



Plainwell Indoor Farmers' Market
2023 Application Form
 For Farmers, Food Producers, Crafters, Artisan
Returning Vendors Application & payment due:
 Wednesday, Oct. 18, 2023
New Vendor Applications are available Thurs. Oct. 19, 2023
 Pre-approval is required, payment due Friday, Oct. 27, 2023
 contact market@plainwell.org for more information

Name:	
Business Name:	
Address:	
State/Zip code	
Phone:	
Email Address:	
Farmers/ Producers	USDA Organic YES *copy of license required Ecologically Grown YES Organic but not USDA Certified Local Farmer YES Carrying no special license
Benefits:	Do you take Project Fresh, Senior Fresh, or double-up coupons? YES NO
Crafters: Are encouraged to possess a Michigan Sales Tax License and provide a copy to the Market	Michigan Sales Tax License# _____ An application for sales tax can be completed on the Michigan Department of Treasury website www.michigan.gov/taxes under Sales and Use Tax. The Michigan Department of Treasury offers an online business registration process that is easy, fast, secure and convenient. There is no fee obtain a Sales Tax License.
Emergency contact:	Name: Relationship: Phone Number:
Social Media Sites	Website: Facebook: Instagram: Twitter: Other:

**City of Plainwell Framers' Indoor Market
Application Form**

Describe your business (please check all boxes that apply)

- Farmer
- Food Producer (state-licensed kitchen)
- Food Producer (non-licensed kitchen/cottage law)
- Crafter/Artisan (items to be sold must be produced by crafter/Artisan)
- Other Describe – (Entertainment, Non–Profit, etc.)

Please list all items you plan to sell and Farmers list all products grown and raised on your property:

Farmers Only

Please list all items you broker: 30% of your table only can be brokered produce

Brokered Produce Providers:

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

*All brokered produce requires labeling and Market Manager Prior Approval

Plainwell Farmers' Indoor Market Fees

1. Booth space is limited to 28 Vendors. We are asking only 2 adults per booth; please leave children at home, unless they are helping to run your booth and count as 1 of your 2 people.

2. Dates of Market Commitment and Hours of Market Operation:

Nov. 4 Nov. 11 Nov. 18

Nov. 25 (Shop Small Saturday) Dec. 2 (Holiday Parade) Dec. 9 (Shop the Merry Mile)

Spaces are limited and any new vendor must be pre-approved by calling (269) 685-6821 or emailing Market@plainwell.org.

3. Checks are made payable to City of Plainwell and mail or delivered to 211 N. Main St. Plainwell, MI 49080. Payments **must be received by Friday, October 27, 2023.**

4. Cost per booth space:

Market	Saturday
Seasonal	\$80 (6 days)
Daily	\$20 if daily please indicate above by circling the date (s)

There are **no REFUNDS** for inclement weather. Space is limited so get your application in by Wednesday, Oct. 19, 2023, for returning vendors; October 27 for new vendors.

Please sign below that you have read the attached rules of the market

Failure to adhere to any of the rules, regulations, or vendor ethics will result in forfeiture of your space and booth fee. The Market will operate by a “three strikes” policy or immediate dismissal from the market for breaking any of the vendor ethics.

1. First violation will result in a verbal warning
2. Second violation will result in a written warning
3. Third violation will result in suspension of Market privileges for an amount of time to be determined based on severity of the offense.
4. Any Vendor Ethics broken will result in immediate dismissal from the market and a forfeiture of your space and booth fee.

Sign _____ date: _____

Mail to: Plainwell City Hall, 211 N. Main St. Plainwell, MI 49080 or email to Market@plainwell.org

Office use only:

Paid: _____ date: _____ check # _____ Cash _____

Rules and Regulations for Plainwell Indoor Farmers Market

Location:

Plainwell Farmers' Market is in the heart of downtown Plainwell at the revamped Paper Mill Site, located in City Hall, 211 N. Main St., and has a scenic overlook of the Kalamazoo River.

Dates/Times:

The market will be open Saturday, Nov. 4–Dec. 10 from 10 a.m. to 2 p.m.

Parking:

Park in Fannie Pell Park, load and unload through the front doors of City Hall, a cart may be necessary for hauling products. After unloading you will be asked to move your car to a different lot for customers to have full access to the parking spots in Fannie Pell.

Spaces:

Spaces will be assigned by the Market Manager upon receipt of the application and payment.

