

## Welcome To The 2016 Huron Valley Farmers' Market!

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Huron Valley Recreation & Community Education and Stone Cold Statuary are seeking vendors to participate in the 3<sup>RD</sup> annual Huron Valley Farmers' Market season. The Huron Valley Market is held every Saturday from 10<sup>AM</sup> – 2<sup>PM</sup>. The market season begins on May 7<sup>TH</sup>, 2016 and concludes on October 1<sup>ST</sup>, 2016. The Huron Valley Farmers' Market is located at 300 W. Livingston, Highland, MI 48357.

The 3<sup>RD</sup> annual Huron Valley Farmers' Market will feature a wide array of products. They range anywhere from homemade pies, honey, and salsa to lawn and garden décor to homegrown vegetables & meat to handmade crafts and much more! The market will also feature local entertainment on certain weekends. Our vendors, entertainers, and much more about the market can be found at [www.hvfarmersmarket.weebly.com](http://www.hvfarmersmarket.weebly.com).

As we begin the Huron Valley Farmers' Market, we will have certain features to ensure ease for our vendors. We will have the option for payment at the desk of Pools and Fitness (Milford and Lakeland High Schools) available, along with the option for payment sent into the Apollo Center. Daily vendors will be accepted on the morning of the market. Also, every third weekend of the month our vendors will gather for a PotLuck Lunch! It makes for a great way for vendors to mingle and enjoy each other's company during the market day.

Huron Valley Recreation & Community Education and Stone Cold Statuary recognized a need for a local market that served the Huron Valley area in 2013. HVREC reaches over 49 thousand homes quarterly with their different recreational and enrichment programs and also runs both Pools & Fitness Centers at both Lakeland and Milford High School. This, along with HVREC's partnership with Kevin & Alexis Lawrence of Stone Cold Statuary, will allow for great exposure of the market and an even greater turn-out.

To become a vendor at the Huron Valley Farmers' Market, please return the signed application, pages 1-4 of this packet (as they pertain to you), and proper documents to 2029 N. Milford Road, Highland Township, MI 48357, ATTN: Huron Valley Farmers' Market. In this packet is also an Entertainment Contract. If you know anyone who would like to participate in the market or be an entertainer at the market, please pass the word. As a vendor of the Huron Valley Market, you will also have the opportunity to participate in the Highland Heritage Festival & Founders' Day. You will find more information about these events within this packet. If you have any questions, please contact Kevin Lawrence at (248) 755-1195 or via email at [alaw4196@aol.com](mailto:alaw4196@aol.com). Visit us at [www.huronvalleyrec.com](http://www.huronvalleyrec.com) and click on Huron Valley Farmers' Market. Also check out our website: [www.hvfarmersmarket.weebly.com](http://www.hvfarmersmarket.weebly.com) and find us on Facebook at [www.facebook.com/HuronValleyFarmersMarket](https://www.facebook.com/HuronValleyFarmersMarket).



# Huron Valley Farmers' Market

Vendor Contract & Application  
Location: Highland Elementary School  
300 W. Livingston, Highland, MI 48357

*Please Print Legibly*

**CONTACT INFORMATION:**

Business/Farm Name: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Business- \_\_\_\_\_ Home- \_\_\_\_\_ Cell- \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

**MARKET CATERGORIES:** please check all that apply

\_\_\_\_\_ **Produce** – Fruits and Vegetable

\_\_\_\_\_ **Plants and Flowers**

\_\_\_\_\_ **Food Items** – Baked goods, eggs, honey, jam, jellies, meats, sauces, cheese, cider, etc.

*Notice: These items must have the appropriate licenses to be sold at the Huron Valley Farmers' Market.*

\_\_\_\_\_ **Original Art Work** – Jewelry, ceramics, oils, watercolors, photography, metal-smithing, iron works, mixed media, etc.

\_\_\_\_\_ **Crafts/Other** – Handmade craft items made by the vendor. Includes dried flowers, wreaths, baskets, garden décor, woodwork, soaps, clothing, etc.

\_\_\_\_\_ **Non-Profit Organization or Charity** – Describe your organization/charity below.

