

## The Village of New Haven MI, Farmers Market 2016 – Vendor Application

[www.villageofnewhaven.org](http://www.villageofnewhaven.org)  
\*SPACE COMMITMENT FORM\*

This is a free admission market ran by a complete volunteer team. The 2016 Fall Farmers Market will be hosted by the New Haven Parks and Recreation Committee (NHPRC) and will be held on the New Haven Medical Center located at 58144 Gratiot Avenue (south parking lot).

If you are interested in participating in the 2016 Fall Farmers Market, please fill out this application form and submit it with your payment. You will receive an email confirming your application and participation. A vendor layout of the Market will be forwarded to you and or posted on the [www.villageofnewhaven.org](http://www.villageofnewhaven.org) site in September 2016. Vendors will be given priority space assignments based on the date of sign up and payment.

The “Early Vendor” rates are in effect until August 31, 2016 – however placement of vendor space is based on the date of application submittal AND payment. Space is available until we are full or until September 23, 2016, whichever comes first, and is not subject to negotiation.

\*NOTE: The NHPRC reserves the right to refuse vendors based on the Fall Farmers Market criteria.

Fall Farmers Market Dates:

Sunday, September 25, 2016 9 a.m. – 1 p.m.

Through

Sunday, October 23, 2016 9 a.m. – 1 p.m.

Set-up: Sunday morning begins at 7:30 a.m. – 8:45 a.m., with final set up by 9:00 a.m. sharp.

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Date: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Cell: ( ) \_\_\_\_\_  
Email address: \_\_\_\_\_ Website address:  
\_\_\_\_\_

Please describe the Product(s) or Service(s) provided in your booth:

Vendor Timeline Selection (required)

Weekly  Full Season  Half Season

(select separate dates below for half season)

## VENDOR PRICING FOR 2016 SEASON:

**Weekly @ \$8** payable by due date, please call ahead to reserve your space, no more than two vendors per category.

**Full Season @ \$40**, reserves the same space each week, \$10 deposit your space, Includes a space for end of season Market.

**Half Season @ \$25**, reserves the same space for the weeks pre-selected, please select below:

Sept 25  Oct 2  Oct 9  Oct 16  Oct 23

Please make checks payable to:  
The Village of New Haven and return to:  
57775 Main  
P.O. Box 480429, New Haven, MI 48048  
For Fall Farmers Market Personnel Only

Check received: \_\_\_\_\_ Check #: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Vendor Location #: \_\_\_\_\_

Insurance Certificate: Yes \_\_\_ No \_\_\_ MI Seller's Permit: Yes \_\_\_ No \_\_\_

Cleaning Deposit Rec'd \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Volunteer Help Required:  
Yes \_\_\_ No \_\_\_

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

## NEXT STEPS TO COMPLETE THIS FORM:

- 1. Make checks payable to:** Village of New Haven
- 2. Sign the NHFM 2016 "Rules & Regulations Form"**
- 3. Mail check & signed "Rules & Regulations Form" to:**

The Village of New Haven Farmers Market  
57775 Main  
P.O. Box 480429, New Haven, MI 48048

- 4. Contact (if any questions):** Ms. Simpson at New Haven admin office 586-749-5301  
or email Mrs. Collier, Market Mgr at [thestormvision@yahoo.com](mailto:thestormvision@yahoo.com)

*Set up time begins at 7:30am. No early departures without prior arrangements. There is a portable toilet on site. Farmers market vendor spaces are located on the grass, each space is approx 10' x 10', and vendors bring their own tents and tables. Most vehicles can stay next to the vendor space. NO REFUNDS.*

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### APPLICABLE TO ALL VENDORS/TERMS AND CONDITIONS

- Electricity is not included in the listed fees.
  - Health Permit Fees are not included [Food Vendors including sampling and packaged foods].
  - All correspondence will be via email unless special arrangements are made. If a vendor does not have email, the vendor must check the [www.villageofnewhaven.org](http://www.villageofnewhaven.org) website for updates.
  - Vendors cannot shut down prior to the vendor close time (1 p.m.) of the Fall Farmers Market for any reason without prior written authorization from the Market.
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- Food Vendors - Provide a copy of your Insurance Certificates of Liability naming the Fall Farmers Market on the Rider, under the name Fall Farmers Market/NHRPC/Village of New Haven.
  - Provide a copy of your Michigan Seller's Permit certificate issued by the State of Michigan.  
Seller's Permit will be checked before the Market opens.
  - A Cleaning/Security Deposit of \$10.00 (to be held, but not cashed) for all vendors will be required by August 23, 2016. Deposits will be returned at the close of the Fall Farmers Market season (or your selected vendor days) if the space is left in an acceptable manner as determined by Market organizers.
  - The New Haven Fall Farmers Market is held outdoors and subject to nature. There are no refunds for rainy or unusual weather conditions or acts of God.
  - There are no refunds once you have been accepted into the Fall Farmers Market.
  - The NHRPC has the right to determine participation – once you have submitted your application you will receive notification of acceptance/rejection and your priority number for selecting a space location.
  - Vendors must be paid in full by **August 23, 2016** in order to participate in the Market. "Key area" placement of booth space is based on payment date of vendor fees.
  - No sound systems are allowed in the vendor space without prior permission from the NHRPC.
  - A Vendor Agreement will be emailed to you by September 1st outlining responsibilities of the Market Day and of the Vendor. It will include: check-in time, parking information, space location, and other Market information.
  - The Vendor Agreement Form must be signed, dated and received by the NHRPC by August 23, 2016.
  - Vendors deemed unmanageable during the Fall Farmers Market will be given one warning by organizers.  
The NHRPC reserves the right to remove any vendor who is deemed unmanageable by organizers.  
There will be no refunds to vendors who are removed.
  - Note: Due to the nature of the Market some items on this document may change as to set up time, locations, etc. If it does, Vendors will be immediately notified.

## TERMS & CONDITIONS:

- By checking this box you agree to terms and conditions of this contract and agree to the "Rules & Regulations" as stated in the form attached in the above link for the 2016 season.