



# Vendor Application

Season: November through April

Friday 10:00 am - 3:00 pm

Found Church – 141 E. Michigan Ave, Jackson, MI

Date of Application: \_\_\_\_\_

☐ Seasonal Vendor (22 days) ☐ Monthly Vendor (4 days/mo) ☐ Bi-Monthly Vendor (2 days/mo) ☐ Drop-In Vendor

## 1: APPLICANT INFORMATION

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

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

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"/> Artisan items (non mechanical, skilled creation)			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

- ☐ Any social media sites; Facebook, Instagram, etc. – links can be emailed to [farmersmarket@cityofjackson.org](mailto:farmersmarket@cityofjackson.org)
- ☐ 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](mailto: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). Vendors to supply own tables. **No tents or pets** will be permitted. Designated walkways must be kept clear. Multiple stalls can be purchased. By checking the options below, you are committing to your indicated market dates for seasonal vendors or all dates indicated for daily vendors. **Cancellations require a 24 hour notice, and can be rescheduled. Two no-shows without 24 hour notice will forfeit vendor space and fees are not refundable.**

Number of Stalls: \_\_\_\_\_

☐ Electrical access requested

**Fridays**

☐ A. **Seasonal** : \$275 plus \$175 per additional stall

☐ B. **Monthly**: \$15 per day per stall Total # Dates: \_\_\_\_\_  
List dates for Fridays Nov through April you will attend:

☐ C. **Bi-Monthly**: \$35 per mo per stall Total # Dates: \_\_\_\_\_  
List dates for Fridays Nov through April you will attend:

☐ D. **Drop-In**: \$20 per day per stall Total # Dates: \_\_\_\_\_  
List dates for Fridays Nov through April you will attend:

☐ E. Early Payment Discount:  
*Seasonal vendors receive a 15% discount when you pay your total fees by November 30<sup>th</sup>. (Discount does not apply to daily vending)*

## Fees Calculation Worksheet

A. Stall(s) Fee = \$ \_\_\_\_\_

B. Stall(s) Fee = \$ \_\_\_\_\_

C. Stall(s) Fee = \$ \_\_\_\_\_

D. Stall(s) Fee = \$ \_\_\_\_\_

(Add lines A-D)  
**TOTAL FEES =** \$ \_\_\_\_\_

E. Discount = \$ \_\_\_\_\_  
(Subtract from D)  
**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 Winter Market will be first come, first serve in public parking lots – i.e., city lot 9 on Cortland St, behind Found Church but directly across the street from the FC back parking lot. Vendors may **unload but not park** in the FC back lot. 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 Winter Market could be terminated.

Applicant Signature: \_\_\_\_\_

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

Questions and completed applications can be directed to the Market Manager:

[farmersmarket@cityofjackson.org](mailto:farmersmarket@cityofjackson.org) OR (517) 414-2011.

Jackson Downtown Development Authority

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