licensed kitchen facility):** 100% of income is the result of sales of licensed prepared food or drink, value-added products, or processed goods resulting from animals raised by their business.
- Food Producer (non-licensed kitchen facility/cottage food):** 100%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

Note – there may be additional special events for certain Farmers Market dates. Please get updated event information from Farmers Market Manager, our website at <https://dewittdda.org/farmers-market/>, or “Like” the Facebook Page “Downtown DeWitt Farmers Market.”

2022 Market Dates: Please circle the dates you will be attending the market.

June 7	June 14	June 21	June 28
July 5	July 12	July 19	July 26
August 2	August 9	August 16	August 23
August 30	September 6	September 13	September 20
September 27	October 4	October 11	October 18

* *Time Change 3pm-6pm



- I wish to be a single stall 2022 Seasonal Market Vendor.
Please indicate stall location preference ____ (1st choice) ____ (2nd choice) ____ (3rd choice)

- I wish to be a single stall 2022 Daily Market Vendor. The Daily Rate is \$14/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 2022 Seasonal Market Vendor.
Please indicate stall location preference ____ (1st choice) ____ (2nd choice) ____ (3rd choice)

I wish to be a double stall 2022 Daily Market Vendor. The Daily Rate is \$28/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 2022 Seasonal Market Vendor. Please note: nothing larger than a triple space is available for seasonal vendors.
Please indicate stall location preference _____(1st choice) _____(2nd choice) _____(3rd choice)

I will need electricity. *\$10 for the entire season (This fee applies for a single market or the entire season) You must provide your own electrical cords.*

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 2021, what was your location number? _____

2022 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 | ● Arugula | ● Beets |
| ● Apricots | ● Bok Choi | ● Blackberries |
| ● Artichoke | ● Basil | ● Blueberries |
| ● Asparagus | ● Beans | ● 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 _____

2022 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.

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

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 2022 Market Rules (Located at:
<http://www.dewittdda.org/Portals/57/2019%20Market%20Rules.pdf>)
- I will submit the 2022 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 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: farmersmarket@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.

Office Use Only:

Application Received on:

Seasonal Payment Received on: