

# Imlay City Downtown Development Authority Farmers Market 2023 REGULAR SEASON VENDOR APPLICATION

Updated 05-09-23

**Market Season:** June 15, 2023 – October 12, 2023 (18-week Season)  
**Market Day & Time:** Thursdays, 10 AM – 4 PM  
Set-up starts at 9 AM; Takedown by 5 PM

**Market Location:** Lawn space located on the corner of Third Street and Main Street across the street from the Post Office in Downtown

**Rental Rates (per stall):**

Daily Rate – \$15 per day – paid at the start of each market day attended.

Full Season Vendors

EARLY BIRD RATE, paid in-full before or on May 31, 2023 – \$100

FULL SEASON RATE, paid in-full on or after June 1, 2023 – \$125

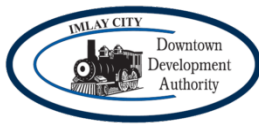
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Please make you check payable to: **Imlay City DDA**  
Mail to: Imlay City Downtown Development Authority  
150 North Main Street, Imlay City, Michigan 48444

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To join our market, your application must include the following:

- Completed Business Information (page 2)
- Completed Stall Request Information (page 3)
- Completed Agreement of Compliance / Waiver Form (page 4)
- Copy of Liability Insurance OR Completed Sole Proprietor Form (page 5)
- Completed Program Participation (page 6)
  - Completed W-9 Form, if participating in any programs (page 7)
    - Programs have additional agreements to be signed (provided by Market Manager before market)
- Payment for stall(s)
- Market Manager Approval & Confirmation



## 2023 Farmers Market – REGULAR SEASON (Thursdays) Vendor Application – Business Information

Representative Name: \_\_\_\_\_  
(checks will be issued to this person, if applicable)

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Preferred Method(s) for Contact:  call home  call cell  text cell  email

Business Name: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

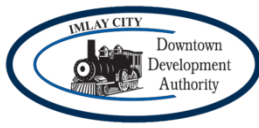
Website: \_\_\_\_\_

Products you plan to sell at our market:

- Locally-Grown Produce
- Michigan-Sourced Produce  Maple Syrup  Food Truck
- Honey / Bee-Products  Flowers & Plants  Milk, Meats & Eggs
- \*Baked Goods; what types: \_\_\_\_\_
- \*Canned Goods; what types: \_\_\_\_\_
- \*Beverages; what types: \_\_\_\_\_
- Pet Products; describe: \_\_\_\_\_
- Soaps & Skincare Products  Antiques & Resale
- Arts & Crafts / Handmade Products; describe: \_\_\_\_\_
- \_\_\_\_\_
- Other: \_\_\_\_\_
- \_\_\_\_\_

An online presence is HIGHLY SUGGESTED so that we can connect your business page on our Facebook posts, gaining your business more exposure, and giving customers a way to contact you outside of our market.

*\*Please make sure you are aware of and following ALL the regulations set by Michigan's Cottage Food Law – **if you'd like more information on Cottage Food Law, check here:***



## 2023 Farmers Market – REGULAR SEASON (Thursdays) Vendor Application – Stall Request Information

Please enter how many stalls you are requesting:

Truck Stall \_\_\_\_\_ Grass Stall \_\_\_\_\_

\_\_\_\_\_ I will pay on a daily basis of **\$15** a day (per stall) at the start of each market day

\_\_\_\_\_ I will pay the Early Bird Rate for the entire 24-week season  
(before or on April 31, 2022) of **\$100** (per stall)

\_\_\_\_\_ I will pay the Full Season Rate for the entire 24-week season  
(on or after May 1st) of **\$125** (per stall)

How often do you plan to attend market?     Full Season    OR     select dates\*

**JUNE**

- 15
- 22
- 29

**JULY**

- 6
- 13
- 20
- 27

**AUGUST**

- 3
- 10
- 17
- 24
- 31

**SEPTEMBER**

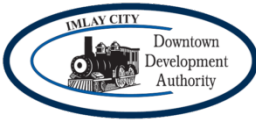
- 7
- 14
- 21
- 28

**OCTOBER**

- 5
- 12

\*\* Selecting dates does not lock you into those dates, nor does it exclude you from attending others. Actual market attendance will be confirmed

Follow our Facebook page **Imlay City Farmers Market** for updates on what's happening at our market each week, day-of photos of what products we're hosting, and any cancellation information.



