

# EVART FARMERS' MARKET

## Vendor Registration

Sponsored by the Evert DDA  
 Angela Hunter, Market Manager  
 127 N. River St.  
 Evert, MI 49631  
 (231) 734-0185 office  
 evartfarmmarket@gmail.com



### VENDOR INFORMATION

Vendor/Business Name				Contact Person			
Additional Representative				Additional Representative			
Street Address					Apartment/Unit #		
City				ZIP			
Phone				Mobile Phone			
Website							
Are you a new vendor to Evert Market?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Artist/Crafter		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Farmer		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Food (ready-made)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Cottage Food		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Other (please specify)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Business Tax License Number				Concessionaire's License Number			
If you do not have a Tax License, please visit: <a href="http://www.michigan.gov/taxes/0,1607,7-238-43519_43521_44039-5922--,00.html">http://www.michigan.gov/taxes/0,1607,7-238-43519_43521_44039-5922--,00.html</a>				Cottage Food licensing information: <a href="http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html">http://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html</a>			
<b>Food Growers/Producers Only:</b> Would you like to sign up to accept:							
SNAP Benefits (Bridge Card)		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Project Fresh (WIC) Coupons		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Double Up Food Bucks Tokens		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Market (Senior) Fresh Coupons		YES <input type="checkbox"/>	NO <input type="checkbox"/>

*Some restrictions may apply. Training, agreements & W-9s are required to participate in these customer benefit programs. These programs are of benefit to you as more shoppers will be able to purchase your produce and goods. You will be provided information about this prior to the Market Opening Day to allow participation for the season.*

Do you intend to supplement with regionally grown produce during the market? Yes  No

**\*\*To comply with market and state program policies, produce not grown by you must be labeled with its place of origin.**

### PRODUCT INFORMATION

All vendors are asked to submit a list of all items planned to be sold during the market season. Please provide a product list along with source/location of any regionally grown food.

### REQUIRED DOCUMENTATION

Please include the following with your registration form:

_____ Product List	_____ Brief description of production practices	_____ Copies of current State licenses (if applicable)
_____ Copy of organic certification (if applicable)	_____ Biographical information for the Market to use in promotional activities	_____ Booth fee payment

## CODE OF CONDUCT

The Evert Farmers' Market prides itself on providing quality products for customers. This Code of Conduct has been modified for use with vendors and/or their representatives participating in the Farmers' Market. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants. As an Evert Farmers' Market vendor and/or their representative, I will:

- Demonstrate the highest standards of personal behavior and integrity at all times
- Conduct myself in a courteous and respectful manner and serve as a positive role model for others
- Treat everyone with respect
- Abstain from physical or verbal abuse and not tolerate it from others
- Comply with equal opportunity and anti-discrimination laws
- Operate vehicles and other equipment in a responsible manner
- Under no circumstances will I attend or participate in the Evert Farmers Market while under the influence of alcohol or any controlled substance.
- Abstain from any criminal activity
- Respect and adhere to all rules and policies established by the Evert Farmers' Market

## PHOTOGRAPHY RELEASE

I hereby give my consent to be photographed/videotaped while participating in any activity offered by the City of Evert and the Evert DDA including the Evert Farmers' Market. I consent to the reproduction and use of any such photographs or videos by the Market for educational, public relations or promotional purposes. I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photography and use.

## DISCLAIMER AND SIGNATURE

By signing this registration, I certify that I have read this application and agree to the guidelines contained in both this form and the vendor handbook. I certify that I have all applicable permits or licenses from local, state and/or federal regulatory agencies. I acknowledge that the Evert Farmers' Market reserves the right to deny any vendor application or ask a vendor to discontinue participation in the market if that vendor does not comply with the policies and rules of the Market, the City of Evert and/or State/Federal laws.

Signature

Date

## DATES AND FEES

**Location:** Evert Depot Grounds  
200 Main St.  
Evert, MI 49631

**Market Day: Saturday**  
Beginning the second Saturday in June  
through the second Saturday in October.

**Market Hours:** 9:00 am – 1:00 pm

**Setup Time:** 8:00 am – 8:45 am

**Takedown Time:** 1:00 pm – 1:30 pm

Cancellations should be made no later than 12:00 noon on the Friday prior to the Saturday market by phone (231-734-0185) or email ([evartfarmmarket@gmail.com](mailto:evartfarmmarket@gmail.com)).

**Booth Size:** 12' x 12'

Parking: Road side booths may occupy the curb space adjacent to their vehicle during the market (12' per booth). Grass side booths may load and unload on the street (and may be double parked) but must park in the Depot parking lot during Market hours.

If you have any questions about the Vendor Registration, please contact the Market Manager by phone or email.

### Booth Fees

Beginning with the 2018 Market year, vendors will no longer be allowed to drive on the grass at the Depot/Market grounds. Vendors in lots not adjacent to the street are required to park on the street or parking lot for loading or unloading and vehicles should be in the Depot parking lot during Market hours. Due to the convenience of having a booth next to the road, these spaces have a slightly higher booth fee. **Road side booths are limited and will be assigned on a first come, first serve basis.**

Seasonal fees are a 25% savings over paying week to week. Seasonal fees require a 50% deposit to be included with the application and the balance due by the first Saturday in July. Weekly fee must include the first week fee with the application, subsequent fees are due each week that you are at the market.

Make checks payable to **Evert Farmer's Market**

**Grass Side** (Closest to Depot building):  
\$150/booth (seasonal fee)  
\$10/booth (weekly fee if pay by week)

**Road Side:**  
\$225/booth (seasonal fee)  
\$15/booth (weekly fee if pay by week)

Fees are based on one booth spot. If you will be needing more than one spot because of a vehicle or trailer, please talk with manager about any additional fee.

I prefer a  Grass side booth  Road Side Booth