**Holly Farmers Market**

**Vendor Packet 2024**

Sundays 10:00am- 2:00pm

May 5th- October 27th Crapo Park Holly, MI

**Instructions:**

Fill out and return pages 1 and 2 by mail or email to the Market Manager. Keep pages 3,4 and 5 for your records. DO NOT send applications to the Village of Holly. Please send all the paperwork to the market manager's address below.

Emailed applications are best. [hollyfarmersmarket@gmail.com](mailto:hollyfarmersmarket@gmail.com) make the check payable to Holly Farmers Market. Mail to: Market Manager 2620 W. Wardlow Highland, MI 48357

Vendor/Farm Name

Contact Name

Address

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all applicable categories. Vendors are subject to approval by the Holly Farmers Market manager. Produce must be grown in Michigan. Artisans must make their own goods. Prepared food vendors must have appropriate licensing. All food, maple syrup, honey, cheese, nuts must be made in Michigan Special consideration will be made for non-Michigan items that are food or health related. Some direct sales may be considered.

**Vendor Type: Products:**

\_\_\_\_\_\_\_\_\_\_ Produce \_\_\_\_\_\_\_ Fruits, Vegetables \_\_\_\_\_\_\_\_ Tea/ Coffee \_\_\_\_\_\_\_\_ Meat

\_\_\_\_\_\_\_\_\_\_ Artisan \_\_\_\_\_\_\_ Jelly, Jams \_\_\_\_\_\_\_\_ Baked Goods \_\_\_\_\_\_\_\_ Cut Flowers

\_\_\_\_\_\_\_\_\_\_ Candles \_\_\_\_\_\_\_ soap bath bombs \_\_\_\_\_\_\_\_ Other Plants \_\_\_\_\_\_\_\_ Prepared Food

Please describe your products:

|  |  |  |  |
| --- | --- | --- | --- |
| **2023 Booth Fees** | | |  |
| **Size** | **Daily** | **½ season (13) days**  **pre-paid** | **Seasonal (26) days pre-paid** |
| **10 x 10** | **$25** | **$225.** | **$350.** |
| **10x20** | $35 | $ 290. | $480. |
| **Food Truck** | $25 | 5 days commitment pre-paid $100 | Special arrangements |
| **Non-profits**  **Daily only** | $15 | Daily Vendor application fee $25 Pre-Paid |  |

SEASONAL IS THE BEST VALUE: 10X10 ($13.5 per week) 10X20 ( $18.00 per week) MUST BE PREPAID FOR DISCOUNT

Seasonal fees are due at the time of application, arrangements can be made. Fees and paperwork must be submitted by noon Tuesday prior to the first market you wish to attend. After you have been approved, you may attend the market on a “drop in” basis if space is available, by contacting the market manager by Friday before the date you want to sell.

There will be 3 options for booth fee payments. Pay daily, prepay ½ seasonal or prepay full season. We are flexible; please contact the market manager if you have any questions about payment.

\_\_\_\_\_\_\_\_\_\_\_ 10X10 Space DAILY \_\_\_\_\_\_\_\_\_\_\_10 X20 Space DAILY

\_\_\_\_\_\_\_\_\_\_\_ 10 X10 Space ½ SEASON PREPAID \_\_\_\_\_\_\_\_\_\_\_ 10X20 Spaces ½ SEASON PREPAID

\_\_\_\_\_\_\_\_\_\_\_ 10 X10 space SEASONAL \_\_\_\_\_\_\_\_\_\_\_ 10X20 SEASONAL PREPAID

Food Truck DAILY

Food Truck 5 or more dates

**Days Requested**

**May 5th, 12th, 19th, 26th September 7th Holly Days festival $25 10x10**

**June 2nd, 9th, 16th, 23rd, 30th $35 10x20**

**July 7th, 14th, 21st, 28th**

**August 4th, 11th, 18th, 25th**

**September 1st, 8th, 15th, 22nd,29th Garage Sale Days June 2nd $25 10x10 $35 10x20**

**October 6th, 13th, 20th, 27th Oct 6th**

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I understand and agree to all the following:

1. I understand by not filling out the peddler permit, vendor application and signing this agreement that I may not be allowed to participate in the market.
2. I understand that photographs and videos may be taken and approve of their use for promotional media.
3. Holly Farmers Market and the Village of Holly are not responsible for lost, damaged, or stolen items.
4. This application is valid for the 2024 Holly Farmers Market season.
5. This vendor agrees to hold harmless Holly Farmers Market, the Village of Holly and any/all market volunteers and associates.

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Name (Print) Name of Business

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

Signature Date

Provide copies of all current and valid licenses, registrations, certifications, or permits required to operate your business with this application form.

