



Saturday, December 13, 2025

Welcome to the Kringle Market!

Join us in celebrating the magic of the Winterfest. The Kringle Market is a festive marketplace filled with local artisans, delicious treats, and holiday cheer — the perfect place for our community to shop, connect, and celebrate together.

Kringle Market Vendor Application

The Imlay City DDA is looking for crafters, artisans and direct sale vendors for our holiday giftable market.

Details:

- WHEN: The DDA Kringle Market takes place on Saturday, December 13, 2025 in downtown Imlay City from 11 am - 4 pm.
- WHERE: Community Center (Old DPW Building) , 400 E. Third Street, Imlay City 48444
- Vendor spaces will each be approximately 8x8.
- Price per 8x8 space is \$25.00 (no electric) – space is limited and on first come-first serve basis).
Registration fee may be paid via credit card over phone to the event manager (810-724-2135 ext. 1312) or by check made payable to the Imlay City DDA and mailed to 150 N. Main, Imlay City, MI 48444.
****ALL applications must be reviewed and approved by the event manager before payment will be taken.***
- Set up beginning at 8:00 am (or the day before with pre-approval). It is the responsibility of the vendor to set up, maintain and monitor their space during the event.
- Vendors must be present for entire duration of event.
- Please direct any questions to Chuck Bennett DDA Director @ 810-441-0292 ext. 1307 or ddapromotions@imlaycity.org.

Kringle Market — Request to Participate Form

Please submit at least 3 photos of your products with your application for vendor approval.

NAME _____ TEL _____

EMAIL _____ Facebook Address: _____

ADDRESS _____

PLEASE DESCRIBE WHAT YOU WILL BE BRINGING TO OUR KRINGLE MARKET _____

For more information or questions please contact the DDA Director at 810-724-2135 ext 1307 or via email at ddadirector@imlaycity.org

2025 Kringle Market
Agreement of Compliance /
Waiver of Responsibility / Media Waiver

I, _____, have read and fully understand the Imlay City Downtown Development Authority Market Rules & Regulations. I hereby agree to comply with these rules and regulations, as well as all other federal, state, and local regulations that apply, knowing full well that I will forfeit my right to sell at the Imlay City Downtown Development Authority Kringle Market if I am found to be in noncompliance.

I, _____, accept the responsibility of the use of the Market Facility. I will compensate the City of Imlay City for damages that may occur to the facility while in my use. The City of Imlay City will not be held responsible for accidents or injuries sustained by myself (vendor) and / or my associates while using the Market Facility. I, the vendor, will not hold the City of Imlay City responsible for any damages or harm to my employees, products, or equipment that may occur while using the Market Facility.

I, _____, understand that images of myself, my employees, and / or my products may be used in promotional efforts by the Imlay City Downtown Development Authority and Market Manager, which may include, but are not limited to, social media, websites, and printed media.

Printed Name: _____

Signature: _____

Date: _____

Do you have Liability Insurance?

_____ No, I do not have liability insurance. *Completely fill out the sole proprietor form (attached)*

_____ Yes, I have liability insurance. (HIGHLY RECOMMENDED) *Provide a copy for our records*

Product Display

- a. Vendors are encouraged to display their products attractively and keep with the character of the market. Vendors are encouraged to display the prices of their goods.
- b. Vendors using a canopy / shelter must have it anchored. Stakes will not be allowed on pavement and / or asphalt for anchoring purposes. It is recommended to use sandbags and / or cement blocks.
- c. Vendors must provide their table(s).
- d. Food items must be displayed on a table, not on the ground.
- e. All vendors must comply with state and local guidelines for handling and storing food. Pre-packaged and prepared items must comply with current labeling laws. (See Michigan's Cottage Food Law)
- f. Food sampling must be done with adherence to MDA and Health Department Requirements. All vendors offering food samples must realize responsibility for the safety of the food samples being offered. The vendors offering samples must take precautions to make certain that food samples are handled and displayed properly to prevent contamination.
- g. Vendor displays must not exceed the boundaries of their assigned stall.
- h. No obstacles may be placed in front of a stall that would present a hazard to others.
- i. Vendor signage should be attractive, readable, in good condition, and keep with the character of the market.

