



Meridian Township Farmers' Market 2023-24

WINTER Application

Parks Office -- 517.853.4600

For Market Use Only	Approved YES _____ NO _____
Date Received _____ By _____	Valid Licenses Received EXP _____
Total Amount Due _____	Rules/COC ____ Waiver <u>or</u> Proof of Insurance

Please send in application by October 28, 2023

Seasonal vendor payments are **due with application**. Daily vendors **must** pay before each market. **ONLY Check or Online Payment at www.recreation.meridian.mi.us ACCEPTED**

ALL VENDORS

Owner Name _____ Business name _____

EXPECTED DATES OF ATTENDANCE (please circle)

WINTER 2023 (OUTSIDE) - SAT (10am - 2pm): NOVEMBER - 4 , 11 , 18 ,

WINTER 2023 (INSIDE MALL) - SAT (10am - 2pm): NOVEMBER 25 DECEMBER - 2 , 9 , 16 , All

WINTER 2024 (INSIDE MALL) - SAT (10am - 2pm): JAN - 6 , 20 FEB - 3 , 17 MAR - 2, 16, 30 APR - 6, 20

BOOTH FEES

NEED ACCESS TO ELECTRICITY

2023 SATURDAY WINTER MARKET (November - December) - (10am - 2pm) 1 STALL 2 STALLS

Every Saturday

Seasonal Stall - 7 dates - \$150/stall.....[] \$150.....[] \$300

Daily Stall - \$25/stall\$25 x ___ days = \$ _____

2024 - SATURDAY WINTER MARKET (January - April) - (10am - 2pm) 1 STALL 2 STALLS

1st & 3rd Saturdays (& 5th Sat. in March)

Seasonal Stall- 9 dates - \$100/stall.....[] \$100.....[] \$200

Daily Stall - \$20/stall\$20 x ___ days = \$ _____ **TOTAL \$ _____**

RETURNING Vendor: **NO CHANGES FROM 2023 SPRING-FALL APP. - Skip to p.4**
OR **SEE CHANGES BELOW & FOLLOWING PAGES**

Provide copy of all licenses, seed receipts and labels (p3) once annually at minimum

NEW Vendor (Never attended before 2023 & attended less than 8 Markets) - **Fill out full application.**

(New Vendors must grow or produce 100% of sale items - food or crafts)

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____ Website _____

Additional Email (For vendor newsletter) _____

Business Facebook?: _____ Instagram? _____

Emergency Contact Name _____ Number _____

PREFERRED FORM OF CONTACT: Email Cell phone call Text (Carrier _____)

NOTE: NEW VENDORS - YOUR APPLICATION WILL BE HELD UNTIL AFTER APPLICATION REVIEW.

UPON APPROVAL: YOU WILL BE NOTIFIED FOR PAYMENT ON-LINE OR BY CHECK (NO CASH)

Return APPLICATION to: Meridian Township Parks and Recreation, ATTN: MTFM, 2100 Gaylord Smith Ct., Haslett, MI 48840 **or** fax to: 517-853-4099 **OR** email a photo/scan to farmersmarket@meridian.mi.us.
QUESTIONS TO: Farmers' Market Manager Tom Cary at 517-712-2395





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WHAT KINDS OF PRODUCTS DO YOU PLAN TO SELL AT THE MERIDIAN MARKET?

Please check all the categories that apply to your farm/business at the Market below

- Cottage Food** – produced by vendor under Cottage Food Law
- Farmstead Raised/Made** - products are made by the vendor from animals raised by the vendor
- 100% Home Grown** – grown or self-produced by vendor **** Certified Organic****
- Licensed Kitchen/Facility** - produced by vendor from raw materials in a licensed kitchen
- Michigan Sourced** – purchased from the producer who grew or made it **[Expected % _____]**
(Includes produce, cheese, crafts or other products you don't grow or make)
- Hand Made** – non-food artisanal or craft items made by the vendor
- On-Site Service** – vendor providing a food or health related service at the market
- Non-Profit**- Give brief description of organizations plan for the market below

RETAILING UNIQUE OR EXOTIC ITEMS ONLY (Contact Market Manager about this section)

- Sourced from USA:** from producer % _____ from broker/wholesale % _____
 - Imported (non USA):** from producer % _____ from broker/wholesale % _____
- (May include cheeses, meats, cultural crafts or other unique items from out of state or country)**

SIGN ME UP TO TAKE FOOD ASSISTANCE PROGRAMS:

- SNAP/EBT (food only) Produce only: DOUBLE UP FOOD BUCKS WIC SENIOR P.F.