**Submit Application and email or mail to : Farmers Market Manager Website:** [**www.hollyfarmersmarket.weebly.com**](http://www.hollyfarmersmarket.weebly.com) **Diana Regan**

**Email:**[**hollyfarmersmarket@gmail.com**](mailto:hollyfarmersmarket@gmail.com) **2620 W. Wardlow Rd Facebook: “Holly Farmers Market” Highland, MI 48357**

**Market manager Diana Regan 248-388-7404 Please make checks out to Holly Farmers Market**

**call or text**

**Market Rules - Retain for your Records**

**Application Fee Policy:** Daily vendor must prepay a $25 application fee. This is not the permit fee which every vendor must do per Village Policy. The daily vendor fee is for if A VENDOR CANCELS AFTER THE REQIRED 36 HOUR (Friday 7pm)

Then the $25 application fee will go to pay for their missed market spot. They will then have to repay the $25 fee to start attending the market again. The fee will be refunded if a vendor attends all their selected dates.

This is mainly an issue for vendors who cancel late, and the space cannot be filled. If you need to cancel before the 36-hour time no fee will be forfeited. We understand emergencies happen and will take this into consideration.

Seasonal and ½ season vendors have prepaid for their booth space and the $25 application fee doesn’t apply.

**Refund Policy:**

Refunds after the opening of the market will be determined by the market manager on a case-by-case basis. Due to upfront advertising costs of the market, most cases will NOT result in a refund.

**Inclement Weather Policy:**

The market will be operated rain, or shine. The market will be canceled if there is an active thunderstorm or tornado warning.

Remember Holly customers are very dedicated and will come out in the rain.

**Absence Policy:**

Planned absences should be communicated to the Market Manager NO LATER than 7 pm Friday prior to the missed market. Communication prior to the market start is appreciated. Emergencies happen and we understand that. However, we cannot have multiple days of cancellation by a vendor. This may result in a re-evaluation of your contract.

Daily only vendors must be in good standing to confirm their spot. Some days we will have a vendor waiting list. Please be considerate. Late arrivals may result in your spot being given away. Any vendor who is not in their spot by 9:40am may have their spot reassigned. If you are running late, please text or call the market manager 248-388-7404

**Day Of Market Guidelines:**

Vendors may begin setup two hours (8 am) prior to market start time. PLEASE DO NOT start setting up before 8am. The market manager will be marking off booth spots. If you need more time to set up your booth, contact the Market Manager or Day-of Coordinator. Very early vendors may pull on the grass to unload, late vendors will need to carry their items. All vendor vehicles must be moved off the grass unless previously arranged. There is a gravel parking lot available for vendor parking located on the other side of the train tracks. PLEASE move your vehicles there or by the gray building in the back of the paved parking lot. I suggest moving your vehicle asap as this fills up very fast. Produce vendors may leave their vehicle behind them. I will do my very best to grant your request such as working out of your vehicle, keeping your vehicle in your spot (special needs only). However, with 70 + vendors it will only be possible for some. Please indicate on your application your request. We need all the possible spots in the paved lot for customer parking. If a vendor is continuously not moving their vehicle this may lead to re-evaluating their contract. Vendors must provide their own equipment; Holly Winter Market will not provide booths, tables, etc. No electricity will be available at the market. Generators are welcome if they are not too noisy.

As our market is growing, I can no longer guarantee that a vendor will be an exclusive vendor for an item. I will however limit the number of similar items per day. Such as Baked goods, Produce, candles, honey ect. Varity is nice and competition is good in someways.

Seasonal vendors will get priority followed by ½ season then daily. I will give seasonal vendors a permanent space,

1/2 season vendor will stay in the same spot for the most part and daily vendors will move around where space is available.

No booths are allowed within 50 feet of active train tracks. Outdoor tents MUST be weighed down on each leg to prevent wind gusts from causing damage. Due to the compacted soil, weights must be used instead of anchors/spikes. Vendors must conduct their operation within the area indicated on their application.

Booth signage is required with the name of the business and location. All products MUST have prices indicated. Produce / food vendors should be in line with their fellow vendors. No more than 20% undercutting. Prepared food must follow all state and local laws with correct ‘cottage food’ labeling and/or applicable licenses. All bakers must prepackage their product or have it in a display case. NO open unwrapped baked goods can be sold. If your product requires licensing, a copy of all necessary documentation must be returned with this application. Vendors are responsible for their own sales tax, licenses, insurance, fees, and permits for operation, and will abide by all local, state and federal laws. Vendors who sell food products under Michigan Cottage Food Law must meet all state regulations for labeling. Sampling can be done but MUST follow the MDARD rules including prepackaging and or gloves.

No vendors' pets are allowed in the market area. This was a slight issue last season. We do allow customers' pets into the market. No smoking is allowed in the market area.

Flags will be marking off the vendor spots on the grass and chalk # written on the parking lot spots. Also, a vendor map will be sent out on Saturday evening before the market, approximately 8pm.

Vendors must remain in the market until 2:00 pm, no early departures. Emergencies or one-time arrangements can be made. Vendor’s area must be cleaned of trash and debris before leaving the market.

