



**2017**  
**Ada Farmers Market**  
**Vendor Registration Form**

Thank you for considering the Ada Farmers Market. Market applications are considered on the following criteria:

- **Is the vendor returning from last year?**
- **Does the vendor offer a product not currently in the Market?**
- **If it is a product in the Market already, how comparatively unique is it?**
- **Is space available?**
- **Does the vendor have the appropriate license(s); local, state and/or federal?**
- **Does the vendor carry adequate insurance coverage?**

Once an application has been received, applicants can expect notification of their status within five (5) business days.

**Application**

New Vendor\_\_\_\_\_ Returning Vendor\_\_\_\_\_

If a Returning Vendor, are you requesting:

Same space: #\_\_\_\_\_

New Space: first preference\_\_\_\_\_ second preference \_\_\_\_\_

Vendor Business Name: \_\_\_\_\_

Vendor Business Owner/Manager: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Phone - Land Line: \_\_\_\_\_

- Cell: \_\_\_\_\_

Vendor Website: \_\_\_\_\_

Vendor E-mail: \_\_\_\_\_

Seasonal vendor: \_\_\_yes \_\_\_no

Number of spaces needed: \_\_\_\_\_

Amount owed:

\_\_\_\_\_ x \$240 per space for 16 weeks, June 6<sup>th</sup> through September 26th

\_\_\_\_\_ x \$290 per space for 21 weeks, June 6<sup>th</sup> through October 31st

Returning vendors only: \_\_\_\_\_ Use last year's ABA/Routing information

\_\_\_\_\_ I have new account information and will include a copy of my voided check or deposit slip

Electricity (110) (essential to vendor participating in the Market) \_\_\_yes \_\_\_no

Listing of products to be offered (which may differ from listing previously provided to the Market):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By signing and submitting this Registration, we confirm that we have carefully read the 2017 Ada Farmers Market Rules, Regulations and Guidelines and the attached Rules and Processes relating to the Credit/Debit and EBT/Bridge token based charging system established by the Market and agree to comply with them in all respects, are providing 1.) the insurance certificate required therein, 2.) any license for the conduct of the vendor's business required herein, 3.) my fee in cash or by check payable to the Ada Farmers Market, 4.) a voided check to allow direct deposits under the Credit/Debit and EBT/Bridge token based charging system if the check being used to pay the vendor fee is not the account to which the vendor wishes direct deposits be made and 5.) if I will have Cottage Food Law offerings, a sample of the labeling I will use.**

---

Vendor Signature

Date: \_\_\_\_\_

Please return these following items:

1. Completed Registration Form
2. Check for your booth fee
3. A voided check for the account to be used for Credit/Debit/EBT/DUFB deposits, *if different from the above checking account*
4. Certificate of insurance coverage as required in the Market Rules (minimum amount of One Million Dollars (\$1,000,000 and Workman's Compensation insurance as noted on page 4)
5. A copy of any special license as required by State of Michigan or health department.

to Ada Farmers Market c/o Jennie MacAnaspie, Ada Farmers' Market, PO Box 370, 7330 Thornapple River Drive, Ada, MI 49301.

***An application will be considered incomplete without all items submitted and will delay approval!*** Please retain the Rules, Regulations and Guidelines for future use.



## 2017 Ada Farmers' Market Rules, Regulations and Guidelines

### Sponsorship

- The Ada Farmers' Market ("Market") is a project of, and sponsored by, the Ada Township Downtown Development Authority ("Ada DDA")

### Location

- 7239 Thornapple River Drive – adjacent parking lot of Ada Community Reformed Church (d/b/a The Community, an RCA Ministry) (the "Church")

### Days of Operation and Season

- Tuesdays
- Sixteen (16) week season, June 6 – September 26, 2017 **NO MARKET JUL 4<sup>TH</sup>!**
- Twenty One (21) week season, June 6 – October 25, 2017