The goals of the market are fourfold: 1) to be a profitable outlet for local farmers, 2) to create a gathering spot and opportunity for social interactions for Plainwell area residents, 3) to provide a predictable, ample selection and variety of high quality fresh, locally-grown produce and crafts for customers, and 4) to bring people downtown and foster a sense of community.

Products that vendors may sell include farm, processed farm, fish and seafood, nursery, foraged, processed non-food agriculture and baked goods, crafts,

- **Farm Products:** are grown and raised by the vendor upon land that s/he controls through ownership, lease, rental, or other legal agreement. These products include but are not limited to, fresh fruits and vegetables, nuts, honey, eggs, herbs, meat, and dairy products.
- **Meat and Poultry** – Must be owned and raised by the farmer selling them. It must meet Federal, State, and Local preparation, licensing, labeling, and storage regulations.
- **All meats** (beef, lamb, and pork) must be processed in the USDA-inspected slaughter facility. Poultry from farms raising more than 20,000 must also be processed as such. A USDA seal of inspection must appear on all packages of meat originating from such a plant.
- **Eggs** - All eggs sold must come from flocks owned and raised by the farmer selling them. Selling eggs from other farms is prohibited. All eggs to be sold must meet Federal, state, and local preparation, licensing, and labeling, and storage regulations.
- **Dairy** – All dairy products, including cheese, yogurt, and cream. Etc. must meet Federal, State, and local licensing, labeling, and storage regulations.
- **Processed Farm Products:** are permitted as long as they have been processed by the vendor and made from the raw farm ingredients they produce (such as cheese, dried fruits, and vegetables,

“The City of Plainwell is an equal opportunity provider, and employer.”

juices, jams, etc.). All processed goods must be individually labeled with the ingredients or have an ingredient list prepared and available upon request.

- **Fish and Seafood Products-** are caught in Michigan waters.
- **Nursery Products-** are grown or raised by the vendor upon land that s/he controls through ownership, lease, rental, or other legal agreement. Nursery products are fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees, or shrubs that are propagated from seed, cuttings, bulbs, plugs, or plant divisions.
- **Foraged Products-** are mushrooms and wild berries gathered from public and/or private land by the vendor.
- **Processed Non-Food Agricultural Products-** are allowed if they are processed by the vendor and made from all-natural ingredients (such as beeswax candles, handmade soaps, etc.). Vendors must have an ingredient list prepared and available upon request. Individual labeling is preferred.
- **Baked Goods:** are permitted as long as an ingredient list is prepared and available upon request. Individual labeling is mandated by the State.
- **Arts and Crafts:** permitted as long as product(s) are hand-made by seller. Realize that products take precedents over arts and crafts.
- **Cannabis Products:** Applications from vendors selling cannabis products will only be considered if products are limited to hulled hemp seed, hemp seed protein powder, hemp seed oil, topical CBD, and smokable hemp flower. Vendors selling marijuana products, CBD edibles, CBD pet treats, and viable hemp seeds, starts, and plants will not be considered. CBD products must be clearly labeled and marketed for topical use only. Vendors selling topical CBD products and smokable hemp flower must possess a valid Processor-Handler License for cannabis products. Please refer to the [Michigan Farmers Market Association's Cannabis Legality Chart](#) for more information on product legality, regulation, and licensing. The Plainwell Market has sole discretion to approve or deny an application.

Community Service Organizations: Charitable, educational, or other community service organizations that wish to apply for a stall must submit a complete application for approval by the Market Manager prior to the applicable Market day. If an approved charitable, educational, or other community service organization is assigned a stall, the organization shall pay any required fees before it shall be allowed to operate the assigned stall. No political organizations shall set up a booth within the market.

General Market Rules and Regulations:

1. Vendors are expected to remain open during the entire length of the market day unless all products have been sold out prior to market closing, or have prior approval from the Market Manager. However, inclement weather may force the market to close early.
2. Vendors are expected to provide their own tables, chairs, bags, change, and displays. Additionally, each vendor must display a sign, 12 x 16 (minimum in size) in the stall area that identifies the name and location of the business as well as any products not grown by them.
3. All vendors must post prices in full view of the consuming public; lettering must be clearly legible.

“The City of Plainwell is an equal opportunity provider, and employer.”