This is a very friendly market and vendors get along very well for the most part. Any vendor disrespecting, harassing, bashing or yelling at any other vendor or market staff will not be tolerated. At times we may have to adjust the vendor booth placement. Either moving up or down a bit in the rows, running a third row down the center of the grass or moving your vendor spot for that day. Please do not get angry with market staff or the vendor you are placed by. Your opinions as vendors are taken into consideration. However, it will ultimately be the market manager's decision where to put a vendor or to run a center row on the grass. If you have an issue with vendor placement, PLEASE address them to the market manager privately.

**Termination Policy:**

The Market Manager has the authority to terminate any contracts. Serious offenses, including harassment of a vendor or any market staff, will result in immediate termination without refund. Minor offenses, including tardiness and absences, will be given a 2-warning policy. If you leave early without talking to the Market Manager, your vendor contract will be terminated.Any offenses will be discussed with the offender. Any complaints will be kept confidential. It is the goal of Holly Farmers Market to be as fair as possible, to both customers and vendors.

**Contact Information**

Market Manager: Diana Regan (248) 388-7404

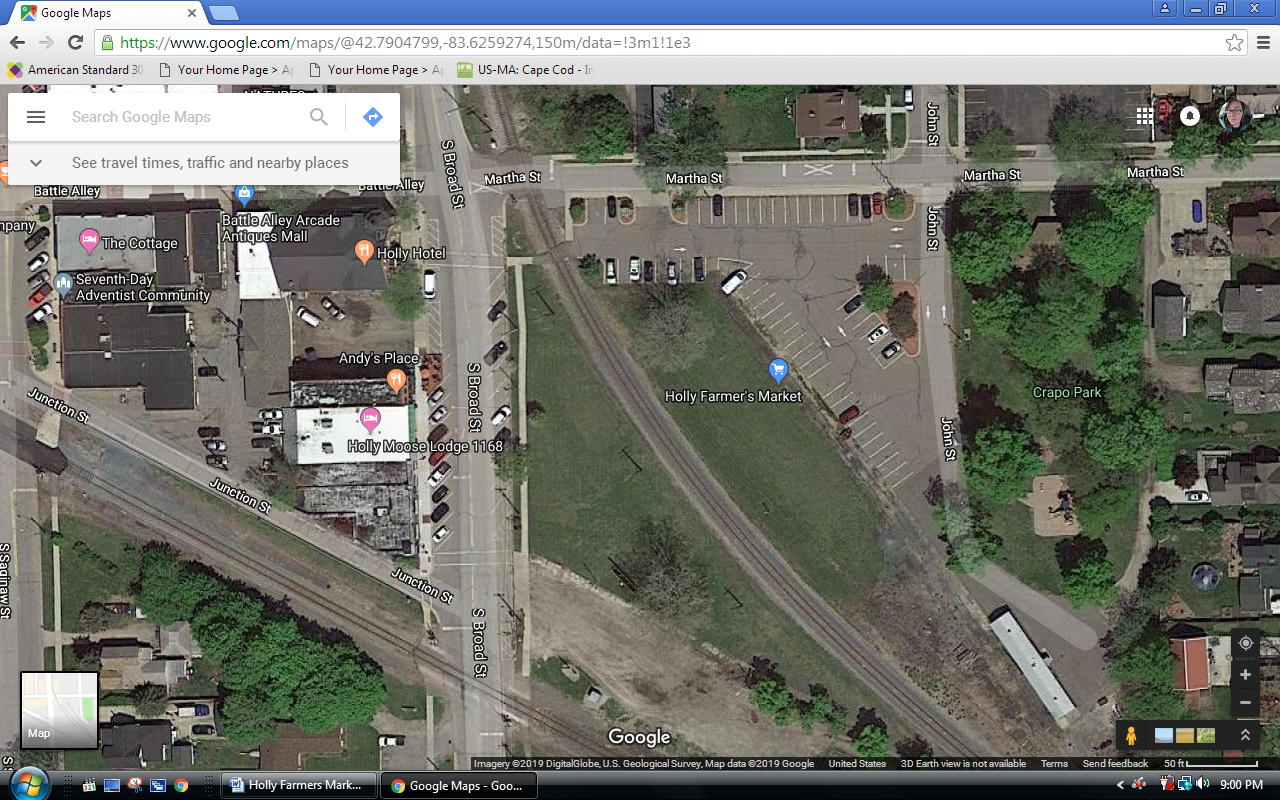
Assistant Market Manager: Alyssa Regan/ Debbie Howitt

Website: www.hollyfarmersmarket.weebly.com

Email: hollyfarmersmarket@gmail.com

Facebook: “Holly Farmers Market”

Instagram: “hollyfarmersmarket”



Overflow Vendor Parking

**Contact Information**

Market Manager: Diana Regan (248) 388-7404

Assistant Market Manager: Alyssa Regan

Day-Of Coordinator: Diana Regan (248) 388-7404

Website: www.hollyfarmersmarket.weebly.com

Email: hollyfarmersmarket@gm