Vendor Performance

- a. Vendors must keep their stalls maintained in a clean and sanitary condition. All boxes, bags, containers, and debris must be removed by the vendor and shall not be left on-site at the end of the day. Trash receptacles, maintained by the City, are meant for the disposal of small articles of waste and are provided for customers only.
- b. Vendors are expected to act professionally and courteously with customers, other vendors, and City staff. Discourtesy to patrons or other vendors, obscene language, shouting, or hawking of wares will not be tolerated.
- c. Vendors and / or their agents and employees shall not disparage, demean, or make negative comments about – in any form or fashion – other vendors and their products or stall setup, market staff, or the market itself. Conduct meant to harm someone's reputation and / or business will not be tolerated. This includes all social media outlets.
- d. All complaints and / or concerns, whether from vendors or customers, should be reported to the Market Manager and submitted in writing.
- e. Vendors shall not engage in disruptive conduct. Any disagreement between vendors shall be handled respectfully and professionally away from stalls and customers.
- f. Vendors are not permitted to play music that can be heard beyond their stall boundaries.
- g. Vendors with children (under the age of 16) accompanying them to the market must have a second adult present to care for the children. Children must be supervised at all times and remain within the assigned stall.
- h. All vendors are subject to federal, state, and county laws, including those governing health, sanitation, sales tax, packaging, labeling, weights, and measurements. Vendors must comply with all rules applicable to the products they sell, such as having necessary food processing labels.
- i. Participating vendors are strongly encouraged to carry liability insurance for their market business.

- j. Imlay City Downtown Development Authority, City of Imlay City, and Imlay City Market are not responsible for the loss, theft, or damage to any vendors' merchandise, products, equipment, materials, or personal belongings.
- k. Vendors who leave their stall unattended for any amount of time do so at their own risk.
- l. Smoking is prohibited in the market area.
- m. Vendors are not permitted to bring animals to the market.
- n. Vendors must agree to hold harmless from legal or financial liability Imlay City Downtown Development Authority, City of Imlay City, and Imlay City Market.
- o. Failure to follow policies, regulations, and decisions of the ICFM and the City of Imlay City will result in immediate and permanent removal from the market with no refund.

Enforcement of Rules

- a. Market vendors must always conform to the market rules. Failure to follow policies, regulations, and decisions of the ICFM and the City of Imlay City will result in immediate and permanent removal from the market with no refund.
- b. All fees are non-refundable, even if the vendor does not attend a scheduled market day, the market is canceled due to inclement weather or any other reason, or if the market closes early due to inclement weather or any other unforeseen emergency.
- c. The DDA Director has the right to amend these Rules & Regulations if necessary.
- d. Failure to follow policies, regulations, and decisions of the ICFM and the City of Imlay City will result in immediate and permanent removal from the market with no refund.

DDA Director Responsibilities

The DDA Director is there to perform all related duties to maintain and operate the market in the best interest of the City of Imlay City, the public, and the market vendors:

- a. Enforces the days and hours of operation.
- b. Makes the call to cancel or close early.
- c. Assigns vendor stalls and coordinates set-up.
- d. Collects rental fees and data from all vendors, maintains records and accounts, and coordinates financial activities and payouts with the City of Imlay City's bookkeeper and treasurer.
- e. Directs the distribution / arrangement of all vehicles on the market premises or grounds.
- f. Upon closing, inspect stalls to ensure vendors have appropriately left their area.
- g. Verifies all local, state, and federal laws are observed, all licenses and permits are valid and current for each vendor, and maintain files the same.
- h. Locates new vendors as stalls are available to provide a variety and plenty of products available to the public.
- i. Makes decisions to approve or negate which vendors / products participate.
- j. Informs vendors of any violation of the rules and regulations.
- k. Enforces the rules and regulations.

**CITY OF IMLAY CITY
SOLE PROPRIETOR FORM
For Sole Proprietor's with No Employees**

For workers' compensation purposes we are required to maintain verification regarding workers' compensation coverage for all of our independent contractors.

You must provide the following information if you:

- a) Are a sole proprietor with no employees, and
- b) Do not carry workers' compensation insurance.

- 1) Name of Sole Proprietor: _____
- 2) Federal Tax Identification Number or last 4 digits of Social Security No: _____
- 3) I am doing business as: _____

Please attach one of the following:

- A copy of the assumed name certificate you filed with the county; or
- Your business card; or
- A copy of your advertisement (Yellow Pages, Newspaper, etc.); or
- List one other business or private homeowner that you have worked for during the period of July 1, through current date, including the name and address: _____

Please complete the following statement:

I, _____, a Sole Proprietor with no employees will
provide _____ services to _____

_____ on a periodic basis. I do understand that I am not entitled to

workers' compensation benefits under Michigan's Law, therefore, I am personally responsible for any injuries/illnesses I may sustain while performing my services to said entity.

Dated at: _____, on this _____ day of _____.

Signed: _____

Sole Proprietor

STATE OF MICHIGAN, COUNTY OF _____

On this _____ day of _____, _____ before me personally appeared

_____, who being duly sworn did state the she/he is not entitled to workers' compensation benefits as indicated under Michigan's Law, and will not hold responsible the above named entity she/he may provide services to for any injury(ies) illness(es) she/he may sustain while performing such indicated services.

Seal/Stamp

Notary Public, _____ County

My Commission expires _____