### Hours of Operation

- Market hours – 11 a.m. to 4 p.m. rain or shine (unless serious weather conditions or activities of the Church, e.g. funerals, etc. cause the market to be closed in which case the Market Master will give as much notice as may be reasonably practical) except that opening and ending earlier may be granted by the Market Master to specific vendors on a case by case basis
- Vendor set-up – see Logistics section below; vendor take-down shall not occur before 4 p.m. unless otherwise permitted by the Market Master
- Seasonal vendors must occupy their space by 10:30 a.m. to assure its availability; vacant spaces are to be assigned by the Market Master. Vendors must notify the Market Master if they know they are going to be late

### Fees

- Season rental for sixteen (16) week season - \$240 per space
- Seasonal rental for twenty one (21) week season - \$290 per space
- Daily rate - \$25 per space
- Space size will be approximately 10' x 10' (the size of a pop-up tent)

## Insurance & Licensing

- Vendors shall maintain general liability insurance coverage and product liability coverage naming the Ada Township DDA and Ada Township as additional insured at all times of their participation in the market, in a minimum amount of One Million Dollars (\$1,000,000), as well as Workmen's Compensation Insurance coverage for their employees. Seasonal vendors shall submit proof of insurance with the Vendor Registration Form. Daily vendors shall provide proof of insurance on or prior to their first day of participation in the Market. Address to be noted is 7300 Thornapple River Dr. SE, Ada, MI 49301.
- Licensed kitchens shall provide a copy of its license on the first day of the Market before it can begin selling
- Any products being sold under the provisions of the Michigan Cottage Food Law shall fully comply with that law

## Space Assignments

- Market Master will make all assignments of space location
- Vendor shall not move space or sublet space without the approval of the Market Master
- Seasonal vendors will have first assignments followed by daily vendors
- Vacant and available spaces will be assigned on a "first come, first served" basis

## Logistics

- The Market will have two zones – the Thornapple River Drive Entry Zone and the Headley Entry Zones.
- Vendors assigned to the Thornapple River Drive Entry Zone will arrive as follows – two or more stall vendors, no earlier than 9:00 a.m.; one-stall vendors, no earlier than 10 a.m.
- Vendors assigned to the Headley Entry Zones shall arrive as follows – 2 or more stall vendors no earlier than 9:00 a.m.; other vendors assigned to the Headley Entry Zones no earlier than 9:30 a.m. and unload and leave by 10:30 a.m.
- Regardless of which entrance you are assigned, *if your booth is in the center zone of the Market, arrive early!* This is the most congested area of the Market and your early arrival assures a safe entry and exit for everyone.
- Daily vendors no earlier than 10:30 a.m. and unload and leave by 11 a.m.

**Note! – If you require an early exit, notify the Market Master before the opening, so s/he can place you in the spot with the least interruption to business.**

**If you run out of product early, alert the Market Master so assistants can be assigned to get out of the market space without incident.**

## Product Display

- Vendors will be responsible to furnish overhead coverings (tents, awnings, umbrellas – 10' x 10' white tents preferred) properly secured for inclement weather and all tables, etc. for product display; such overhead coverings and tables shall not, under any circumstances, cause damage to the Church parking lot which is the location of the Market (e.g, by stakes, etc.)

- All product must be displayed within the assigned space unless otherwise approved by the Market Master
- All vendor spaces must be under the “on-site” supervision of a responsible person 16 years of age or older
- All vendor tents, tables, etc. must be removed within 1 hour following the close of the Market

## Signage

- Vendors must display a sign with vendor name and city clearly visible to the public having a minimum size of 11” x 17”
- Truth in Advertising –
  - any edible product sold as “homegrown” must be grown by and at the farm renting the space in the Market;
  - any edible product sold as “organic” must be certified organic
  - any edible product sold and not grown by or at the farm renting the space in the Market, but grown in Michigan, must be labeled accordingly (example – John Doe Farms of Hudsonville, Michigan rents the space but sells tomatoes grown at Mary Smith’s Farm in Belding, Michigan – those tomatoes need to be labeled “Grown at Mary Smith’s Farm in Belding, Michigan (or something similar thereto)
  - any edible product being sold and grown out of the State of Michigan shall be labeled with a State of origin and designation of the farm out of the State of Michigan where grown