➤ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All Vendors:** please describe the products in which you are selling at the market.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Huron Valley Farmers' Market

Fees & Schedule 2016

**Payment Options:** *please select one*

\_\_\_\_\_ \$15.00 per week for once space (*if paid in advance*)

\_\_\_\_\_ \$20.00 on day of market (*first come, first serve and all permits are required upon arrival*)

**Booth Discount Options:** *please select one*

\_\_\_\_\_ \$230.00 (*due all at once, includes full season access – excluding October 2<sup>ND</sup>*)

\_\_\_\_\_ \$250.00 (*due all at once, includes full season access & October 2<sup>ND</sup>*)

**Non-Profit Organizations:**

- Free of Charge

**Please Complete If Paying By Visa/MasterCard:**

Acct. Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

Cardholder Signature: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**The Huron Valley Farmers' Market is held every Saturday, May 7<sup>TH</sup>, 2016 – October 1<sup>ST</sup>, 2016 from 10<sup>AM</sup> – 2<sup>PM</sup> at 300 W. Livingston, Highland, MI 48357.**

*Listed below are the dates for the market. Please circle all of the dates that you plan to attend.*

|                      |                       |                       |                         |                            |                         |
|----------------------|-----------------------|-----------------------|-------------------------|----------------------------|-------------------------|
| May 7 <sup>TH</sup>  | June 4 <sup>TH</sup>  | July 2 <sup>ND</sup>  | August 6 <sup>TH</sup>  | September 3 <sup>TH</sup>  | October 1 <sup>ST</sup> |
| May 14 <sup>TH</sup> | June 11 <sup>TH</sup> | July 9 <sup>TH</sup>  | August 13 <sup>TH</sup> | September 10 <sup>TH</sup> | October 2 <sup>ND</sup> |
| May 21 <sup>ST</sup> | June 18 <sup>TH</sup> | July 16 <sup>TH</sup> | August 20 <sup>TH</sup> | September 17 <sup>TH</sup> | ↓<br>HH Sunday          |
| May 28 <sup>TH</sup> | June 25 <sup>TH</sup> | July 23 <sup>RD</sup> | August 27 <sup>TH</sup> | September 24 <sup>TH</sup> |                         |
|                      |                       | July 30 <sup>TH</sup> |                         |                            |                         |

*\*Note: On May 21<sup>ST</sup>, market vendors will have the hours of 9<sup>AM</sup> – 2<sup>PM</sup>. Market hours on October 1<sup>ST</sup> will be 10<sup>AM</sup> – 6<sup>PM</sup> and October 2<sup>ND</sup> hours will be 10<sup>AM</sup> – 4<sup>PM</sup>. All vendors participating on these dates must abide by these hours and adjust their set-up times accordingly.*

**Specified in the above chart is October 2<sup>ND</sup>, 2016 (HH Sunday). If you would like to participate in the Sunday of the Highland Heritage Fest, please circle that date. Note that there will be a market participation fee of \$20.00 to hold a booth on that date if you have not selected the payment option which includes this date above.**

As a member of the Huron Valley Farmers' Market, you will be included in: Founders' Day on May 21<sup>ST</sup> and the Highland Heritage Fest on October 1<sup>ST</sup> and October 2<sup>ND</sup> (Sunday optional).

Checks are made out to Huron Valley Schools. Please submit to Huron Valley Recreation and Community Education, ATTN: Huron Valley Farmers' Market, 2029 N. Milford Road, Highland Twp., MI 48357. Pre-payment of all fees is required. If you are participating in the Highland Heritage Festival, please make out a separate check for \$20.00, with the memo of "Highland Heritage Festival: Sunday". Huron Valley Recreation will oversee appropriate vendor applications.

## 2016 Huron Valley Farmers' Market Entertainment Contract

**Office:** 2029 N. Milford Road, Highland Twp., MI 48357

**Phone:** (248) 676-8390 or (248) 755-1195    **Fax:** (248) 676-8453

**Websites:** www.huronvalleyrec.com    or    www.hvfarmersmarket.weebly.com

**Dates:** Saturdays, May 7<sup>TH</sup>, 2016 – October 1<sup>ST</sup>, 2016    **Location:** 300 W. Livingston, Highland, MI 48357

Time Slots Available: 10<sup>AM</sup> – 11<sup>AM</sup>, 11<sup>AM</sup> – 12<sup>PM</sup>, 12<sup>PM</sup> – 1<sup>PM</sup>, 1<sup>PM</sup> – 2<sup>PM</sup>

Contact Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type Of Performer (circle one):    Singer                      Dancer                      Band                      Other

