



Ada Farmers Market 2025

Vendor Registration Form

Welcome and thank you for applying to Ada Farmers Market!

OUR MISSION is to create meaningful connections between farmers and local consumers. At Ada Farmers Market, we strive to cultivate a vibrant community where individuals of all ages can explore and enjoy fresh, high-quality products in a safe and welcoming atmosphere.

PURPOSE OF THE MARKET: We're excited to create a vibrant social space where vendors, volunteers, and shoppers can come together and connect! Our market will feature a delightful variety of local products, including fresh produce, delicious cottage foods, and unique handmade crafts. Come join us and discover the fantastic offers from our community! These include but are not limited to:

- vegetables and fruits
- dairy products
- meat
- fish
- eggs
- wool
- flowers
- baked goods
- processed foods
- seeds
- honey
- maple syrup
- jams
- herbs
- jellies
- soaps
- cosmetics
- cloth crafts
- olive oil & pasta
- potted plants
- steel crafts and products

VENDOR GUIDELINES: Vendor participation in the market is limited by the space available at the market site. Once all the spaces have been assigned, a waiting list will be established for vendors seeking to participate. Established vendors receive the first choice of market space; new, seasonal vendors will have the next choice on a first-come, first-serve basis; and day vendors will be assigned the remaining space, if available, on a first-come, first-serve basis per board approval.

SPONSORSHIP: The Ada Farmers' Market ("Market") is sponsored and coordinated by the Ada Township Downtown Development Authority ("Ada DDA")

LOCATION: 7239 Thornapple River Dr. SE, Ada, MI 49301

DAYS OF OPERATION AND SEASON:

- Tuesdays, from June 3rd through October 28th

HOURS OF OPERATION

- Market hours-9:00 am to 1 pm rain or shine (unless serious weather conditions or special Ada Township events, in which case, the Market Manager will give as much notice as may be reasonably practical) except that opening and ending earlier may be granted by the Market Manager to specific vendors on a case-by-case basis.
- Vendor set-up- see Logistics section below
- Vendor complete take-down shall not occur before 1 pm unless otherwise permitted by the Market Manager.
- Vendors must occupy their space by 8:45 am to assure its availability; vacant spaces are to be assigned by the Market Manager. Vendors must notify the Market Manager if they know they are going to be late. You will NOT be allowed to drive into the Market with your set-up. All booth materials will need to be carried in once the Market is open at 9am as shoppers are in the space.

FEEES TO RENT SPACE:

- Season Rental (June - October): \$275 / 10x10 space *Must inform the Market Manager if you will not be in attendance by Monday at 9 am.
- Day Rental: \$25 per day- Must inform the Market Manager by Monday at 9 am, if you will be in attendance.
- See note in enforcement for daily & seasonal vendors.

A. VENDOR RESPONSIBILITIES:

1. Each vendor is responsible for complying with Michigan Department of Agriculture regulations and any other local, state, and federal regulations that pertain to the items he or she sells at the Market.
2. Each vendor is responsible for representing his or her goods in compliance with local, state, and federal regulations concerning the origin and production of those goods (for example, about labels that say “natural”, “organic”, “Michigan grown”, “handmade”, etc).
3. Value-added products and Cottage foods are allowed as long as they are properly labeled under state and local rules and regulations.
4. Reselling is allowed only if the origin of the goods is clearly labeled with signage and with specific approval of the Market Board.
5. Each vendor, by signing this vendor packet, understands and acknowledges that the Ada Farmers Market is exempt from liability for any mishaps that may occur at the Market.
6. Sales taxes are the responsibility of each individual vendor.
7. Each vendor is required to obtain general liability insurance and provide proof of insurance to the Market Board to keep on file for the season.
8. Vendors must furnish their overhead covering, if desired, and must properly secure this covering against any possible inclement weather. Please note this is a windy parking lot. Please do not forget your weight.

9. Vendors must arrive at the Market on time and complete their setup before the Market opens. --Vendors are encouraged to ask early customers to wait until the Market officially opens before selling items. You must be fully set up 15 minutes before the Market starts.
10. Vendors must stay until the Market closes and must wait until it closes before they begin to take down displays and pack up merchandise (unless an emergency arises and the Market Master approves of early dismissal).
11. Vendors must communicate with the Market Manager if not attending on scheduled dates. No-calls/no-shows compromise the success of the entire market. You may lose your spot for a no-call/no-show – and you may be charged a \$20 fee for a no-call/no-show.
12. Vendors must price all items in a clear and easily visible manner and display a clear and visible sign or banner of the farm or business and the city or town from where the products come.
13. Vendors must provide adequate trash containers if product samples are offered.
14. Vendors must price goods at fair market (retail) value to not undercut the profitability of other vendors. (In other words, no dumping of merchandise at unfairly low prices will be allowed. It's not fair to farmers and other vendors who rely on sales of their products for income.) THIS WILL BE ENFORCED.

