



3<sup>rd</sup> Annual

# Highland Farmers' Market

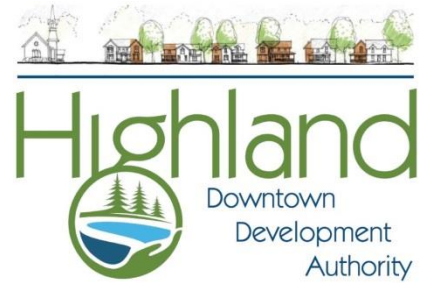
Brought to you by:

**Highland Downtown Development Authority**  
Corner of Milford Rd & Livingston Rd Saturdays  
9:00 AM. – 1:00 PM.

June 19, 2021 – October 9, 2021 (15 market days)

**highlandfarmmarket@gmail.com**

**Market Manager: Alexandra Glenn (313) 753 – 2756**



## 2021 Highland Farmers' Market Application Form

Vendor spaces are always designated on a first come first serve basis. Please read the Rules & Regulations and contact the market manager if you have any questions or concerns.

Name \_\_\_\_\_

Business Name (optional) \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please circle your industry (circle all that apply):

Produce   Plants   Eggs   Food   Garden Artisan   Soaps   Entertainment   Other

Please Describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Annual Rate\*

10'x10' stall (\$150)

Daily Rate

10'x10' stall (\$10)

Make checks payable to: HIGHLAND DOWNTOWN DEVELOPMENT AUTHORITY or HIGHLAND DDA

\*Discount rental fee is available for Annual Rate Vendors who attend 12 of the 15 market days.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Updated 2-17-2021*

## Rules, Regulations & Definitions

- Annual Vendors: Vendors can choose to reserve a consistent spot for the whole season (15 market days paid in advance). Annual vendors must occupy their spaces by 8:45 AM. or they will forfeit their space and be charged a \$20 fee if no notice was given to the market manager.
- Application: All vendors must have a current-year market application on file.
- Attendance: Market vendors are required to stay at the market until 1:00 PM.
- Bicycles: Bicycles must be walked through the market.
- Clean Up: Vendors are responsible for all of their own clean up and must vacate the property by 2:00 PM.
- Commissions: No commissions will be charged.
- Daily Vendors: Vendors who wish to pay the daily rate must check in with the market manager to be assigned a stall.. Spots are assigned first come first serve. All daily market vendors must have an approved market application and all necessary paperwork on file with the market manager.
- Discount rental fee: Annual vendors who attend 12 of the 15 market days have the option to request a discount of 50% the annual fee that was paid at the beginning of the season. Reimbursement will be paid within 1 month of market ending.
- Display of Goods: Vendor displays should not block the view of nearby vendors. All goods must be contained within the designated space.
- Equipment: All vendors will provide their own equipment.
- Market Manager: The market manager will be present on every market day.
- Parking: No vehicles or trailers are permitted on unpaved surfaces. Vendors in spots in the northeast corner MUST park their vehicle in their stall (Meck lot). All other vendors MUST park on S John Street or beyond. Township parking spots can be used for Market Vendors. Customers will use street parking.
- Payment by vendors: The market will only accept vendor stall rental payments as cash or check.
- Pets: No pets allowed.
- Permits: Any permits required by local, state, or federal government must be obtained by vendors themselves.
- Refuse: Vendors are responsible for carrying all trash they produce off site. No public trash receptacles will be provided.
- Sale Items Permitted: all food items sold at the market must be locally grown and locally made
  - o Michigan grown produce
  - o Michigan grown plants
  - o Michigan-based food service (bakery, food truck, etc.)
  - o Handmade garden artisan workGeneral Merchandise sales based on limited availability.
- Sales Tax: Vendors are responsible for their own sales tax. For questions regarding sales tax, please call Michigan's Department of Treasury at 517-373-3200.
- Setup: Vendors are welcome to begin setup at 8:00 AM. and must be ready for sales when the market opens at 9:00 AM.
- Solicitation: No solicitation outside of the designated rental spaces is permitted. General public areas and areas within 300 feet of the market area cannot be used to conduct any solicitation or sales.
- Stall rental: Stall rentals are designated 10'x10' areas reserved annually or daily.
- Utilities: Water is not available. Electricity is not available. One Port-a-John will be available.
- Walkways: Walkways should be kept open for pedestrian traffic.
- WIC: If you would like to accept WIC coupons, please see the market manager.

## **Schedule Calendar**

June 19<sup>th</sup> - Opening Day-FREE Vendor Booths / Music Entertainment

June 26<sup>th</sup> - Highland Township Library Story Hour / Music Entertainment

July 3<sup>rd</sup> - Closed

July- 10<sup>th</sup> - Highland Township Library Story Hour / Music Entertainment

July 17<sup>th</sup> - Music Entertainment

July 24<sup>th</sup> - Highland Township Library Story Hour / Sidewalk Chalk Art Contest / Music Entertainment

July 31<sup>st</sup> - Music Entertainment

August-7<sup>th</sup> - Highland Township Library Story Hour / Music Entertainment

August 14<sup>th</sup> - National Lemonade Day-FREE Booths for Kid Entrepreneurs / Music Entertainment

August 21<sup>st</sup> - Music Entertainment

August 28<sup>th</sup> - Music Entertainment

September 4<sup>th</sup> - TBD (Labor Day Weekend)

September 11<sup>th</sup> - Music Entertainment

September 18<sup>th</sup> - Sunflower Harvesting Demo / Music Entertainment

September 25<sup>th</sup> - Music Entertainment

October 2<sup>nd</sup> - Music Entertainment

October 9<sup>th</sup> Music Entertainment