Type Of Music: \_\_\_\_\_                      How many dates would you like to attend? \_\_\_\_\_

What time slots would you be available? \_\_\_\_\_

Listed below are the dates for the market. Please circle all the dates you are available to perform. You may not be able to perform on all the dates you circle, but it helps us to know your availability.

|                      |                       |                       |                         |                            |                         |
|----------------------|-----------------------|-----------------------|-------------------------|----------------------------|-------------------------|
| May 7 <sup>TH</sup>  | June 4 <sup>TH</sup>  | July 2 <sup>ND</sup>  | August 6 <sup>TH</sup>  | September 3 <sup>RD</sup>  | October 1 <sup>ST</sup> |
| May 14 <sup>TH</sup> | June 11 <sup>TH</sup> | July 9 <sup>TH</sup>  | August 13 <sup>TH</sup> | September 10 <sup>TH</sup> | October 2 <sup>ND</sup> |
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| May 28 <sup>TH</sup> | June 25 <sup>TH</sup> | July 23 <sup>RD</sup> | August 27 <sup>TH</sup> | September 24 <sup>TH</sup> |                         |
|                      |                       | July 30 <sup>TH</sup> |                         |                            |                         |

- Equipment will not be provided. A temporary, portable tent will be set-up for entertainment and you are welcome to bring equipment if you need it. All sound systems must only produce sound to reach Huron Valley Schools' property, without bothering neighboring properties or establishments. Your act will be promoted as well to increase your exposure.

Please sign below that you agree to keep your act appropriate for all ages and you promise to attend when you are scheduled. Contact Kevin Lawrence at (248) 755-1195 or via e-mail at alaw4196@aol.com or Huron Valley Recreation & Community Education at (248) 676-8390 if you have any questions.

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

# Huron Valley Farmers' Market 2016

## Rules and Regulations

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### **RULES AND RESPONSIBILITIES OF VENDORS:**

- Each booth space is 20' x 20'. Full year vendors will be assigned booth spaces at the beginning of the season, while weekly vendors will be assigned booth spaces on a weekly basis. Booths and all equipment must fit within the parameters of a 20' x 20' space.
- Booth spaces will only be rented to those vendors whose principal production site is located within a 200 mile radius of the Huron Valley Farmers' Market location.
- All vendors must supply their own tent with weights (to ensure safety during harsh weather), portable generators (there is no electricity at the market site), chairs, tables, and any other equipment they need.
- Set-up begins at 8:45<sub>AM</sub>. All vendors must arrive no later than 9:30<sub>AM</sub> and be set-up no later than 9:45<sub>AM</sub>. If you are not on-site by 9:30<sub>AM</sub> without a call or notice of late attendance, your site could be given away to one of our daily vendors. On May 21<sup>ST</sup>, set-up begins at 7:45<sub>AM</sub> and you must arrive no later than 8:30<sub>AM</sub>. You must be done setting up by 8:45<sub>AM</sub>. If you are not on-site by 8:45<sub>AM</sub>, your space can be given away.
- Vendors are responsible for keeping their space clean before, during, and after the show. Vendors whose products generate waste must provide covered trash containers for customer use and must remove the trash at the conclusion of the market.
- Vendors are responsible for ensuring the safety of their customers and shall not hold Huron Valley Schools or Stone Cold Statuary responsible for any injuries sustained during market hours.
- Vendors must provide appropriate containers for water. All health code regulations in regards to handling produce and prepared goods must be followed.
- Vendors may specify which weeks they would like to participate. Full season commitments are not required for this market, but you may become a full season vendor if you wish.
- Vendors must carry liability insurance that covers them off-premises. If they do not carry liability insurance, with the signing of this contract, vendor parties agree that they will not hold HVREC or Stone Cold Statuary responsible for any issues related to lack of liability insurance. Also, the vendor parties agree to handle the issue in a way that does not indemnify HVREC or Stone Cold Statuary.
- The market will take place rain or shine and fees are non-refundable.
- Vendors must produce a sign of at least 8" x 10" with their business name and location.
- All food products offered shall be wholesome and from sources approved or considered satisfactory by the Oakland County Health Department and the Michigan Department of Agriculture. Also, these regulations must be followed in accordance with the 'Cottage Food Law'.
- Huron Valley Recreation & Community Education and Stone Cold Statuary have the right to terminate vendor participation if either group deems it necessary.
- Vendors are responsible for collecting and reporting any and all sales tax as it pertains to your business.
- Vendors shall call the Market Manager at least 24 hours prior to the market if unable to attend their scheduled date. At this time, vendors can reschedule for another day.
- No smoking, alcoholic beverages, or use of vulgar/abusive language is allowed on school grounds.
- All vendors must complete a registration form, complete with items to be sold at the market.
- Absolutely no haggling of prices or undercutting fellow market vendors!

