

PROCEDURE FOR APPLICATION FOR 2017 OUTDOOR MARKET AT GREEN STREET E-MAIL VERSION

Print the following attached documents complete and return:

- ❖ Application (APP.docx)
- ❖ Dates for 2017 Outdoor Market (DATES 2017.docx)
- ❖ Site Layout (STALLS 2017.xlsx)

Print or read the following documents on-line:

- ❖ Procedure (PROCEDURE.docx)
- ❖ Rules (RULES 021616.docx)
- ❖ Price Sheet (PRICE.docx)

(Note: all forms are pdf to ensure your computer will be able to read them)

ABOUT THE DOCUMENTS:

- ❖ Application: All returning and new vendors must complete the form and return to Market Manager.
- ❖ Market Dates:
 - Opening 5/20/17 – last day 10/28/17
 - Number of days: 24
 - Seasonal Vendors:
 - To save time you may check the box for “All Dates”
 - If you know dates you will not participate please indicate by writing “AB” in the space next to the date you will be absent.
 - Waitlist/Daily Vendors:
 - You may indicate dates you would like to participate by checking the applicable space on the form. This will not guarantee the space however it will assist us with our planning for daily vendors.
- ❖ Rules: This document contains updates. Please read the document as we ask that you sign the statement that you have read and understand the rules.
- ❖ Price Sheet:
 - Seasonal Vendors have opportunity to receive a discount and priority if application is approved and fees paid in full by 4/15/17.
- ❖ Site Layout Seasonal Vendors Only:
 - Please indicate your first, second and third choices in the space (s) on the layout you would like for your stall (s).
 - Priority is given to returning vendors and those that apply for the early bird discount

Submit Documents

- ❖ Return the following completed documents: APP, DATES, STALLS by one of the following options:
 - Completed and Scanned – return to mfm490682@gmail.com
 - Mailed - City of Marshall Farmers’ Market, 323 West Michigan Avenue, Marshall, MI 49068.
 - Hand-Delivered - City of Marshall PSB (Public Services Building) 900 South Marshall, Marshall, MI 49068
 - Checks or Money Orders payable to: City of Marshall/ Farmers’ Market

Questions: Lynne Meservey, Market Manager 269.275.3661