

2016



VENDOR APPLICATION

15145 Beech Daly Road, Redford, MI 48239 | 313-387-2504 | market@redfordtwp.com

OUR MISSION

The mission of the Redford Township Market at the Marquee is to provide our community with fresh food from local sources and to increase activity in our downtown. We actively support local entrepreneurs to improve the economic viability of our area.

VENDOR APPLICATION

If you are a local farmer, greenhouse, crafter or artisan and would like to sell your home-grown or hand-made products at this attractive venue, please complete the application below and return to:

Community Development Department, Attn: Market at the Marquee
12121 Hemingway, Redford, MI 48239

VENDOR TYPE

- Farmer/Food Vendor Art at the Market Healthy Living Vendor

PRODUCT DESCRIPTION Please list the items below that you plan to sell this season

Home Grown – you grew it or produced it:

.....

Farmer Direct* - purchased from the Michigan farmer who grew it:

.....

Cottage Food Items – produced by vendor under Cottage Food Law:

.....

Artisan/Crafts – produced by applicant from raw materials:

.....

Business – brief description:

.....

Non-Profit – brief description of organization and items at market:

.....

*Wholesale items purchased through a produce wholesale or auction are not allowed. All items must be listed. You cannot switch or add products without the written consent of the Market Master



VENDOR APPLICATION

Booth/Business Name:

Primary Contact Name:

Address:

City, State, Zip:

Primary Phone #: Alt. Phone #:

Email:

Preferred Method of Contact: Email Phone

2016 FEES & RENTAL SPACE INFO (9ft X 8ft per space, 6 ft tables)

- Rental Space: \$15 per week \$58.50 4-weeks \$128.25 half year \$243 full year
- Rental Space w/ table: \$20 per week \$78 4-weeks \$160 half year \$324 full year
- Rental w/2 tables \$25 per week \$97.50 4-weeks \$200 half year \$405 full year
- Electrical (limited): \$5 per week

Participant in 2015 Redford Township Market at the Marquee

Please note: This is an application only. We will contact you once your application has been approved. Limited number of tables and electrical outlets are available, and will be reserved on a first come first served basis.

Prepayment of rent is required of full season, half season, and 4 week vendors. If you are a prior market vendor, week-to-week, you must pre-pay your first market date. New vendors, artisan/crafters, and Healthy Living Vendors are required to pay in advance.

All crafters and artisans are required to submit a picture(s) of your work as this portion of the market is juried and spaces are limited. Vendors not selected will have their check/money order returned.

Consent to photograph/videotape and disseminate without compensation

I, _____ hereby give my consent to be photographed/videotaped/ digitally recorded while participating in any activity offered by the Redford Township Market at the Marquee ("market"). In addition, I consent to the reproduction and use of any such materials by the market 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 or digital media and use. Yes No

I acknowledge that I have been given a copy of the Redford Market at the Marquee Rules & Regulations 2016 and have read and agree to abide by these regulations as stated. I agree to indemnify and hold harmless The Charter Township of Redford, any and all affiliated organizations, its/their employees, and volunteers from any and all claims I may have, arising from or relating to, my participation in this event.

Signature _____ Date _____

Printed Name _____



MARKET CALENDAR

MARKET CALENDAR

- 4 Weeks Prepaid Vendor
- Weekly Vendor

- Full Season- Food Vendors Only
- Half Season- 9 Consecutive Weeks

Dates:	Special Events	# Spaces	# Tables	# Outlets	Total \$ Due
<input type="checkbox"/> Week 1: June 19, 2016	Opening Day/Health Day				
<input type="checkbox"/> Week 2: June 26, 2016	Kids Day/Concert				
<input type="checkbox"/> Week 3: July 3, 2016	Holiday-CLOSED				
<input type="checkbox"/> Week 4: July 10, 2016	Kids Day/Concert				
<input type="checkbox"/> Week 5: July 17, 2016	DIY Workshop				
<input type="checkbox"/> Week 6: July 24, 2016	Kids Day/Concert				
<input type="checkbox"/> Week 7: July 31, 2016	Senior Health Day				
<input type="checkbox"/> Week 8: Aug. 7, 2016	DIY Workshop				
<input type="checkbox"/> Week 9: Aug. 14, 2016	Kids Day/Concert				
<input type="checkbox"/> Week 10: Aug. 21, 2016	Senior Health Day				
<input type="checkbox"/> Week 11: Aug. 28, 2016	Kids Day/Concert				
<input type="checkbox"/> Week 12: Sept. 4, 2016	Holiday-CLOSED				
<input type="checkbox"/> Week 13: Sept 11, 2016	Patriot Day				
<input type="checkbox"/> Week 14: Sept 18, 2016	DIY Workshop				
<input type="checkbox"/> Week 15: Sept 25, 2016	Senior Health Day				
<input type="checkbox"/> Week 16: Oct. 2, 2016	Harvest Day				
<input type="checkbox"/> Week 17: Oct. 9, 2016	Art at the Market				
<input type="checkbox"/> Week 18: Oct. 16, 2016	DIY Workshop				
<input type="checkbox"/> Week 19: Oct. 23, 2016	4th Annual Chili Cookoff				

Rental Fees: Spaces \$15 each / 6 ft tables \$5 each / Electrical Outlets \$5 each



VENDOR

RULES & REGULATIONS

It is important for each of the vendors to be aware that, together, all vendors contribute greatly to the customer base. Consequently, you all help to maintain the vibrancy, atmosphere and vitality of the market. To that end, consistent attendance, by scheduled vendors is crucial. We encourage a team philosophy and a cooperative spirit.