- If you are participating in an overnight event, your booth cannot be left unattended overnight. All aspects of your display must be taken down daily and set back up the next day(s).
- Vendors are required to stay for the duration of the market unless prior arrangements are made with the Market Manager.

## **REGULATIONS:**

- **Licensing & Certifications**
  - Vendors are responsible for their own sales taxes, licenses, fees, and permit for operation. Vendors will abide by all local, state, and federal laws. Food, food item, and produce vendors must provide a copy of all current licensing from the Michigan Department of Agriculture and/or the Oakland County Health Department, along with any other pertinent liability insurance with their application.
- **Farm Checks**
  - Farm checks may be performed at the discretion of the Huron Valley Farmers' Market to ensure and protect the integrity of the market. Failing to provide accurate information pertaining to the location of goods grown will result in termination from the market with no refund of booth fees. A one-time market inspection may be imposed.
- **Cottage Food Producers**
  - Producers who fall underneath the 'Cottage Law' will abide by all local food handling laws and regulations, along with those of the Michigan Department of Agriculture and the Oakland County Health Department. These producers will follow all rules outlined within the 'Cottage Law'. Failure to comply with this law can result in termination from the market.
- **Sampling**
  - Sampling is encouraged at the market. In order to hand out samples to customers, they need to be prepared in such a manner that is in accordance with the Oakland County Health Department and Michigan Department of Agriculture regulations. Per Huron Valley Schools' administrative procedures, NO alcoholic beverages may be available for sale or sampling.
- **Alcohol, Substance, and Weapon Policy**
  - All Huron Valley Farmers' Market vendors must adhere to all Huron Valley Schools facility policies, including the restriction of tobacco, alcohol, illegal substances, and/or weapons on school grounds. Please see Huron Valley Schools Board Policy AP-1330 for a full list of administrative procedures for use of school buildings and facilities, which may be downloaded at [www.HuronValleyRec.com](http://www.HuronValleyRec.com) under the Facility Rentals section.

## *Comments or Questions?*

Kevin Lawrence  
(248) 755-1195  
alaw4196@aol.com

Huron Valley Rec. & Community Ed.  
(248) 676-8390

# Huron Valley Farmers' Market

## 2016 Agreement of Compliance

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I, \_\_\_\_\_, have read and am fully aware of the Huron Valley Farmers' Market rules and regulations. I hereby agree to comply with these rules and regulations, and all other local, state, and federal regulations that apply. I am fully aware that if I am found in any violation of these rules and regulations, I will forfeit my right to participate in the Huron Valley Farmers' Market.

I agree to use the facilities, premises, and equipment of Huron Valley Schools and Stone Cold Statuary and their appointees at my own risk. I agree to hold harmless, indemnify, and waiver claims of any nature that I may have or acquire against Huron Valley Schools and Stone Cold Statuary and/or their board members, employees, agents, and volunteers. In the event I nevertheless assert a claim against a party released herein, Huron Valley Schools and/or Stone Cold Statuary shall be entitled to recover its' reasonable attorney fees and costs incurred in defending against such a claim.

Pictures are sometimes taken in our programs and may be used in Huron Valley Schools' promotional material, such as brochures, flyers, websites, etc. Children are never identified by name. If there is any reason (safety, etc.) that you do not want your child or yourself photographed, the market will be more than happy to comply. We want to ensure the safety and comfort of all who attend the market. Also, your personal information will be held by the Huron Valley Farmers' Market and Huron Valley Schools and will never be released without your written consent.

Please sign below that you have read the rules and regulations outlined in this contract. With the signing of this contract, you also agree to sell the items you have appointed in your application. If you have any questions, contact Huron Valley Recreation and Community Education at (248) 676-8390 or Kevin Lawrence at (248) 755-1195.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Lawrence, Market Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alexis Lawrence, Co-Market Manager

\_\_\_\_\_  
Date