Please initial _____

B. ENFORCEMENT:

1. A vendor's Market membership may be terminated at the discretion of the Market Manager if that vendor consistently fails to meet the Vendor Responsibilities outlined.
2. The Market Board shall have the authority to interpret and enforce the Market rules.
3. The Market Board may deny a vendor the privilege of selling at the Market on any given market day for misrepresentation of products, poor quality of products, nonpayment of fees, failure to comply with the direction of the Market Board, disrupting the operation of the Market, or any other violation of the vendor responsibilities or Market rules.
4. The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgment, the products are not compatible with the overall concept of the Market, or the product mix currently offered at the Market.
5. Conflicts between vendors that cannot be resolved by the parties involved should be discussed with the Market Manager. If the Market Manager is not able to resolve the situation, a party involved may submit a written complaint to the Farmers Market Committee. The Farmers Market Committee will advise the Market Master on conflict resolutions, however the Market Manager and Ada DDA Director will make final determinations on resolutions. The Farmers Market Committee reserves the right to amend the rules as it sees fit in the interests of the success of the Market.
6. Note: All vendors (Both seasonal and daily) will need to let the Market Manager know by Monday before the Market if they will not be in attendance. A \$20 fee may be assessed if this is not followed. When our Market is full, it is difficult to make last-minute adjustments when proper notice is not given to us.

Please initial _____

C. Insurance & Licensing

1. Vendors shall maintain general liability insurance coverage and product liability insurance coverage at all times of their participation in the Market, in a minimum amount of One Million Dollars (\$1,000,000).
2. Seasonal vendors shall submit proof of insurance with the Vendor Registration Form.
3. Daily vendors shall provide proof of insurance on or prior to their first day of participation in the Market. The address to be noted is 7300 Thornapple River Dr. SE, Ada, MI 49301.
4. Licensed kitchens shall provide a copy of their license on the first day of the Market before they can begin selling.
5. Craft vendors must also carry general liability insurance and, if also selling consumables, must carry product liability insurance, along with following Cottage Food guidelines.

D. Space Assignments

1. The Market Manager will make all assignments of space location.
2. Vendors shall not move space or sublet space without the approval of the Market Manager.
3. Returning seasonal vendors will have first assignments followed by new seasonal vendors, returning daily vendors, and new daily vendors.
4. Vacant and available spaces will be assigned on a “first come, first served” basis.

E. Product Display

1. Vendors will be responsible for furnishing overhead coverings (tents, awnings, umbrellas 10’ x 10’ white tents preferred) properly secured against any possible inclement weather and all tables, etc. for product display; such overhead coverings and tables shall not, under any circumstances, cause damage anywhere in or around The Community Church parking lot, which is the location of the Market (e.g., by stakes, etc.)
2. All products must be displayed within the assigned space unless otherwise approved by the Market Manager.
3. All vendor spaces must be under the “on-site” supervision of a responsible person 16 years of age or older.
4. All vendor tents, tables, etc. must be removed within one hour following the closing of the Market.

F. Market Guidelines

1. Except for service animals that meet the requirements of the Americans with Disabilities Act and that are under the control of their handler, no pets or other animals shall be allowed in the Market except as shall otherwise be permitted by the Market Manager.
2. All disputes will be settled by the Market Manager.
3. The Market Manager shall determine and establish such other rules and guidelines as may be necessary to assure the orderly conduct of the Market.

4. Any vendor violating these rules, regulations, and guidelines, including the Processes and Rules attached, shall be subject to such discipline as the Market Manager shall determine and such determination shall be final. First and second warnings will be issued in writing by the Market Manager. Any third violation in a season will result in automatic expulsion from the Market. If a vendor is expelled, such vendor shall forfeit the balance of his/her seasonal fee.

G. Tent Anchoring

1. All vendors who wish to set up canopies at the Market site during a normal period of Market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.
2. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell on that market day unless that vendor chooses to take down and stow their canopy and sell without it.
3. Each canopy leg must have no less than 25 lbs. (pounds) anchoring each leg. In addition, weights should:
 - a. not cause a tripping hazard
 - b. be tethered with lines that are clearly visible
 - c. have soft edges to avoid causing cuts and scrapes
 - d. be securely attached
 - e. be on the ground (NOT above people's heads)
4. Continued lack of proper anchoring may result in termination of the vendor's participation in the Market for the season.

H. Parking

1. Parking is not permitted in the customer parking areas by vendors, their families, or their help during hours of Market operation.
2. Parking is available in the designated areas noted by the 'Vendor Parking' layout, which will be sent with the vendor booth assignment.