CHANGES FROM PRIOR APPLICATION **(RETURNING VENDORS ONLY)**

Please describe below any NEW or DROPPED PRODUCTS relative to last year or CHANGES IN PRODUCTION PROCESSES you are using or NEW PARTNERSHIPS or CHANGES IN LICENSING from last year.



*****STOP*****

1) **DOCUMENTATION CHECKLIST (REQUIRED AS PART OF THE APPLICATION):**

Produce Vendors – 1) Check off products you expect to bring Nov-April on p. 6 of this app., 2) Include seed receipts for all you grow and 3) Identify sources of all produce you plan to bring to market NOT raised by you on p. 10 of this app.

Meat, Egg, Fish Vendors – 1) Check off products you expect to bring Nov-April on p. 7 of this app., 2) Provide required licenses, 3) Provide copies of 3 labels from your products

Cheese & Dairy Vendors – 1) Check off products you expect to bring Nov-April on p. 7 of this app., 2) Provide required licenses, 3) Provide copies of 3 labels from your products

Licensed Kitchens, Food Trucks & Bakeries – 1) Check off products you expect to bring Nov-April on p. 7 or 8 of this app., 2) Provide required licenses, 3) Provide copies of 3 labels from your products

Cottage Food Vendors – 1) Check off products you expect to bring Nov-April on p. 7 of this app., 2) Provide copies of 3 labels from your products

All Vendors retailing any products NOT raised/made by you – enter info on p. 9 and provide Retail License – [see Rule #15 parts 1), 2) & 3)]

Craft or Service Vendors – Check off products/services you expect to offer Nov-April on p. 8 of this app,

Ingredients lists – Have ON-SITE for ALL food products you make

****REFER TO “DOCUMENTATION REQUIREMENTS GUIDE” if needed**

2) THE REVIEW AND DETERMINATION ON YOUR APPLICATION WILL NOT TAKE PLACE UNTIL ALL THE NECESSARY INFORMATION & DOCUMENTATION IS SUBMITTED (See #4)

3) IF YOU ARE HAVING TROUBLE COMPLETING THE APPLICATION IN TIME, PLEASE CONTACT TOM, THE MARKET MANAGER AT farmersmarket@meridian.mi.us or 517-712-2395

PRODUCTION DESCRIPTION (NEW VENDORS ONLY**)**

Please provide a brief description of your production process –For VALUE ADDED PRODUCTS: how, where and when you or make the product, typical quantity and where else you sell it (this will help us direct customers)..... For MEAT/FISH/EGG & SOME DAIRY PRODUCTS: include how, where and when you raise your animals and collect the eggs, milk wool etc, how and where your various products are processed, how many animals you have and if appropriate how many head you expect to bring to market. And finally any other places your products are available (this will help us direct customers).



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CODE OF CONDUCT

The Meridian Township Farmers Market prides itself on providing quality products for customers. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As a Meridian Township Farmers Market vendor and/or their representative, I will:

- a. Demonstrate the highest standards of personal behavior and integrity at all times
- b. Conduct myself in a courteous and respectful manner and serve as a positive role model for others
- c. Treat everyone with respect
- d. Abstain from physical or verbal abuse and not tolerate it from others
- e. Refrain from wearing or in any other way presenting language, insignias, labels or other images that may be considered offensive, racist, partisan or inflammatory.
- f. Comply with equal opportunity and antidiscrimination laws.
- g. Under no circumstance, attend or participate in the Meridian Township Farmers Market while consuming OR under the influence of alcohol OR drugs.
- h. Under no circumstance, possess, sell alcohol without a license.
- i. Operate vehicles and other equipment in a responsible manner
- j. Abstain from any criminal activity
- k. Respect and adhere to all rules established by the Meridian Township Farmers Market

I, the undersigned agree that the above information is true and accurate; and to abide by the Meridian Township Market Rules and Code of Conduct which I have reviewed.

