



Vendor Application

Season: June through October
Friday and Saturday, 9:00 am - 2:00 pm

Date of Application: _____

Applying as: Seasonal Vendor Daily Vendor

1: APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Address: _____

Phone: _____

Cell Phone: _____ (on market days)

Email: _____

2: PRODUCT DESCRIPTION

Please check all products you intend to sell at any point during the season:

	USDA Certified Organic?	Ecologically Grown? (Organic but not certified.)	Required Licenses (Attach copies to application.)
<input type="checkbox"/> Produce	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Organic Certification (if applicable)
<input type="checkbox"/> Flowers/Plants/ Trees	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Michigan Sales Tax License; Nursery Stock or Grower's License (for perennials, shrubs, etc)
<input type="checkbox"/> Processed/ Baked Goods	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Food Establishment License (unless selling under cottage food law)
<input type="checkbox"/> Meat/Eggs/Poultry	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Business License; Organic Certification (if applicable)
<input type="checkbox"/> Art			Business License; Michigan Sales Tax License
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3: ATTACHMENTS

- A list of products available to consumers at the Grand River Farmers Market (Note: vendors will NOT be able to sell any items not identified on the pre-approved product list)
- Copies of appropriate business licensing, i.e.: certificate of assumed name (also known as your "DBA" or "doing business as" name), articles of incorporation, sales tax license, and/or certifications, see section 2.
- All vendors must carry liability insurance with coverage of at least \$500,000. Each vendor must provide a valid certificate of insurance naming the City of Jackson, the Downtown Development Authority, and the Grand River Farmers Market as additional insured parties on the policy.
- Vendor fee (cash or check only) to the Jackson Downtown Development Authority, see section 4.

Jackson Downtown Development Authority

161 W. Michigan Ave., Jackson, MI 49201

517.414.2011 | farmersmarket@cityofjackson.org



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4: STALL RENTAL COMMITMENT

The size of each stall is approximately 10 feet wide by 10 feet deep (as space provides). Tents will be permitted. Designated walkways must be kept clear. Multiple stalls can be purchased. By checking the options below, you are committing to 90% of market dates for seasonal vendors or all dates indicated for daily vendors.

Number of Stalls: _____ Electrical access requested

Fridays C. Seasonal - \$275 plus \$175 per additional stall

D. Daily - \$15 per day per stall Total # Dates: _____
 List dates for Fridays June through October you want to vend:

Saturdays E. Seasonal - \$275 plus \$175 per additional stall

F. Daily - \$15 per day per stall Total # Dates: _____
 List dates for Saturdays June through October you want to vend:

G. Early Payment Discount:
Seasonal vendors receive a 15% discount when you pay your total fees by June 30th. (Discount does not apply to daily vending)

Fees Calculation Worksheet	
C. Stall(s) Fee =	\$ _____
D. Stall(s) Fee =	\$ _____
E. Stall(s) Fee =	\$ _____
F. Stall(s) Fee =	\$ _____
(Add lines A-F)	
TOTAL FEES =	\$ _____
G. Discount =	\$ _____
(Subtract G)	
TOTAL DUE =	\$ _____

5: APPLICANT CERTIFICATION AND UNDERSTANDING

The undersigned Applicant certifies that all information in this application, & all information furnished in support of this application, is true & complete to the best of the Applicant's knowledge & belief. Verification of any of the information contained in this application may be obtained from any source. Seasonal vendors are assigned a permanent stall for the season. Priority in the selection of stalls is given to the full-season vendors who have paid their seasonal vendor fee in a timely manner. The assignment of a seasonal stall is at the discretion of the Market Coordinator. There is not a parking fee for vendors. There is not reserved parking for vendors. Parking for the Grand River Farmers Market will be first come, first serve in public parking lots. City lot 5 is adjacent to the Market Pavilion. General rules of parking must be followed at all times. By signing below, I certify that I have read, understand, & will adhere to all applicable guidelines as stated in the **Downtown Jackson Grand River Farmers Market Operating Guidelines**. I further understand that should I fail to comply with these specific guidelines, my participation in the Grand River Farmers Market could be terminated.

Applicant Signature: _____

Date: _____

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Questions and completed applications can be directed to the Market Manager:
farmersmarket@cityofjackson.org OR (517) 414-2011.