



Caro Farmers Market Application 2021

Vendor Information:

Name: _____
Business name: _____
Address: _____
Telephone: _____ Cell: _____
Email: _____ Website: _____
Emergency Contact: _____
Employee name(s): _____

List products you intend to offer, and their origin if not the address listed above:

Market Vendor Packages:

- _____ Full Season Vendors: \$280.00 - 22 Saturday market dates and all special events.
_____ Half Season Vendors: \$150.00 - 11 Saturday market dates of your choice.
_____ Monthly Vendors: \$50.00 - 4 consecutive Saturday market dates of your choice.
_____ Daily/ Drop ins: \$15.00 - 1 Saturday market date of your choice.

Please check if you are requesting any daily use add-ons to your package:

_____ Electricity: \$5.00 per _____ Adjacent parking: \$10.00 per _____ Table rental: \$5.00 per

Please select dates you are applying to participate in The Caro Farmers Market

June 2021	July 2021	August 2021	September 2021	October 2021
5 th Grand Opening	3 rd USA Day Party	7 th Fit Class	4 th Labor Day wknd	2 nd
12 th Fit Class	10 th Fit Class	14 th Veg Out Day	11 th GPD Market	9 th
19 th Father's Market	17 th	21 st Fit Class	18 th Patriot's Day	16 th Harvest Day
26 th Fit Class	24 th Fit Class	28 th	25 th	23 rd
	31 st			30 th Costume Party

(Events are subject to change)

- _____ I am interested in joining the volunteer team to help the Caro Farmers Market grow!
_____ I am interested in receiving monthly email newsletters from the Caro Farmers Market.
_____ I am interested in accepting food benefit program tokens/coupons as they become available.

To be considered please return: your completed Vendor Application, a \$20.00 non-refundable Application Fee, a signed Vendor Agreement, and copies of all pertinent documents (licenses and insurance) to:

Caro City Hall Attn: Caro Farmers Market
317 South State Street
Caro MI, 48723

For more information contact: Caro Farmers Market Manager, Lauren Amellal at 989)673-7671 (ext. 5229)



Vendor Event Participation Agreement 2021

Please read, check boxes and sign before submitting this agreement with your Vendor Application.

LICENSES AND PERMITS:

☐ I, _____ ("Vendor" printed name), hereby state that I possess and will display current licenses and/or permits that are applicable to the products that I offer. Display of said documents is required by the Market. Further I understand that display of said documents may also be required by the United States Department of Agriculture, the Michigan Department of Agriculture and Rural Development, the Tuscola County Health Department, and/or the City of Caro. Failure to include documents with the Event Vendor Application and display these documents will be grounds for disqualification.

CONSENT TO PHOTOGRAPH/ VIDEO TAPE and DISSEMINATE WITHOUT COMPENSATION:

☐ I hereby give my consent to be photographed, video recorded or broadcast live while participating in any activity offered by the City of Caro, including the Farmers Market. In addition, I consent to the reproduction and use of any such photographs and videos by the City of Caro 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 photographs, videos and use thereof.

NON-EXCLUSIVITY:

☐ No provision in The Agreement limits, or is intended to limit, in any way any Vendor's right to offer and sell its products to the general public, other business entities, municipalities, or governmental agencies before, during or after the operation of the Farmer's Market, or other vendor events hosted by The City of Caro. Similarly, the Agreement is a non-exclusive agreement. The City may freely engage other persons to provide or sell the same and/ or similar products at the Farmer's Market, or at other vendor events hosted by the City of Caro. Further, I understand that being accepted as a vendor for one event does not constitute my approval for any other events hosted by the City of Caro.



Vendor Event Participation Agreement 2021

TAXES:

☐ Vendor shall withhold and/or pay all local, state and federal taxes required of it, including without limitation, all State sales taxes due from the sale of the Vendor's products at the Farmer's Market or other vendor event hosted by the City of Caro.

WAIVER OF RESPONSIBILITY, AGREEMENT TO HOLD HARMLESS:

☐ The City of Caro will not be held responsible for accidents or injuries sustained by myself and/or my associates while participating in or otherwise using the event venue. I will not hold the City of Caro, the Market, staff, or volunteers, responsible for any damage or harm to my employees, products, equipment, vehicle, or any other property that may occur, while participating in the Farmer's Market, or other vendor events. I agree to hold harmless and indemnify the City of Caro, County of Tuscola, event staff and volunteers in all matters related to or arising from the activities related to this Agreement.

ACKNOWLEDGEMENT:

☐ I acknowledge that I have received, read, and agree to abide by the procedures, rules, and requirements outlined in this Agreement, and the below listed documents. I understand that failure to abide may result in disqualification, and possible removal from the Caro Farmers Market or other events hosted by the City of Caro. I understand that no refunds will be granted if I am removed or otherwise disqualified from participation.

☐ Vendor Rules and Regulations 2021

☐ Caro Vendor Application 2021

VENDOR SIGNATURE: _____ DATE: _____



Caro Farmers Market Vendor Rules and Regulations 2021

1. Dates, Location, Hours of Operation

- A. The Market will be open **June 5, 2021 through October 30, 2021.**
- B. The Market is located at: **238 South State Street Caro, MI 48723**
- C. The Market will be open **Saturdays from 8am-1pm**
- D. The Mailing address is: Caro City Hall Attention: Caro Farmers Market
317 South State Street Caro, MI 48723
- E. Set up time is between **6:30 and 7:30 am.**
- F. The Market will open promptly at **8am**, unless otherwise notified for special events or inclement weather.
- G. All vendors, products, vehicles and refuse must be cleared from the market location by **3pm.**
- H. The market manager reserves the right to cancel, reschedule or close the market at any time, for any reason, without explanation.
- I. Reasonable efforts will be made not to close/ cancel the market.
- J. Vendors will not receive a refund for market cancellations/or closings.
- K. Vendors are required to stay throughout the Market hours of operation, unless they are completely out of stock, or are permitted to leave early by the market manager.

2. Vendor Spaces, Amenities and Assignments

- A. Pavilion vendor spaces are 10 ft x 10 ft.
- B. Only vendors that have been approved for amenity parking will be allowed to park at their vendor space.
- C. Those with physical needs please contact the market manager for parking accommodation details.
- D. Vendor spaces are not furnished, and do not include free amenities.
- E. Vendor space assignments and amenity use are at the discretion of the market manager, and are subject to change.
- F. Vendors may not sublet their space.
- G. A space will not be approved, assigned, occupied or reserved without proper payment, and receipt of all necessary vendor documents.
- H. Trading or rearranging of assigned vendor spaces and amenities must be approved by the market manager.
- I. If an assigned spot is not occupied by **7am**, the morning of the market, the market manager may rent said space, and/ or it's add on amenities to a different vendor.
- J. If you are running late or unable to participate on a scheduled date please contact the market manager.



Caro Farmers Market Vendor Rules and Regulations 2021

3. Products and Standards

- A. All items offered by a vendor must be approved for sale by the market manager and listed on the vendors' application.
- B. When adding or changing items, a vendor should submit written notice to the market manager one week prior to intended change, as to allow for proper review, and marketing.
- C. Items sold at the Market will be limited to: plants, herbs, herb products, flowers, fruits, vegetables, eggs, meat, poultry, cheese, honey, maple syrup, pantry goods, baked goods, value added food products or cottage food law items.
- D. The Market may at times allow crafts, and homemade / handmade artisan wares, antiques, or refurbished/ upcycled items.
- E. The Market will not consist of more than 25% of items listed in section 4D, unless a special event or unique situation arises in which allowing a higher percentage would benefit the Market as a whole.
- F. Factory made, manufactured or wholesale items may be allowable if the item offered compliments an item listed above in section 4C. (an example being a coffee grinder for fresh roasted coffee beans)
- G. At no time will a vendors' table offer more than 25% manufactured goods.
- H. ALL items for sale or display at the market are subject to review by the market manager. The market manager reserves the right to reject any item for sale or display at the Caro Farmers Market for any reason, without explanation. The vendor must comply with the final decision of the market manager immediately.
- I. Vendors are responsible for adhering to ALL market, local, state, and federal laws pertaining to the transport, sale, use, labeling or display of items at your vendor space, including furnishings.
- J. The market manager does have informational links and printed packets for those that request information. These are resources, and do not reflect ALL laws that may pertain to the vendor or their products.
- K. All items offered for sale, and those for use, display, signage or furnishing purposes at the Market must be of good quality.
- L. All items offered for sale must be labeled, licensed and priced appropriately.



