



# Ionia Farmers' Market

Robert Hoppough Farm Market Pavilion  
Corner of Adams and Steele Street

2020 Vendor Application and Regulations

## Operation dates and times

Each Wednesday from 2pm - 6pm AND each Saturday from 9am - 1pm running from **June 3, 2020 through October 31, 2020**. In case of inclement weather, the market may close early. Vendor stalls are assigned on a first come - first served basis. We make every effort to maintain regular attending vendors in the similar stall areas, however, it cannot be guaranteed.

## Vendor fees

Vendor fees are based on a single day visit and can be paid on the day of service or in advance. Checks can be made payable to the City of Ionia. The cost of a daily pass is \$4.00. The cost for a concessionaire daily pass is \$10.

## Items permitted for sale

- Items sold at the Ionia Farmers' Market may include fruit, produce, honey, maple syrup, baked goods, flowers, plants, and homemade arts and crafts items, antiques, etc. Crafters and artisans are welcome. The full list is included on application.
- All produce must be Michigan grown. Labeling of goods sold under the Michigan Cottage Law must adhere to the State of Michigan guidelines. (see [www.michigan.gov/cottagefood](http://www.michigan.gov/cottagefood))
- No live poultry, livestock, domestic animals may be sold in accordance with the Michigan Department of Agriculture regulations.
- Any vendor selling food designed to be consumed on the Market property must follow local health department rules, regulations and licensing.
- All prepared food requiring special licensing must be produced and packaged at a licensed inspected location and properly packaged and stored. Baked goods must follow the Michigan Cottage Law. A copy of all relevant licenses and permits must be on file at the Ionia DDA office prior to these items being offered for sale at the Ionia Farmers' Market. Please contact the Michigan Department of Agriculture for licensing information and inspection regulations.
- Additional or questionable items must be approved by the Ionia DDA before they are offered for sale.
- All items sold at the Ionia Farmers' Market, as well as weights and measures, are subject to inspection and approval by the Michigan Department of Agriculture.
- The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgement, the produce, goods, food items or crafts are not compatible with the overall concept of the Market, or any product mix currently offered at the Market.
- The Market Manager may deny a vendor the privilege of selling at the Market on any given Market day for misrepresentation of products, poor quality of products or produce, nonpayment of fees, failure to comply with a direction of the Market Manager, disrupting the operation of the Market, or any other violation of the Market rules.
- Concession vendors are considered as a vendor who sells "ready to eat" food. Concession vendors must obtain all applicable licenses and furnish copies of these licenses to be kept on file in the DDA office. Concession vendors are required to supply their own garbage receptacle. All concession vendors are expected to take all garbage away with them at the end of each Market day.
- No one may enter the Market with intentions to sell products other than the stated Market days unless they have obtained prior approval and have a signed contract with the Market.

## Signage

Each vendor should display a sign that clearly identifies your farm / business name and location. If you are participating in the Project Senior Fresh and / or WIC Project Fresh programs, please identify with the appropriate signage.

### **Vendor Requirements**

- All vendors must submit a completed and signed contract prior to being permitted to sell at the Market.
- All vendors must comply with all Federal, State and City licensing and sanitary regulations. It is the vendor's responsibility to have proper license(s) and available for inspectors. All products requiring licensing must have copy of appropriate license on file with the Market. All vendors selling edible products must submit proof of liability insurance with the Ionia Farmers' Market named as additional insured
- Vendors may not have animals at or around the stall areas. No giving away or selling of pets. The only exceptions will be for lead / guide dogs and service animals.
- Alcoholic beverages are not allowed on or to be consumed on the Farmers' Market property.
- All vendors must complete the enclosed forms and return them to the Ionia Downtown Development Authority before participating in a Market.
- Produce and food vendors must comply with all state local, and federal requirements governing the sale and production of their products and acquiring all necessary permits and licenses and providing copies of each to the Ionia DDA prior to participating in the Market.
- All prepared food items must be produced and packaged in licensed and inspected facility, labeled appropriately, and compliant with all applicable laws and regulations.
- Due to health code regulations, food may not be offered for sale as a sample on a one-to-one basis. No foods are to be prepared for consumption in the Ionia Farmers' Market or its premises unless pre-authorized and approved by local health department.
- Vendors are responsible for keeping their area clean, attractive, and in good sanitary condition. Vendors must clean up their areas before departing. Vendors are responsible for removing their own trash. Vendors are responsible for supplying their own tables, chairs, displays, etc.
- Taxes (if applicable) are the sole responsibility of the vendor.
- The City of Ionia DDA shall not be liable or responsible for transactions made between buyers and sellers at the Ionia Farmers' Market, nor shall the DDA be responsible for theft, accidents, or lost or stolen articles.
- The Market takes place rain or shine. Reimbursements of vendor fees are not made for unattended Market days. The Market may close in inclement weather.
- Rules are subject to change by the Ionia DDA. The Ionia DDA reserves the right to expel or refuse admittance to any vendor or customer who exhibits disruptive behavior at the Market or violates any of the rules listed above.
- All vendors are to be courteous and considerate of all other vendors and customers at all times. Vendors are expected to act in a professional and courteous manner - this includes to other vendors as well as customers. No abusive language or profanity will be allowed.
- No political activity is allowed.

### **Dates for the 2020 season as follows**

#### **Wednesdays**

**June 3, 10, 17, 24**  
**July 1, 8, 15, 22, 29**  
**August 5, 12, 19, 26**  
**September 2, 9, 16, 23, 30**  
**October 7, 14, 21, 28**  
**(weather dependent)**

#### **Saturdays**

**June 6, 13, 20, 27**  
**July 11, 18, 25**  
**August 1, 8, 15, 22, 29**  
**September 5, 12, 19, 26**  
**October 3, 10, 17, 24, 31**  
**(weather dependent)**

### **Contact information**

Ionia Downtown Development Authority  
203 West Main Street P.O. Box 496 Ionia, MI 48846  
(616) 527-1420 (phone) Email: lcurtis@ci.ionia.mi.us



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 Corner of Adams and Steele Street

2020 Vendor Application

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

The items we are planning to offer at the Ionia Farmers' Market include:

- Vegetables
- Flowers, trees and / or potted plants
- Fruit
- Honey / Jams / Maple Syrup
- Herbs
- Baked goods
- Meats
- Crafts (please describe): \_\_\_\_\_
- Other (please describe): \_\_\_\_\_

\* Please see requirements and regulations for food items.

The Ionia Farmers' Market utilizes vendor pass fees to offset promotional costs. Vendor fees are based on a single day visit and can be paid on the day of service or in advance. Checks can be made payable to the City of Ionia.

Daily Pass: \$4

As a vendor participating in the Ionia Farmers' Market, I assume all risks of injury suffered while on and/or upon the premises of the City of Ionia. I release and agree not to sue the City of Ionia, its agents, servants, associations, employees, or anyone connected with the City of Ionia for any claim, damages, costs, or cause of action which I may, or in the future, have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the City of Ionia as a vendor participating in the Ionia Farmers' Market. By signing below, I \_\_\_\_\_ (print name) acknowledge that I have read the waiver of liability above, as well as the attached rules and regulations for the Ionia Farmers' Market, understand and agree to abide by them.

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

Farm name / DBA: \_\_\_\_\_



**Ionia Downtown Development Authority**

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