



Imlay City Downtown Development Authority
Farmers Market

2024 RULES and REGULATIONS

(Market Vendor Application on pages 7-12)

INTRODUCTION - The Imlay City Farmers Market is owned by the City of Imlay City and is operated as a service to the public. Vendors are accepted to participate to provide goods and services for the public that otherwise might not be available or in easy access. The City of Imlay City has approved the following rules and regulations with which ALL vendors MUST comply with to ensure a well-regulated, safe, and useful market to the public.

1. Day-of Operations

- a. The REGULAR Season Market begins **July 11, 2024**, operates on **Thursdays 9 AM – 2 PM**, and runs 14 weeks until **October 10, 2024**.
- b. Vendors who take advantage of the discounted **FULL SEASON RATE** are expected to be at the market **every day of the market season**. The market depends on season vendors attending consistently. If a vendor needs to miss a day, they must make arrangements with the Market Manager in advance. If absence cannot be planned, call the Market Manager directly as soon as possible.
- c. Daily rate vendors are expected to communicate with the Market Manager for the days they will be at the market as far in advance as possible. Stall space is not guaranteed for anyone who does not make prior agreements.

2. Attending Market

- a. Day-of Operations / Timeline Expectations
 - i. Set-up time will begin 1 hour before the market opens. Vendors may set up and begin selling at this time. However, the Market Manager will not be running bank transactions and token exchanges until the advertised open time.
**** If an earlier set-up time is needed, it must be pre-approved by the Market Manager.** Setting up at a non-pre-approved time to undermine the Market Manager or other vendors will NOT be tolerated.
 - ii. Vendors have until 20 minutes before open time to occupy their stalls. Any stall not occupied by this time may be given to another vendor unless the Market Manager is notified before and arrangements are made in advance to hold the spot.

- iii. All vendors are required to remain set up and open for business until the advertised close of the market day – leaving early may result in suspension from further market participation. *Arrangements must be made at least 24 hours in advance with the Market Manager if a vendor needs to leave earlier.*
- iv. Vendors must clear the market area within 1 hour after the close of market day. Vendors must gather and dispose of garbage and debris in their area.
- b. Before the market officially opens, vendor vehicles must be moved to the Lamb Steele Building parking lot or City Hall parking lot as soon as unloading is finished. This allows for more customer parking.
 - i. Vendors who would like to sell from a truck will need to include that information on their vendor application and arrangements need to be made in advance. (Truck Stall)
- c. If a season vendor misses more than 5 pre-approved market days or 3 unapproved market days in a season, their requested stall location may be lost.
- d. **This market operates as a RAIN OR SHINE event.** Extreme heat, high winds, or severe thunderstorms in our area may be cause for cancellation or early closure. In the case of inclement weather, the Market Manager determines to cancel or pack up early.
 - i. Please make sure that the Market Manager always has the most current contact information so the vendor can be notified of any cancellations. There will be no refunds given for cancellations. If the Market Manager cancels the market, participants will be notified of the closing promptly by email or phone. Also, watch for updates on the Imlay City Farmers Market Facebook page.

3. Stall Assignments

- a. The Market Manager assigns vendor stalls; vendor location preferences and requests are taken into consideration, but not guaranteed.
- b. There may be occasions where the Market Manager must move vendors from their assigned stall location, i.e. absent vendors, special events, etc. Vendors are still expected to set up, even if their requested stall is not available.
- c. A vendor cannot sublet a stall. d. Standard locations are 10' x 10' on grass. Locations that include a truck stall will be on the East side of the lot, with truck parking located directly behind a 10' x 10' grass stall. e. A tent/shelter is not provided. A pop-up tent or shelter no larger than the space assigned is required for protection against sun and rain. The tent must be in good condition and safely staked to the ground. Drop cloths, plastic, cardboard, and similar items are not acceptable shelter materials. If it is determined by the Market Manager that the shelter is distracting to the overall appearance of the market area, a change or improvement will be required. Tent ties / ropes / weights must not cause a tripping hazard and should be tied with colorful ribbon or otherwise marked to prevent falls / run-ins.
- f. Market lot is a grass lot with LIMITED truck stalls. Stalls are rented in increments of 10' x 10'.
- g. Vendors may pay for more than one stall, as long as all stalls are filled with display.