Caro Farmers Market Vendor Rules and Regulations 2021

4. Covid Response and General Sanitation

- A. Vendors are responsible for the cleanliness and general safety of their space, and must adhere to market manager recommendations.
- B. Vendors are to provide hand sanitizer at their booth.
- C. Vendors must wash their hands frequently for 20 seconds under running water. There are bathrooms located at the market.
- D. Vendors are to regularly disinfect frequently touched items such as the cash box, table, phone, payment devices.
- E. All vendors are asked to wear masks. Please avoid touching your face or mask throughout the market. If you do, please clean your hands.
- F. Vendors must wear gloves while handling foods that are for immediate consumption, including samples.
- G. Vendors are to **stay home** if they are sick. If reasonable notice is given, the market manager may count this as an excused absence.
- H. The Caro Farmers Market requires a temperature scan and questionnaire be completed for each vendor/employee/ or volunteer prior to setting up at each market day or event.

5. Vendor Performance and Expectations

- A. All vendors, and their employees are expected to be professional and courteous towards other vendors, guests, management, staff, volunteers at all times.
- B. No vendor is to call out or yell to guests of the Market, especially with intention to draw them to their vendor space or to attempt to draw them away from another vendor booth.
- C. Smoking and pets are prohibited on market property in order to protect other participants and their goods. We strive to promote a healthy, safe and enjoyable experience for all.
- D. Vendors must unload and move their vehicles to the designated vendor parking area prior to the market opening.
- E. **All vendors are responsible for procuring and furnishing copies of any, and all business and product licenses and insurance documents to the market manager with their application.**
- F. Vendors are required to follow all federal, state, county, and local laws, including but not limited to transport, storage, sanitation, public health, sales tax, income tax, packaging, labeling, weights and measures, licensing, insurance and business practices.



Caro Farmers Market Vendor Rules and Regulations 2021

6. Vendor Participation and Payments

- A. Charges accumulated for add on amenities are due at the beginning of each day of use. This includes electric, adjacent parking and table rental fees.
- B. All vendors must submit the \$20.00 application fee with their application, and documents to be considered for participation.
- C. Vendors will be notified promptly by the market manager with regards to their application being received and processed.
- D. Daily/Drop in vendors are asked to contact the market manager at least 3 days prior to the market date they want to participate in.
- E. Daily/Drop in vendor applications, fees, and documents are due prior to a vendor setting up at the Market.
- F. Full and Half Season Vendors are required to make a Vendor Payment Agreement with the market manager.**
- G. All Payments must be made to "The City of Caro"**
Please memo checks appropriately.

7. Grievances and Resolutions

- A. Failure to comply with procedures, rules, regulations, or decisions made by the market manager, or as outlined above, may result in immediate and permanent removal from participating in the market.
- B. If a problem does arise, a meeting may be requested by the market manager, or the affected vendor(s).
- C. The resolution to any conflict or grievance will be determined solely by the market manager. All decisions made are final.

The Caro Farmers Market, the market manager, and/or the officiating entity reserve the right to amend, change, or delete any part or section of the Rules and Regulations at any time.

For more information, please contact the Caro Farmers Market Manager:

Lauren Amellal

Phone: 989)673-7671 (ext. 5229)

Email: lamellal@carocity.net