## Product

- Products offered by vendors shall be locally grown or produced by the vendor and shall include, by example, fruits, vegetables, meats, flowers and foods (licensed)
- Baked goods and any other prepared foods must be from a licensed kitchen, except as may otherwise be allowed under the Cottage Food Law
- The sale of live animals or unprocessed animals will not be allowed
- Arts and crafts vendors will only be permitted if space is available and if the products are approved by the Market Master whose decision shall be binding and final

## Vendor Performance

- Vendor recognizes that being a vendor in the Market is a privilege and will use their best efforts, if a seasonal vendor, to attend all Markets
- Taxes shall be the sole responsibility of the vendor
- Vendor pets are not allowed
- Vendors shall establish retail, not wholesale prices
- All vendors shall, and by these Rules, Regulations and Guidelines do, indemnify, hold harmless and defend the DDA and the Church, its agents, members and employees from and against any loss, liability, cause of action, or claim for personal injury, property damage, or loss of life or property arising from the actions of the vendor
- All vendors are required to meet all applicable rules and regulations of Ada Township, Kent County, the State of Michigan and Federal laws

- Each vendor **must sweep/clean their stall** before the end of each day and keep it neat during the period the Market is open. All vendor generated waste must be removed from the Market by the vendor (note – do not use the Church dumpster).
- Vendor's vehicles shall be operated in a manner to not cause damage to the Church Parking lot which shall be the location of the Market
- All vendors shall participate in, and follow the attached Rules and Processes relating to, the Credit/Debit and EBT/Bridge token based charging system established by the Market.
- Vendor shall assure that all of the vendor's representatives in the Market are familiar with these Rules, Regulations and Guidelines and the attached Rules and Processes relating to, the Credit/Debit and EBT/Bridge token based charging system established by the Market

## Market Guidelines

- No pets or other animals shall be allowed in the Market except as shall otherwise be permitted by the Market Master
- All disputes will be settled by the Market Master
- The Market Master shall determine and establish such other rules and guidelines as may be necessary to assure the orderly conduct of the Market
- **Vendors shall anonymously report average weekly sales to the Market**
- Any vendor violating these rules, regulations and guidelines, including in particular the Processes and Rules attached, shall be subject to such discipline as the Market Master shall determine and such determination shall be final. First and second warnings will be issued in writing by the Market Master. Any third violation in a season will result in automatic expulsion from the Market. If a vendor is expelled, such vendor shall forfeit the balance of his/her seasonal fee.

## Tent Anchoring

All vendors who wish to erect canopies at the Market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell on that market day, unless that vendor chooses to take down and stow their canopy and sell without it. Each canopy leg must have no less than 25 lbs (pounds) anchoring each leg.

In addition, weights should:

- not cause a tripping hazard
- be tethered with lines that are clearly visible
- have soft edges to avoid causing cuts and scrapes
- be securely attached
- be on the ground (NOT above people's heads)

## Parking

Parking is not permitted in The Community Church customer parking areas by vendors, their families or their help during hours of Market operation. Parking is available in the designated vendor parking area off Headley, noted by the 'Vendor Parking' signage at the curb.

## Market Contacts

Market Master: Jennie Mac Anaspie, 616-676-9191 or 847-530-4497 (C)

e-mail at [adavillagefarmersmarket@gmail.com](mailto:adavillagefarmersmarket@gmail.com)

