



Meridian Township Farmers' Market VENDOR APPLICATION
For MAY 2024 - APRIL 2025
Parks Office -- 517.853.4600

For Market Use Only Date Received _____ By _____ Approved YES ___ NO ___ Paid \$ _____ Due \$ _____
Valid Licenses Received _____ EXP _____ Rules/COC _____ Waiver or Proof of Insurance

Please send in application by APRIL 6, 2024

ALL Payment information for vendor stall fees can be found on page 10 of this application.

ALL VENDORS

Owner _____ Business _____

- [] LLC [] DBA
[] PARTNERSHIP
[] SOLE PROPRIETOR

EXPECTED DATES OF ATTENDANCE (please circle dates or "All" for each month)

Spring - Fall SAT: MAY - 4 11 18 25 All JUNE - 1 8 15 22 29 All JULY 6 13 20 27 All
AUG 3 10 17 24 31 All SEPT 7 14 21 28 All OCT 5 12 19 26 All

Summer - Fall WED: JUNE 5 12 19 26 All JULY 3 10 17 24 All AUG 7 14 21 28 All
SEPT 4 11 18 25 All OCT 2 9 16 23 30

Winter - SAT: NOV - 2 9 16 23 30 DEC - 7 14 21 JAN(2025) - 4 18 FEB - 1 15
MAR - 1 15 29 APR - 5 19

BOOTH FEES

[] NEED ACCESS TO ELECTRICITY

2024 SATURDAY MARKET (May - October) - (8am - 2pm) Every Saturday 1 STALL 2 STALLS

[] Seasonal Stall - 26 dates - \$450/stall.....[] \$450.....[] \$900

[] Daily Stall - \$30/stall\$30 x ___ days = \$ _____

2024 - WEDNESDAY MARKET (June - October) - (3 - 7pm) Every Wednesday 1 STALL 2 STALLS

[] Seasonal Stall- 21 dates - \$150/stall.....[] \$150.....[] \$300

[] Daily Stall - \$15/stall\$15 x ___ days = \$ _____

2024 - SATURDAY WINTER MARKET (Nov - Dec) (10am-2pm) Every Saturday 1 STALL 2 STALLS

[] Seasonal Stall- 8 dates - \$150/stall.....[] \$150.....[] \$300

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

2025 - SATURDAY WINTER MARKET (Jan. - April) (10am-2pm) 1st & 3rd Sat. 1 STALL 2 STALLS

[] 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.3

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.

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)





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For MAY 2024 – APRIL 2025

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Page 2 of 10

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

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.

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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*****STOP*****

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

Produce Vendors – 1) Check off products you expect to bring May-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 May-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 May-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 May-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 May-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 #3]

Craft or Service Vendors – Check off products/services you expect to offer May-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

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.





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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 – **VENDOR STALL FEE PAYMENT INSTRUCTIONS**



Meridian Township Farmers' Market VENDOR APPLICATION

For MAY 2024 - APRIL 2025

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VENDOR PRODUCT LIST - PART 1: PRODUCE & PLANTS

SOURCE		AVAILABILITY						SOURCE		AVAILABILITY					
Raised/Grown by Us	From other Source	All Season	April-June	July-Sept	Oct-Dec	Jan-March		Raised/Grown by Us	From other Source	All Season	April-June	July-Sept	Oct-Dec	Jan-March	
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.



