



Ionia Farmers' Market

Robert Hoppough Farm Market Pavilion
Corner of Adams and Steele Street

2017 Vendor Application and Regulations

Operation dates and times

Each Wednesday from 2pm - 6pm AND each Saturday from 9am - 1pm running from **June 3, 2017 through October 28, 2017**. In case of inclement weather, the market may close early. Vendor stalls are assigned on a first come - first served basis. We make every effort to maintain regular attending vendors in the similar stall areas, however, it cannot be guaranteed.

Vendor fees

Vendor fees are based on a single day visit and can be paid on the day of service or in advance. Checks can be made payable to the City of Ionia.

Daily Pass: \$4

Items permitted for sale

- Items sold at the Ionia Farmers' Market may include fruit, produce, honey, maple syrup, baked goods, flowers, plants, and homemade arts and crafts items, etc. **The full list is included on application.**
- All produce must be Michigan grown. Labeling of goods sold under the Michigan Cottage Law must adhere to the State of Michigan guidelines. (see www.michigan.gov/cottagefood)
- No dressed poultry, livestock, domestic animals or other related items may be sold.
- Any vendor selling food designed to be consumed on the Market property must follow local health department rules, regulations and licensing.
- All prepared food and dairy items must be produced and packaged at a licensed and inspected location and properly packaged and stored. A copy of all relevant licenses and permits must be on file at the City of Ionia DDA office prior to these items being offered for sale at the Ionia Farmers' Market. Please contact the Michigan Department of Agriculture for licensing information and inspection regulations.
- Additional or questionable items must be approved by the City of Ionia DDA before they are offered for sale.
- All items sold at the Ionia Farmers' Market, as well as weights and measures, are subject to inspection and approval by the Michigan Department of Agriculture.
- Crafters and artisans are welcome.

Signage

- Each vendor should display a sign that clearly identifies your farm / business name and location.
- If you are participating in the Project Senior Fresh and / or Project Fresh programs, please identify with the appropriate signage.

Vendor Requirements

- All vendors must submit a completed and signed contract prior to being permitted to sell at the Market.
- All vendors must comply with all Federal, State and City licensing and sanitary regulations. It is the vendor's responsibility to have proper license(s) and available for inspectors.
- Vendors may not have animals at or around the stall areas. No giving away or selling of pets. The only exceptions will be for lead / guide dogs and service animals.
- Alcoholic beverages are not allowed on or to be consumed on the Farmers' Market property.

- All vendors must complete the enclosed forms and return them to the City of Ionia Downtown Development Authority before participating in a market.
- Produce and food vendors must comply with all state local, and federal requirements governing the sale and production of their products, and acquiring all necessary permits and licenses and providing copies of each to the City of Ionia DDA prior to participating in the market.
- All prepared food items must be produced and packaged in licensed and inspected facility, labeled appropriately, and compliant with all applicable laws and regulations.
- Due to health code regulations, food may not be offered for sale as a sample on a one-to-one basis. No foods are to be prepared for consumption in the Ionia Farmers' Market or its premises.
- Vendors are responsible for keeping their area clean, attractive, and in good sanitary condition. Vendors must clean up their areas before departing. Vendors are responsible for removing their own trash.
- Taxes (if applicable) are the sole responsibility of the vendor.
- The City of Ionia DDA shall not be liable or responsible for transactions made between buyers and sellers at the Ionia Farmers' Market, nor shall the DDA be responsible for theft, accidents, or lost or stolen articles.
- The market takes place rain or shine. Reimbursements of vendor fees are not made for unattended market days. The Market may close in inclement weather.
- Rules are subject to change by the City of Ionia DDA. The City of Ionia DDA reserves the right to expel or refuse admittance to any vendor or customer who exhibits disruptive behavior at the market or violates any of the rules listed above.
- All vendors are to be courteous and considerate of all other vendors and customers at all times. Vendors are expected to act in a professional and courteous manner - this includes to other vendors as well as customers. No abusive language or profanity will be allowed.
- No political activity is allowed.
- Vendors are responsible for supplying their own tables, chairs, displays, etc.

Dates for the 2017 season as follows

Wednesdays

June 7, 14, 21, 28

July 5, 12, 19, 26

August 2, 9, 16, 23, 30

September 6, 13, 20, 27

**October 4, 11, 18, 25
(weather dependent)**

Saturdays

June, 10, 17, 24

July 1, 8, 15, 22, 29

August 5, 12, 19, 26

September 2, 9, 16, 23, 30

**October 7, 14, 21, 28
(weather dependent)**

Contact information

City of Ionia Downtown Development Authority
 203 West Main Street P.O. Box 496 Ionia, MI 48846
 (616) 527-1420 (phone) (616) 527-0810 (fax) Email: lcurtis@ci.ionia.mi.us





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2017 Vendor Application

Applicant Name: _____ Business Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Cell: _____ E-mail: _____

The items we are planning to offer at the Ionia Farmers' Market include:

- Vegetables
- Flowers, trees and / or potted plants
- Fruit
- Honey / Jams / Maple Syrup
- Herbs
- Baked goods
- Crafts (please describe): _____
- Other (please describe): _____

* Please see requirements and regulations for food items.

The Ionia Farmers' Market utilizes vendor pass fees to offset promotional costs. Vendor fees are based on a single day visit and can be paid on the day of service or in advance. Checks can be made payable to the City of Ionia.

Daily Pass: \$4

As a vendor participating in the Ionia Farmers' Market, I assume all risks of injury suffered while on and/or upon the premises of the City of Ionia. I release and agree not to sue the City of Ionia, its agents, servants, associations, employees, or anyone connected with the City of Ionia for any claim, damages, costs, or cause of action which I may, or in the future, have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the City of Ionia as a vendor participating in the Ionia Farmers' Market. By signing below, I _____ (print name) acknowledge that I have read the waiver of liability above, as well as the attached rules and regulations for the Ionia Farmers' Market, understand both, and agree to abide by them.

Signature: _____ Date: _____

Farm name / DBA: _____



City of Ionia Downtown Development Authority
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