Ada Township Clerk: 616-676-9191

## Credit/Debit, EBT/Bridge Card, Double Up Food Bucks (DUFV) Process and Rules

### Credit/Debit and EBT/Bridge Card Process:

- Customers with Credit/Debit or EBT/Bridge cards decide how much money they would like to spend at the Market.
- Customer visits the Market booth and tells the staff person how much he/she wants to spend. Market staff processes card transaction for that amount.
- Customer is giving wooden tokens in \$5 increments for Credit/Debit, \$2 increments for DUFV (as applicable to EBT Bridge purchase and program availability) and \$1 increments for EBT/Bridge cards for the amount he/she has chosen to spend. Tokens will be clearly marked with Credit/Debit, DUFV or EBT/Bridge Card to differentiate.
- Customer spends tokens with any participating vendor in whole dollar increments only. Vendors are encouraged to round up/round down or adjust quantity of food to best match whole dollar increments. Vendors can give users of Credit/Debit tokens change in cash if requested. DUFV and EBT/Bridge token users **cannot** receive change.
- Customer can save unspent tokens to be used at future date.
- Vendor turns in tokens if the face value of tokens is at least \$50 (excepting the last market day of the season to which this minimum shall not apply) at the end of any Market day, at a specific time to be identified from time to time by the Market Master. Tokens not turned in at the time specified can be turned in at subsequent Market days. The return of tokens shall be in an envelope provided by the Market Master with the count of tokens noted on a form provided by the Market. Market staff will count and confirm the tokens and provide the vendor with a receipt for the same. Vendors are recommended to keep their own records of total tokens redeemed each day.
- Market Master will turn in tokens and token totals from each vendor to the Ada Township Clerk on a weekly basis.
- Ada Township shall direct deposit 95% of the total amount of Credit/Debit, EBT/Bridge card and DUFV token purchases for the current and any preceding markets within ten (10) days following a Market. This 5% charge to the vendor is designed to cover the operational cost of the program.

### Rules Applicable to Accepting EBT/Bridge Card Tokens:

- **EBT/Bridge cards and their related tokens can buy:** vegetables, fruit, dairy products, meat, eggs, bread, jam, and pastries. They may also buy seeds or plants that produce food (i.e.: tomato or parsley plants).
- **EBT/Bridge cards and their related tokens cannot buy:** hot food, cut flowers, decorative plants, pet food, or non-food items. These items may be purchased with Credit/Debit card tokens only.
- It is ILLEGAL to exchange cash for EBT/Bridge benefits.
- Vendors who are authorized to accept EBT/Bridge Card tokens must display the EBT/Bridge card sign provided, identifying the vendor's stall as an authorized EBT/Bridge card vendor.



### **Rules Applicable to Accepting Credit/Debit Card Tokens:**

- Only Visa, Master Card and Discover cards are accepted. The Market does not accept American Express or any other cards.
- No vendor will charge any fees or penalties to customers using Credit/Debit card tokens.

### **Rules Applicable to Signage Regarding Credit/Debit and EBT/Bridge:**

- The Market shall provide, at no cost to each vendor participating in this program; one (1) Credit/Debit, one (1) EBT/Bridge and one DUFB sign(if applicable).
- These signs must be displayed at all times that the Market is open and the vendor is participating in this program.
- In the event of loss or destruction of signage, vendor must purchase the relevant signage from the Market at a cost of Ten dollars (\$10) per sign requiring replacement.

### **Rules Applicable to Accepting DUFB Tokens:**

1. Vendors will display a sign, provided by the Market, stating “**Double Up Food Bucks tokens accepted here.**”
2. **Provide only eligible, Michigan-grown, fresh fruits and vegetables in exchange for Double Up Food Bucks tokens.**
3. **Prove, upon request, that all produce provided in exchange for Double Up Food Bucks tokens is eligible, locally grown produce.**
4. Not give cash change for purchases made with Double Up Food Bucks tokens.
5. Provide eligible locally grown fruits and vegetables at the current price or less than the current price charged to other customers.
6. Not allow the return of fruits and vegetables purchased with Double Up Food Bucks tokens in exchange for cash or for non-food items.
7. Be monitored by **Ada Farmers Market** or Fair Food Network for program compliance.
8. Not provide cash or credit in exchange for Double Up Food Bucks tokens.
8. Not redeem Double Up Food Bucks tokens for non-food items.
9. Accept Double Up Food Bucks tokens from customers through this agreement on only the specified dates allowed by the Market.
10. Turn in all redeemed tokens for reimbursement in accordance with **Ada Farmers Market** guidelines.