Signed _____

Date _____

ADULT CONSENT TO PHOTOGRAPH/VIDEOTAPE & DISSEMINATE WITHOUT COMPENSATION

I, _____, hereby give my consent to be photographed/videotaped while participating in any activity offered by the Meridian Township Parks and Recreation Department, ("Township") including the Meridian Farmers' Market. In addition, I consent to the reproduction and use of any such photographs and videotapes by the Township for educational, public relations and promotional purposes and I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photographs, videotapes and use. Yes _____ No _____

PROOF OF INSURANCE

Attach proof of liability insurance for \$500,000, naming Meridian Charter Township as an additional insured.

Insurance Agent: _____ Phone: _____

OR

HOLD HARMLESS/INDEMNITY AGREEMENT

**** REQUIRED if you DO NOT provide Liability insurance naming Meridian Charter Twp. above**

The Township is not responsible for product liability or the paying of sales taxes by individual licensees. Vendor agrees to indemnify and hold harmless CBL Properties, Meridian Mall, Meridian Charter Township its agents, employees and insurers from and against all liability, claims, demands, losses, damages, levies and causes of action of suits of any nature whatsoever, arising out of or related to Vendor activities at the Meridian Township Farmers' Market. The Township is not responsible for any loss or damage of Vendor's property or products. Vendor operates at their own risk.

Signed _____

Date _____





SUPPLEMENTAL DOCUMENTATION

PLEASE FILL OUT/PRINT OFF AS NEEDED BASED ON "DOCUMENTATION CHECKLIST ON TOP OF P. 3

PAGE 6 – VENDOR PRODUCT LIST – PART 1: PRODUCE & PLANTS

PAGE 7 – VENDOR PRODUCT LIST – PART 2: MEATS & OTHER FOODS

PAGE 8 – VENDOR PRODUCT LIST – PART 3: HOT FOODS, ART/CRAFT & SERVICES

PAGE 9 – PRODUCT SOURCING FORM

PAGE 10 - **ON-LINE PAYMENT INSTRUCTIONS**



VENDOR PRODUCT LIST - PART 1: PRODUCE & PLANTS

SOURCE		AVAILABILITY					SOURCE		AVAILABILITY					
Raised/Grown by Us	From other Source	All Season	May-June	June-Sept	Sept-Oct		Raised/Grown by Us	From other Source	All Season	May-June	June-Sept	Sept-Oct		
VEGETABLES						FRUIT								
													Asparagus	Apples
													Beets	Apricots
													Bell Peppers	Blackberries
													Broccoli	Blueberries
													Brussels Sprouts	Cherries
													Cabbage	Cranberries
													Cantaloupe	Grapes
													Carrots	Peaches
													Cauliflower	Pears
													Celery	Plums
													Collard Greens	Raspberries
													Corn	Strawberries
													Cucumbers	
													Eggplant	PLANTS
													Garlic	Vegetable starts
													Ginger	Cut flowers
													Green Beans	Hanging baskets
													Honeydew Melon	Perennials
													Kale	Annual flowers
													Leeks	Native plants
													Lettuce	"Mini-gardens"
													Lima Beans	
													Microgreens	MUSHROOMS
													Okra	Farm Raised
													Onions	Wild Harvested
													Parsnips	
													Peas	WILD FORAGED ITEMS
													Potatoes	Ramps/Wild Leeks
													Pumpkin	Paw Paw fruit
													Radishes	
													Rhubarb	
													Rutabagas	
													Spinach	
													Summer Squash	
													Sweet Potatoes	
													Swiss Chard	
													Tomatillos	
													Tomatoes	
													Turnips	
													Watermelon	
													Winter Squash	
													Zucchini	
														OTHER/ NOT LISTED



For all products identified as ""From Other Source" us the **Product Source Form** to note source.