PLAN FOR MARKET SUCCESS:

- ◆ Put lots of thought into displaying your items creatively.
- ◆ Find ways to educate customers on why it is a good thing to buy local and buy fresh.
- ◆ Keep all merchandise for sale off the ground and out of customers' way.
- ◆ Offer only your finest quality goods and services.
- ◆ No hawking.

- ◆ No smoking, chewing tobacco or vaping.
- ◆ No foul language, be courteous to other vendors and customers.
- ◆ Have a back-up plan in case of bad weather.

Vendor's Affidavit:

I/We, the undersigned, have read and agree to comply with the Ada Farmers Market "Vendor Responsibilities". I/We take personal responsibility for compliance with all local, state, and federal regulations regarding the sale of goods at the Ada Farmers Market.

I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on the Vendor Application filed with the Market Board.

I/We understand that my/our Vendor Application must be updated and approved prior to selling any new items.

I/We understand that I/we am/are prohibited from supplementing my/our own products with any other products that are partially or totally produced by anyone else without clearly labeling those products as such and without Market Board approval.

I/We acknowledge receipt of a copy of the Ada Farmers Market Vendor Registration Form and agree to comply with all operating rules contained therein.

I/We further swear that all information provided to the Ada Farmers Market in or along with this Vendor Application by me/us on my/our behalf is complete and correct.

I/We understand and agree that violation or falsification of any of the terms of this affidavit may result in permanent loss of permission to sell any product at the Ada Farmers Market. I/We understand I/we will inform and enforce all rules of the Market to all employees and/or market worker on my behalf.

Please initial _____

Vendor Application

Check one: New Vendor Returning Vendor

Name of Business/Farm: _____

Vendor Business Owner/Manager Name: _____

Mailing Address: _____

Primary Phone - Land Line: _____ Cell: _____

Website: _____

E-mail: _____

Method of contact: Phone Text Email Other Daytime Night

Workers/Helpers: List ANYONE working the booth OR alternate contacts

NAME	PHONE NUMBER	RESPONSIBILITIES/DUTIES

Seasonal vendor: yes no

Daily:

Is vehicle part of your signage: yes no

Electricity (110) (essential to vendor participating in the Market) yes no

Please note – we have a limited number of available spaces supporting an electric connection. The locations are limited to ones within a certain distance of the building, and this will affect our flexibility to place you in a larger number of potential spaces. If you are looking for a particular placement within the market and do not wish to be in proximity to the church’s building, please consider a small generator.

Listing of products to be offered (which may differ from the listing previously provided to the Market):

2025 VENDOR FEES: SEASONAL (includes all 21 Tuesdays, June 3rd-October 28th)

SEASONAL FEE- Due March 21, 2025, for approved returning vendors. For all other approved vendors, fees are due by April 10th, 2025. Vendors applying after the start of the Market Season, payment is due within a week of approval.

Check which one:

_____ \$275.00-For one space for the whole season (Number additional space _____x\$275)

_____ \$25.00- Daily Fee- ____provide number of days

Total Payment \$ _____

MARKET ATTENDANCE (Check the Dates you expect to attend) :

JUNE __3__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	

Although the dates above are provided as reference, you are still required to notify the Market Manager at least one day in advance of your attendance to ensure proper planning and coordination (as noted in Section B).

CONSENT TO PHOTOGRAPH and/or VIDEOTAPE and DISSEMINATE WITHOUT COMPENSATION:

I, _____, hereby give my consent to be photographed and/or videotaped while participating in any activity offered by Ada Farmers Market. In addition, I consent to the reproduction and use of such photographs and videotapes by Ada Farmers Market for educational, public relations and promotional purposes and I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photographs, video tapes and use.

REQUIRED: By signing below, you acknowledge that the information provided in this **Vendor Application** is true and acknowledge that by submitting this application your space assignment is

pending approval. By signing below, you also acknowledge that you have read and committed to all requirements in the **2025 Vendor Registration Form**.

Vendor Signature: _____ Date: _____

Please check and return the following items:

- Completed Registration Form
- Certificate of insurance coverage as required in the Market Rules (minimum amount of One Million Dollars (\$1,000,000 as noted on page 4)
- A copy of any special license as required by State of Michigan or health department.

Registration and Payment Procedure:

You may request/return applications at: farmersmarket@adatownshipmi.com or you may send a completed paper application to: Ada Farmers Market c/o Ada Farmers' Market, PO Box 370, Ada, MI 49301. Once you have received confirmation that your application has been approved, fees may be paid by mail with CHECK OR MONEY ORDERS made to "Ada Farmers Market" and/or you may come to Ada Township Hall and pay in-person.

An application will be considered incomplete without all items submitted and will delay approval!

Please retain the Rules, Regulations and Guidelines for future reference.

Please return vendor packet, signed and all pages initialed, with the above items checked by DEADLINE DATE March 31st, 2025

Market Contact Information:

Market Manager: farmersmarket@adatownshipmi.com

Ada Township Clerk: 616-676-9191