



Vendor Applications 2018

Thank you for your interest in the city of Marshall's Farmers' Outdoor Market. We are looking forward to an outstanding season. The Marshall Area Farmers' Market provides vendors with a vibrant, high traffic marketplace in our downtown to sell goods with 850-1000 or more customers weekly. We coordinate the marketing promotions, networking, vendor recruitment, and participate in supplemental food assistance programs. A packet explaining the requirements for the latter will be distributed to eligible vendors once they are accepted in the market. The outdoor market season will be open from the first Saturday in May through the last Saturday in October. The market's hours are 8:00 am to 1:00 pm

- **Seasonal vendor** fee is \$250 to be paid as follows:
 - ❖ Beginning on or before, 3/17/18 returning vendors confirm participation upon payment of a deposit of \$100 which will be credited to the seasonal vendor fee of \$250. Specific requests by the vendor, such as space assignments, will be issued in order of the deposit receipt date.
 - ❖ Vendors wishing to join the market may also submit applications beginning on or before 3/17/18 however no deposit shall be made until the vendor has been notified they have been accepted. Notifications will begin 4/7/18 for all applications received to date. Upon approval notice, the vendor may submit the \$100 deposit to confirm their space. After 4/7/18, confirmed applications from both the returning and new vendors will be approved in the order of date received.
 - ❖ The balance of \$150 is due no later than Saturday, July 5th, 2018 for all vendors. Failure to pay will result in immediate removal from the market place of vendors who have not submitted their payment.
 - ❖ The fee provides a 10 x 17 space; maximum two spaces per vendor. Requests for electricity must be made at the time of application.
- **Daily vendor** program is offered for vendors who wish to participate on an occasional basis as follows:
 - ❖ \$15 /week, paid the day the vendor attends plus a \$20 one-time registration fee for new vendors.
 - ❖ Vendors may request participation days in advance (see the date schedule.) and we will do our best to provide a space on those days, unless the spaces are occupied by seasonal vendors.
- There will be a **vendor meeting** for participating vendors on April 19th at 6 pm in the Marshall City Town Hall at 323 West Michigan Avenue (on the fountain circle). At that time those vendors eligible to receive supplemental vouchers and/or tokens from customers will receive important documents explaining their responsibilities to be in the programs. We are introducing two new programs to those we already have.

Please read the application packet documents and completely fill out the required documents.

E-mailed documents may be sent to mafam490682@gmail.com or mail to City of Marshall Farmers' Market, 323 West Michigan Avenue, Marshall, MI 49068. Questions: 269.558.0343.

DOCUMENTS TO DOWN LOAD FROM CITY OF MARSHALL WEBSITE:

For both New & Returning Vendors: http://cityofmarshall.com/system/res/1783/original/RULES_021617.pdf

For Returning Vendors: http://cityofmarshall.com/system/res/1782/original/RETURN_VENDOR_APP_2018.pdf

For New Vendors: http://cityofmarshall.com/system/res/1781/original/NEW_VENDOR_APP_2018.pdf

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