4. Stands are to be kept hazard-free and reasonably attractive. The vendor must remove trash and litter from any source before their departure.
5. All produce must be stored and displayed at a reasonable distance above the ground (minimum of 18 inches) with the exception of watermelons, pumpkins, flowers in containers, or other items in water for freshness. All produce should be local, mature, but not overripe, void of decay, and harvested within a reasonable amount of time.
6. Vendors shall conduct themselves in a pleasant and courteous manner with customers and other vendors at all times.
7. Any grievance regarding the pricing habits, displays, or conduct of another vendor should be immediately directed to the Market Manager.
8. Brokered produce and products may not exceed 30% of the total stall. Brokered produce must be labeled at the market with the farm where it originated. Commercial, mass-produced items are only allowed if locally owned and produced by the vendor in Michigan.
9. Eggs, cheese, and meats must meet all Federal, State, and local storage regulations while on site. All canned or cooked goods must be from a licensed kitchen, and the vendor must provide a copy of the license. A Health Department Inspection is required on food products such as cider, honey, poultry, etc. Copies of all licensing shall be provided to the Market Manager or the City of Plainwell assigned staff. Questions about licensing may be referred to the Food Program Supervisor, with Allegan County Environmental Health Division at 269-686-4505.
10. Each week, spaces that are empty at 9:45 am will be made available to daily paying vendors, unless you have contacted the Market Manager and made arrangements.
11. A vendor space is defined as a 10' x 10' space. All products must stay within the defined area.
12. Vendors must be pre-registered and pre-approved. No Drop in's allowed.
13. The intention of the Plainwell Market is to primarily sell fresh Michigan-grown fruits and vegetables and flowers/plants to Plainwell area residents. The Market tries to avoid direct competition with our business community while maintaining a vibrant market environment and recognizes that at times these lines are gray. Thus, the Market will hold final authority on whether a product is allowed for sale at the market or not.
14. The City of Plainwell assumes no responsibility, and shall not be liable for any damage or injury or loss of damage to merchandise.
15. Dogs and smoking are prohibited in the Plainwell Farmers' Market.

Vendor Ethics:

We expect vendors to conduct themselves in a pleasant and courteous manner to all people at the market. Breaches of vendor ethics or vendor's employees will result in immediate dismissal of the vendor from the Plainwell Market and forfeit of vendor booth and fees. A vendor who has been dismissed may return after a review and approval from the Market Manager and the City of Plainwell Economic Development Manager. Breaches of vendor ethics include but are not limited to:

- Misrepresentation of product and/or violation of truth in advertising
- Inappropriate airing of grievances in public, creating a public disturbance, arguing, loud voice, fighting

"The City of Plainwell is an equal opportunity provider, and employer."

- “Hawking” is defined as speaking in a tone of voice louder than normal for the purpose of bringing attention to oneself, space, or products; creating conversation designed to draw customers away from other vendor’s space; standing in or blocking the customer aisle in such a manner as to attempt to direct customers to one’s space or products.
- Discrediting another vendor’s product for one’s personal gain will not be tolerated. If you have concerns about another vendor’s product, please contact the Market Manager.
- Failure to comply with county, state, and local licensing requirements
- Participating in Market functions while under the influence of any intoxicants
- Committing any illegal act

Failure to adhere to any of the rules, regulations, or vendor ethics will result in forfeiture of your space and booth fee. The Market will operate by a “three strikes” policy or immediate dismissal from the market for breaking any of the vendor ethics.

1. First violation will result in a verbal warning
2. Second violation will result in a written warning
3. Third violation will result in suspension of Market privileges for an amount of time to be determined based on the severity of the offense.

Set-Up

1. Set up will be allowed on Thursday, Nov.2 from 3-5 p.m. or Friday, Nov. 3 from 9– 11 a.m. Set up may take place on Sat. Nov.4 beginning at 8:30 a.m. once tables are set up they may stay in place for 6 weeks. Daily vendors must tear down at the end of the market day.
2. Vendors are required to arrive by 9:30 a.m. the day of the market and be ready to sell at 10 a.m.
3. Vendors are expected to remain until the close of the market. Extenuating circumstances may apply.
4. Vendors are responsible for keeping their space clean and attractive during market hours and must clean up after the market closes. Dumping of produce in trash cans is prohibited.
5. Vendors must supply their own tables(s), chair(s), or any other items necessary for their participation.
6. Musicians wishing to play to gain exposure have no fee, but the material must be appropriate and consistent with the atmosphere of the Farmers' Market.

Important Health Information:

If you are not feeling well in any capacity stay home
 Wash your hands frequently
 Provide your own hand sanitizer and Sanitizing wipes

“The City of Plainwell is an equal opportunity provider, and employer.”

“The City of Plainwell is an equal opportunity provider, and employer.”