VENDOR PRODUCT LIST - PART 2: MEATS & OTHER FOODS

SOURCE		AVAILABILITY					SOURCE		AVAILABILITY				
Raised/ Made by Us	From other Source	All Season	May-June	June-Sept	Sept-Oct		Raised/ Made by Us	From other Source	All Season	May-June	June-Sept	Sept-Oct	
EGGS							BAKED GOODS						
						Chicken							Cookies
						Duck							Cupcakes
MEATS													Donuts
						Chicken							Pies
						Duck							Cakes
						Pork							Bread
						Beef							Quick breads
						Goat							Buns/Rolls
						Lamb							Scones
						Fish							Tortillas/Flatbreads
						Shellfish							Gluten Free
CHEESES							CONFECTIONS						
						Farmstead							Chocolates
						Local/Michigan							Candies
						USA							Fudge
						Imported	FRIED/ POPPED/ ROASTED						
NATURALLY SWEET													Tortilla chips
						Jams/Jellies							Kettle corn
						Honey							Pork rinds
						Maple syrup							Nuts
DRINKS							PRESERVED/FRESH PROCESSED						
						Cider							Pickles
						Kombucha/Shrubs							Salsa
						Coffee							Marinara
						Tea							Hot Sauce
						Lemonade							Chutney
OTHER DAIRY							OTHER/ NOT LISTED						
						Cows Milk							
						Goat Milk							
						Yogurt							
						Keffir							
						Cottage Cheese							

For all products identified as ""From Other Source" us the **Product Source Form** to note source.



VENDOR PRODUCT LIST - PART 3: HOT FOODS, ART/CRAFT & SERVICES

HOT/PREPARED FOODS

- American
- Chinese
- Ethiopian
- French
- German
- Greek
- Indian
- Italian
- Korean
- Mexican
- Middle Eastern
- Pub/Bar style
- Southern style
- Soul food
- Spanish
- Thai
- Vegetarian
- Other _____

LIST MAIN ITEMS
(or send copy of menu)
1
2
3
4
5

- Brats/Burgers
- Pizza
- Ice cream/Popsicles
- Barbeque (BBQ)
- Other _____

HAND MADE ARTISAN/CRAFT ITEMS

- Body care & Soaps
- Candles
- Clothing
- Games/Puzzles
- Home décor
- Jewelry
- Knitted/Crocheted
- Metalwork
- Paintings
- Personalized items
- Photography
- Pottery
- Repurposed items
- Sachets/Scented items
- Soaps
- Wearable items
- Wood crafts
- Yard decorations
- Other _____

OTHER ITEMS/SERVICES

- Animal care products
- Animal/Pet Food/Treats
- Books/Guides (new & used)
- Compost
- Massage
- Sharpening
- Tailoring
- Other _____
- Other _____



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PRODUCT SOURCING FORM

List all products identified on pages 3 & 4 as "from Another Source", seed held over from prior year, growing contracts or any other details to clarify the source of products coming to The Market in 2022

#	CROP(S) or PRODUCT(S)	SOURCE DETAIL
1	<i>EXAMPLE: Beans, Beets, peas, corn, cabbage, kale, tomatoes</i>	SEED HELD OVER FROM PREVIOUS YEAR
2	<i>EXAMPLE: Tomato Plants</i>	Purchased from Brents Greenhouse, Comstock Park, MI
3	<i>EXAMPLE: Colby, Garlic</i>	
4	cheddar, marble cheeses	Purchased from Cheesy Dairy, Manclona MI
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Meridian Township Parks and Recreation On-line Payment System

Meridian Township Parks and Recreation Department has launched a new online registration platform that provides a fast and easy way to register for Farmers' Market vendor fees, sports and recreation activities, special events and Harris Nature Center programs. Users will also be able to make facility reservations and sign up for dog park memberships, too!

The new registration system can be accessed simply by visiting the Parks and Recreation page on the Meridian Township website at www.meridian.mi.us. When searching for recreation programs and activities, the green "Register for All Other Activities" button will take users directly to the registration program. At this point, all users will be required to create an account before registering.

Steps to Creating a New Account:

1. Click on the green register button or visit <https://recreation.meridian.mi.us>
2. Click the "Sign In" button at the top right-hand corner of your browser
3. Select the purple "Create Account" button
4. Fill out your information
5. Click the green "Create Profile" button
6. Your family account will come up on the screen.

Continue to steps below to pay for daily and/or seasonal Farmers' Market vendor fees:

7. Click "Farmers' Market"
8. + Winter Farmers' Market
9. Select appropriate registration option
 - Daily Winter Market – 1 STALL or 2 STALLS, etc.
 - Seasonal Winter – 1 STALL or 2 STALLS, etc.
10. Register – Select Participant [yourself]
11. Have you submitted your app to the Market Manager? Yes or No
12. Add to Cart
13. Checkout

To pay not at the Market go to 2100 Gaylord C. Smith Court, Haslett To contact the office call 517.853.4600