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VENDOR PRODUCT LIST - PART 2: MEATS & OTHER FOODS

SOURCE			AVAILABILITY					SOURCE			AVAILABILITY				
Raised/ Made by Us	From other Source		All Season	April-June	July-Sept	Oct-Dec	Jan-March	Raised/ Made by Us	From other Source		All Season	April-June	July-Sept	Oct-Dec	Jan-March
EGGS								BAKED GOODS							
							Chicken								Cookies
							Duck								Cupcakes
MEATS								CONFECTIONS							
							Chicken								Chocolates
							Duck								Candies
							Pork								Fudge
							Beef								
							Goat								
							Lamb								
							Fish								
							Shellfish								
CHEESES								FRIED/ POPPED/ ROASTED							
							Farmstead								Tortilla chips
							Local/Michigan								Kettle corn
							USA								Pork rinds
							Imported								Nuts
NATURALLY SWEET								PRESERVED/FRESH PROCESSED							
							Jams/Jellies								Pickles
							Honey								Salsa
							Maple syrup								Marinara
DRINKS								OTHER/ NOT LISTED							
							Cider								
							Kombucha/Shrubs								
							Coffee								
							Tea								
							Lemonade								
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.



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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 _____





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 2024

#	CROP(S) or PRODUCT(S)	SOURCE DETAIL
1	<i>EXAMPLE: Beans, Beats, peas, corn, cabbage,kale, tomatoes</i>	SEED HELD OVER FROM PREVIOUS YEAR
2	<i>EXAMPLE : Tomato Plants</i>	<i>Purchased from Brents Greenhouse, Comstock Park, MI</i>
3	<i>EXAMPLE : Colby, Garlic cheddar, marble cheeses</i>	<i>Purchased from Cheesy Dairy, Mancelona MI</i>
4		
5		
6		
7		
8		
9		
10		
1		
2		
3		
4		
5		
6		
7		
8		
9		
20		
1		
2		





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Meridian Township Farmers Market Payment Instructions

When are payments Due?

- Seasonal Payments – Due 2 weeks prior to start of season (after you have been accepted)

SEASON	SEASON START	PAYMENT DUE
SPRING – FALL (SAT & WED)	MAY 4, 2024	APRIL 15, 2024
WINTER (Nov – April)	NOV. 2, 2024	OCT. 15, 2024

- Daily Payments – Due before Market (on-line payment) or Day-of (Check Payment)

How can I pay?

- Cash – You CANNOT pay at the Market with cash [To pay with cash go to “In Person” under “Where do I pay?” below]
- Check – You can pay by check for seasonal or daily stall fees by check PAYABLE TO: Meridian Township
- Credit/debit card – You can pay with credit or debit on-line or in person –See “Where do I pay?” below

Where do I pay?

- By Mail – Send checks PAYABLE TO: Meridian Township to MTFM c/o Meridian Parks Dept., 2100 Gaylord C. Smith Ct., Haslett, MI 48840
- By phone (to pay by Credit Card) – Call into 517-853-4600
- In Person – Bring cash, check or credit card to 2100 Gaylord C. Smith Ct., Haslett, MI 48840 and pay in-person
- On-line (see instructions below)

ON-LINE PAYMENT INSTRUCTIONS

The On-line payment system (for credit/debit card) can be accessed simply by visiting the Meridian Farmers Market page on the Meridian Township website at <https://www.meridian.mi.us/community/explore-meridian/meridian-farmers-market> Then scroll down to the “Vendor Stall Payments” tab and click the link for on-line payment. If you are paying on-line for the first time- you will need to set up an account..here is how:

Steps to Creating a New Account:

1. Next to the Market day/season you want to pay for, Click on the blue “Register” button or visit <https://recreation.meridian.mi.us/Login.aspx>
2. Select the purple “Create Account” button
3. Fill out your information
4. Click the green “Create Profile” button
5. Your family account will come up on the screen.

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

6. Click “Farmers’ Market” if coming from Step 5 above OR from the Meridian Township Farmers Market page click the “Vendor Stall Payments” tab and click the link for on-line payment.
7. Click the “+” next to the market season (“Winter”, “Summer” etc) you are trying to attend
9. Select appropriate registration option
 - Daily [DATE] – 1 STALL or 2 STALLS, etc.
 - Seasonal [SEASON] – 1 STALL or 2 STALLS, etc.
10. Register – Select Participant [yourself]
11. Answer if you 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 Call at 517.853.4600