4. Rental Rates (per stall)

- a. REGULAR SEASON MARKET

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 June 1, 2024* – **\$100**

FULL SEASON RATE, *paid in-full on or after June 2, 2024*– **\$125**

5. Products

- a. The market accepts many different types of offerings to provide season-long variety for customers. Contact the Market Manager to see if your specific product(s) or services qualify.
- b. All products are subject to review by the Market Manager.
- c. All produce (fruits / vegetables / berries) must be of good quality. No overripe or spoiled produce will be offered for sale.
- d. No corporate distributors, i.e. AVON, Young Living, Tupperware, etc.
- 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. The market allows for LIMITED duplicate-type vendors / products – multiple inclusions are at the discretion of the Market Manager.
- h. No vendor shall be able to “dump” large quantities of any given product at a noncompetitive price. The vendor will be asked to leave the market.
- i. The Market Manager will not set prices for any product, whether produce or crafts.
- j. Crafts must be handmade.
- k. Resale / Antique vendors have additional guidelines. (see Market Manager)
- l. Additional rules and fees may apply to food trucks. (see application)

6. 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. Please refer to rule 3.e.
- 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.
- j. Non-potable water and electricity are available on-site, but use must be preapproved by the Market Manager.

7. 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 Farmers 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 Farmers 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.

8. Enforcement of Rules

- a. Market vendors must conform to the market rules at all times. 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.

9. Market Manager Responsibilities

The Market Manager 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.



Imlay City Downtown Development Authority Farmers Market
2024 REGULAR SEASON VENDOR APPLICATION

Market Season: July 11 – October 10, 2024 (14-week Season)

Market Day & Time: Thursdays, 9 AM – 2 PM
Set-up starts at 8 AM; Takedown by 3 PM

Market Location: Lawn space located on the corner of Third Street and Main Street across the street from the Post Office in Downtown or in the old fire hall if available

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

Please make your check payable to:

Imlay City DDA

Mail to:

Imlay City Downtown Development Authority
150 North Main Street, Imlay City, Michigan 48444

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

- Completed Business Information (page 8)
- Completed Stall Request Information (page 9)
- Completed Agreement of Compliance / Waiver Form (page 10)
- Completed Food Program Participation - optional (page 11)
 - Programs have additional agreements to be signed (provided by Market Manager before market)
- Completed W-9 Form, if participating in any programs (page 12)
- Provide a copy of your Liability Insurance
- Payment for stall(s)
- Market Manager Approval & Confirmation

2024 Farmers Market – REGULAR SEASON
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: _____

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.

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 (picture(s) are requested of your products):

Other describe (picture(s) are requested of your products): _____

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:*

Vendor Stall Request Information

Please enter how many stalls you are requesting:

Truck Stall _____ Grass Stall _____

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

_____ I will pay the Early Bird Rate for the entire 14-week season
(before or on June 1, 2024) of **\$100** (per stall)

_____ I will pay the Full Season Rate for the entire 14-week season
(on or after June 2, 2024) of **\$125** (per stall)

How often do you plan to attend the market? Full Season OR select date

JULY

- 11
- 18
- 25

AUGUST

- 1
- 8
- 15
- 22
- 29

SEPTEMBER

- 5
- 12
- 19
- 26

OCTOBER

- 3
- 10

Follow our Facebook page
Inlay City Farmers Market
for updates on what's happening at our
market each week.

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

2024 Farmers Market – REGULAR SEASON
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 Marker 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*

2024 Farmers Market – REGULAR SEASON

Additional Food Program(s) 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.

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. The Market Manager will provide these to be signed before the market.

If Yes to participate in any program above, you will need to complete a 2024 W-9 form (attached) to be reimbursed. Payments cannot be issued without a completed 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 for instructions and the latest information.

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

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.

Social security number								
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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.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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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.

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.