## 2023 Farmers Market – REGULAR SEASON (Thursdays) Agreement of Compliance / Waiver of Responsibility / Media Waiver

I, \_\_\_\_\_, have read and fully understand the Imlay City Downtown Development Authority Farmers 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 Farmers Market if I am found to be in noncompliance.

I, \_\_\_\_\_, accept the responsibility of the use of the Farmers 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 Farmers 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 Farmers 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:** \_\_\_\_\_

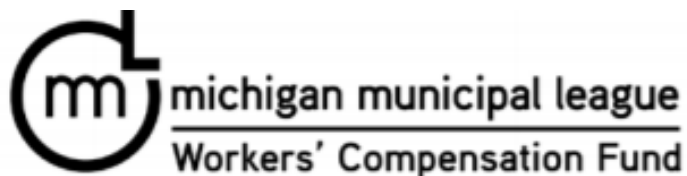
**Signature:** \_\_\_\_\_

**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*



**SOLE PROPRIETOR FORM**  
**For Sole Proprietors with No Employees**

For workers' compensation purposes, we are required to maintain verification regarding workers' compensation coverage for all 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 provide the following:

- A copy of the assumed name certificate you filed with the county;
- Your business card;
- Website: \_\_\_\_\_, Business Flyer, evidence of professional social media presence (LinkedIn, Facebook);
- List two or more other business or private homeowners that you have worked for in the one-year period prior to the date this document is signed, including address/phone #:

\_\_\_\_\_

\_\_\_\_\_

**Please complete the following statement:**

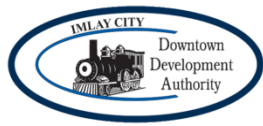
I, \_\_\_\_\_, a Sole Proprietor with no employees, will provide \_\_\_\_\_ services to \_\_\_\_\_ on a periodic basis.

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.

Signed: \_\_\_\_\_

Sole Proprietor

Date: \_\_\_\_\_



## 2023 Farmers Market – REGULAR SEASON (Thursdays) Vendor Application – Program Participation

Are you running your own debit / credit card transactions at your stall?

- Yes       No

If No, would you like to participate in our market's **Debit Token Program**?

*Our Market Manager runs customer debit / credit cards in exchange for wooden tokens; tokens are given to vendors as payment; vendors turn in tokens at the end of each day and are reimbursed via check the following market week.*

- Yes       No

Do you sell food products?

- Yes       No – if you don't sell food, the following does not apply to you.

If Yes, would you like to participate in:

- EBT / SNAP / Food Stamp Tokens** (*Michigan Food Products are eligible – including Cottage Food Law items*)

*Our Market Manager runs customer EBT / P-EBT cards in exchange for wooden tokens; tokens are given to vendors as payment; vendors turn in tokens at the end of each day and are reimbursed via check the following market week.*

- Double Up Food Bucks Tokens** (*Michigan Produce and Food-Bearing Plants*)

*Metal tokens are provided to customers to match all EBT / P-EBT transactions; tokens are given to vendors as payment; vendors turn in tokens at the end of each day and are reimbursed via check the following market week.*

- WIC Project FRESH Coupons** (*Michigan Produce ONLY*)

*Paper coupons are provided straight to the customer via this government program – SIGNED coupons are given straight to the farm vendor; those coupons are turned in at the end of each day and are reimbursed via check the following market week.*

- Senior Project FRESH Coupons** (*Michigan Produce & Honey ONLY*)

*Paper coupons are provided straight to the customer via this government program – SIGNED coupons are given straight to the farm vendor; those coupons are turned in at the end of each day and are reimbursed via check the following market week.*

There are additional agreements that must be completed before accepting any of these payment programs. Vendors who accept these payments without completing the agreements will not be reimbursed. Market Manager will provide these to be signed before market.

If Yes to participate in any program above, you will need to complete a 2023 W-9 form (attached) in order to be reimbursed. Payments cannot be issued without a completed 2023 W-9 form.

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><input type="checkbox"/> Individual/sole proprietor or single-member LLC</span> <span><input type="checkbox"/> C Corporation</span> <span><input type="checkbox"/> S Corporation</span> <span><input type="checkbox"/> Partnership</span> <span><input type="checkbox"/> Trust/estate</span> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____                 </div> <p style="font-size: small; margin-top: 5px;"><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (see instructions) ▶ _____                 </div>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
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	-		-		
<b>or</b>					
<b>Employer identification number</b>					
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*