1. MARKET OPERATIONS/LOCATION

- Open Sundays from 10 a.m. to 3 p.m.
- Located at the Marquee, 15145 Beech Daly Road, Redford, MI 48239, behind Township Hall, access from Elsinore Street.
- Market Access for vendors at 8:30 a.m.
- Vendors are authorized to use the parking spaces immediately east of the Marquee until 9:30 a.m. Vehicles, thereafter, must be moved to the other end of the municipal parking lot.
- Vendors must be set up and ready to sell by 9:45 a.m. Any vendor not in place by 9:30 a.m. may forfeit the reserved space for the day.
- Vendors are required to stay during the entire time the Market is open, unless prior arrangements have been approved in writing by the Market Master.
- Each vendor is responsible for cleaning up their space and disposing of their cartons, boxes and trash.
- In case of inclement weather or other situations negatively impacting market activity, the Market Master will make a determination regarding closing early.

2. ITEMS TO BE SOLD

- Homegrown, farmer direct, handmade. No resale items. Manufactured or factory made items may not be sold. Antiques and collectibles subject to review and acceptance by the Market Master (on designated day only).
- Vendors are to grow at least 75% by value of what they sell. To add diversity to the market, exceptions may be given for unique products with the written approval of the Market Master.
- Cottage Food items must be in compliance with the Michigan Cottage Food Law www.michigan.gov/cottagefood
- Processed/packaged/value added food must comply with U.S. Department of Agricultural Food Safety Regulations regarding food processing and handling.
- Prepared food, for onsite consumption, must comply with Wayne County Health Department licensing rules.
- Artisans and crafters must be present to sell their items.

3. VENDOR SPACES

- Spaces are approximately 9 x 8 feet.
- Space at the market is limited and is prioritized for the types of vendors desired at the market. Greater space is allocated for produce and plant vendors.
- Priority assignments given to full season, half season and 4 weeks prepaid vendors, in that order.
- Weekly vendors with a good history at the market will be accommodated, as best as possible, on their space preference.
- Changes in plans must be reported to the Market Master at least 48 hours in advance.
- Market Master has the right to reassign spaces not filled by 9:30 a.m.
- Repeated no-shows may result in loss of preferred space assignment and possible suspension from the market.
- Each vendor is required to keep their space clean and attractive. All vendors' items must be confined to their designated space.
- Upon close of market, the space is to be cleaned and swept by the vendor. Trash is to be hauled away from the market site by the vendor.
- Vendor cannot sublet their space.



VENDOR

RULES & REGULATIONS

4. VENDOR RESPONSIBILITIES

- Vendors must submit a current Redford Township Market at the Marquee application.
- Vendors are expected to act in a professional and courteous manner to the public and other vendors.
- Vendors are responsible for their own sales tax, licenses and permits and will abide by all Michigan laws.
- Vendors are to set prices that are competitive. Prices must be displayed clearly for the public to see. Dumping of goods at under market price is not permitted.
- Each vendor takes responsibility for safeguarding his cash and sales equipment.
- Vendors are strongly encouraged to carry liability insurance.
- Vendors must comply with rules applicable to the products they sell.
- Vendors are expected to truthfully represent their products and operations, particularly with regards to use of pesticides and chemicals.
- Vendors must post signs with vendors name and location of the farm or business.
- Rented tables must be picked up and returned by the vendor from/to the designated storage area.
- Vendors are strongly advised to refrain from criticizing or challenging other vendors' products, displays, pricing, etc. Any questions must be directed solely to the Market Master.
- Vendors are to end sales at 3 p.m. and must vacate premises by 4 p.m.

5. DISPLAY OF GOODS AND PRODUCE

- Displays must be neat and orderly at all times.
- Food items cannot be sold without a label as required by Michigan law.
- Display should not block the view of nearby spaces or create hazardous conditions to other vendors or the public.
- Food sampling must be done with adherence to MDA and Health Department requirements.
- Food items to be displayed on tables and benches. Any item placed on the floor must be in a proper container.

6. ENFORCEMENT OF RULE

- Market vendors must conform to the market rules at all times.
- Redford Township and the Market Master has the authority to enforce all rules.
- All fees are non-refundable. This includes any early closing of the market due to inclement weather, unforeseen emergency situations or irresolvable issues.
- Failure to follow policies, regulations, rules and decisions of the Redford Township Market at the Marquee will result in immediate and permanent removal from the market without refund.

7. RIGHTS RESERVED BY REDFORD TOWNSHIP

- Redford Township reserves the right to reject a vendor application if in their judgement the goods are not compatible with the overall concept of the market.
- Redford Township reserves the right to immediately deny a vendor the privilege of selling at the market. Reasons may include: poor quality of produce or products, non-payment of fees, disorderly conduct or failure to heed Redford Township's Rules and Regulations.
- The Redford Township Market at the Marquee reserves the right to void contracts at any time for any reason.
- Redford Township may also exercise Due Process for suspension in accordance with the following criteria:
1) Vendor notification to the specific vendor by Redford Township 2) Written notification to specific vendor provided by Redford Township and copy retained in market records 3) Written notification of suspension from Redford Township based on noncompliance by the vendor to adhere to verbal and written direction. Decisions for appropriate discipline or notification of permanent suspension will be at the discretion of Redford Township and/or Township officials.

Your signature on the application indicates your agreement to adhere to these rules and regulations.

Welcome to Redford Township's



Market at the Marquee