



7110 West "Q" Avenue
Kalamazoo, Michigan 49009
Phone: (269) 375-1591

Dear Vendor:

Enclosed please find the 2010 vendor application and Market Guidelines and Rules for the Texas Township Farmers' Market, *Fresh on Q!* This will be our second season in the same great location – ½ block west of Texas Corners. I am excited to announce we will have a covered, open-air permanent structure in which to offer plants and fresh, locally grown produce and meat to our shoppers!

Applications are due by 5:00 p.m. February 22; paperwork received after this deadline will be considered for our waiting list. Applications may be mailed or delivered to the Township Hall (no faxes). The Saturday dates you specify serve as your commitment to pay upon receipt of your table assignment. As you complete the paperwork, please note the following to ensure transparency for our shoppers and patrons:

- Indicate your farm location if it's different from your mailing address
- Reselling produce is allowed; you must be knowledgeable about the growing and pest management practices of a farmer from whom you are buying product to sell at our Market
- If you are selling prepared food, you must source as many ingredients as possible from local farmers and post signs accordingly
- Your farm, and any farm for whom you are reselling, must be open (*by appointment*)

We will begin making table assignments and creating a waitlist as the applications are received. The following criteria will be used:

- ✓ Participation in 2009
- ✓ Proximity to Texas Township
- ✓ Variety - tell us what makes your greenhouse/farm/food business and product offerings unique
- ✓ Craft items will be considered if they relate to food and/or gardening; photos must accompany your application.

You will be notified of your status shortly after we receive your application. If you have questions, I can be reached at donna_mcclurkan@sbcglobal.net or cell: 269.779.6260.

Thank you for your interest in and support of the Texas Township Farmers' Market, *Fresh on Q!*

Sincerely,

Donna McClurkan, Market Manager (on behalf of the Market Committee)

Texas Township Farmers' Market - 2010 Guidelines and Rules

**** KEEP THIS PAGE FOR YOUR RECORDS ****

Definition of "local:"

Food that is grown, raised and/or processed in or near Michigan

Market guidelines:

- Resale of local grower's produce is allowed, provided the vendor is knowledgeable about the growing and pest management practices of the local farm on which the produce was grown. In order to maintain transparency and offer local products, no brokered or wholesale products are permitted.
- No franchises. The definition of a franchise in the context of a vendor applicant to the Market can be found at http://www.franchise.com/franchise-news/Basic_What_Is_Franchise.cfm
- Eggs, cheese, meats and processed foods must meet all Federal, State and local preparation and storage regulations.
- Vendors that provide 'ready to eat' food for carry-out or consumption on Market grounds must:
 - Source as many ingredients as possible from local farmers and growers.
 - Post a list of locally sourced ingredients - and the farm name from which they came - during Market Days easily visible to Market patrons/shoppers.
 - Ensure staff can answer questions about locally sourced ingredients
- All baked goods must be prepared in a licensed kitchen; proof of certification will be provided upon request.
- No re-sale of commercially, mass produced items allowed (*exceptions may be made by the Market committee*).
- Vendors may have one table (*exceptions may be made by the Market committee*)
- Table sharing by prior arrangement is permitted.
- Vendors must display a sign identifying the name and location of the business; we strongly encourage the posting of prices in a place easily visible to Market patrons/shoppers.
- Vendors are expected to be set up on Market days by 7:50 a.m. (contact information will be available to inform Market personnel in case of emergency situations).
- Tables will be cleaned by vendors before opening and at Market close.
- No dogs will be permitted in the Market area or other places on the Township grounds where food is being served or consumed.
- Craft vendor applications will be considered if products offered for sale relate to food and/or gardening/plants.
- No refund of fees paid to reserve a table.
- Failure to adhere to any of these guidelines may result in forfeiture of your table.
- Texas Township and Texas Township Farmers' Market assumes no responsibility and shall not be liable for any damage or injury.



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Farmers' Market - 2010 Vendor Application

Our market exists to:

- Create a sense of community for Texas Township and surrounding areas
- Promote local businesses and create economic development around foods that are grown, raised, and processed locally
- Raise awareness about the rich and diverse agricultural areas in SW Michigan

Business Name:	_____
Primary Contact:	_____
Street Address:	_____
City/Zip Code:	_____
Home Phone:	() _____
Cell Phone:	() _____
Email address:	_____
Website:	_____

What you plan to sell: *(Please refer to cover letter for instructions)*

Item	Where grown/made

Saturday Commitments: (8:00 a.m. to 12:00 noon)

- All Market dates OR
- The Saturdays indicated below

May 22	June 5	July 3	August 7	Sept 4	October 2
May 29	June 12	July 10	August 14	Sept 11	October 9
	June 19	July 17	August 21	Sept 18	October 16
	June 26	July 24	August 28	Sept 25	October 23
		July 31			



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Check all that apply:

- My farm is certified organic or Naturally Grown. I will display my certificate at the market.
- My products are grown/sourced locally (grown, raised, processed in or near Michigan).
- I plan to resell produce from other local grower(s) to supplement the offerings from my farm. I will be able to answer questions about the growing and pest management practices of local farmers whose produce I am reselling.
- I will offer prepared food ready-to-eat on site or carry-out. I will have signage indicating the name and location of the farm where each locally sourced ingredient was grown.
- My business/farm is open to market patrons, market planning team members, township personnel *(by appointment)*.
- I will accept EBT/food stamps, Women Infants Children (WIC) if offered to Market customers
- I will provide a copy of my certified kitchen/business license when I receive my table assignment
- The Market may publish my farm or food business information on the internet and in promotional materials

Parking:

Several tables within the Market structure do not have vehicular access. Vendors assigned to these tables will unload at the Market and then park vehicles nearby. Please indicate:

- a. I must have close/immediate access to my car or truck YES / NO
- b. The size of my vehicle is: Standard car or truck OR Large truck - SIZE: _____

Market fees :

\$15.00 – Table each Market day (pre-paid or per diem) for vendors that occupy a space of approximately 300 square feet (product, table & vehicle)

Please note:

- Vendors requiring more space and/or services above those normally provided may be charged an additional fee
- Income generated by Market fees will be used for operations management, advertising and other Market expenses
- Fees are due when tables are assigned. **Please do not send payment at this time.**

Vendor Signature: _____

Date: ____ / ____ / 2010

I have read and agree to the Market Guidelines enclosed with this application.