

Reservation Requests and Fees for Option D Wait List Vendors

- Vendors who prefer to be a wait list vendor are asked to notify the Market Manager in writing (e-mail acceptable: maf490682@gmail.com) that they are choosing Option D. It is not necessary to provide dates at that time. However, vendors may submit the form indicating dates they wish to attend the market which obligates them to attend those dates indicated on the form if notified a space is available. If vendors are not certain about dates they wish to attend, it is advised that they wait and that requests be made no more than two weeks before the market date they desire. Vendors must request to be on a particular day's wait list no later than 5:00 pm the Friday before a market date. Preferred notice is via e-mail to maf490682@gmail.com
- The Market Manager will notify the vendor via e-mail as soon as possible and no later than Monday before when space is available. If a vendor declines, Manager notifies next vendor on the list.

Fees for Options A, B, & C.

- **Seasonal Fees** – payments due in full due by 10/29/16 by 1:30 pm (At Market)
 - Option A: \$260 26 days
 - Option B: \$225 20 days
 - Option C: \$75 06 days

Fee for Option D

- **Wait list Fee** - \$20 day when reserved by Friday before market date or not more than 2 weeks earlier
- **Late Wait Request** - \$25 day when request is made after the Friday before the desired market.

Registration Fee for New Vendors

- \$20 one-time registration fee for new vendors

Next steps in the process:

1. Complete the application and attach applicable documents listed on the form and in the rules.
2. Complete reservation form sent with this document which lists the options and dates described above.
3. Select the option you wish. Indicate you will participate in ALL or check each market day you will attend from the list for your option. Also indicate the number of tables (2 maximum) and if you need electricity. (Submit Option D dates only if you will accept the day if offered.)
4. Submit as completed – Review of applications will begin 10/8/16 and announced as approved via e-mail. Submit to one of the following :
 - a. At the Green Street Market on a Saturday (note market's last date is 10/29)
 - b. E-mail to maf490682@gmail.com
 - c. Mail to Farmers' Market, 323 West Michigan Avenue, Marshall, MI 49068
 - d. Submit at the Public Services Building, 900 South Marshall, Marshall, MI 49068
 - e. Do not submit payment unless requested by the Market Manager.

Questions? See Lynne or call her at 269.789.0113

Marshall Area Farmers' Market

Winter Market Reservations 2016/2017

Location: Lobby of Oaklawn Hospital, 200 North Madison Street, Marshall, Michigan

Opening Day: Wednesday November 9, 2016 at 9:00 AM

Hours and Days:

- *First Wednesdays of each month the market will be open 3:00 pm to 8:00 pm*
- *Second through 4th or 5th Wednesdays of month the market will be open 9:00 am to 2:00 pm*

Rationale for the addition of the 3:00 to 8:00 pm market

- Once a month it will provide Oaklawn employees who work later shifts an opportunity to have access to the market they currently don't have.
- Oaklawn employees who work the earlier shift will have access to the market as they depart from their work day as many of them cannot leave their work site during the day to visit the morning market.
- It will provide an opportunity for our Green Street Market customers who work during the week to shop during the winter season by coming after work once a month.
- Our existing vendors who are unable to sell at the 9 to 2 market time, feel they may be able to sell at the later hours.
- Increased sales opportunities for our vendors

Capacity/Type of Vendor

- Twenty (20) tables
- The Auxiliary's Popcorn sale is moving to Thursdays – opens space for our market
- The "Market Table" will be reduced to a 4' table
- Oaklawn reserves right to approve vendors
- Market reserves right to balance type of vendors to manage competition between vendors



Schedule Options for Existing Vendors

- Option A – Full Season Vendor – reserves space for the twenty-six 9:00 am to 2:00 pm and 3:00 pm to 8:00 pm schedules.
- Option B - Morning Session Vendor – reserves space for the twenty 9:00 am to 2:00 pm schedules
- Option C - Afternoon Session Vendor – reserves space for the six 3:00 pm to 8:00 pm schedules
- Option D - Wait List Vendor (Previously "Daily") – vendor requests date on wait list to attend market and is notified if a space is available as the date approaches.
- A, B, and C Vendors are not required to attend all days in their seasonal reservation; although they are strongly urged to do so and to notify the Market Manager if they will be absent. No credit is extended for absences. Three no shows particularly those with no notice in the season can result in a vendor replacement.

Reservation Requests for Options A, B & C

- An application form and a copy of the Rules & Guidelines for the Market are attached.
- You may submit your application at any time. (Note: Current vendors have been extended an early bird opportunity which expires 10/1/16.)
- Consideration for including your business in the market will be made following those of existing vendors. Decisions about existing vendors will be completed by 10/1/16 and announced no later than 10/8/16.
- Reservation requests will continue to be accepted after 10/1/16 and will be reviewed on a first-come, first-serve basis for all existing and potential new vendors.
- Approvals will be made and a space assigned unless applications exceed the capacity of the Winter Market or if there is a need to develop a well-balanced market including limiting the number of similar vendors in the market. Priority will be extended for produce vendors and in a tie, consideration will be extended for those vendors who have been exemplary vendors in good standing, i.e. history with the market, number of spaces reserved, notifying the manager of absences, payment history, and attending scheduled days.
- Our agreement with Oaklawn stipulates that they may approve vendors that may conflict with existing hospital programs or philosophy.