

IRON MOUNTAIN FARMERS & ARTISANS MARKET 2023 VENDOR APPLICATION

Contact Name:														
Business Name:														
Full Mailing Address:														
Email:														
Best Number to Contact:														
Vendor Package Selection: (Circle One)	Weekly - \$25.00 Includes: (1) 10' W x 15' L space (1) social media post on market's page (FB)	Season - \$200.00 (20 weeks @ \$10 each) Includes: (1) 10' W x 15' L space (2) social media posts on market's page (Facebook) (2) posts on market's Google profile (1) 30-second radio ad (Frog Country) (1) 10-minute on-air interview (Frog C.)												
Add-Ons: (Circle As Needed)	Electricity: Y / N	Additional Spaces: Y / N How many spaces @ \$75 each?												
List Any Additional Needs														
License(s) Numbers:														
<p>The market is subject to regular inspections by Dickinson County Health Department (DCHD) and Michigan Department of Agriculture and Rural Development (MDARD). All license numbers are required for the operation of your business and sale of your product(s). Upon application approval, the Board must receive copies of your license(s).</p>														
Vendor Product List: Please check box for each category in which you plan to sell products at the market. See below for category descriptions.														
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Animal Products</td> <td style="width: 33%;"><input type="checkbox"/> Vegetables</td> <td style="width: 33%;"><input type="checkbox"/> Fruits</td> </tr> <tr> <td><input type="checkbox"/> Garden Art, Furniture</td> <td><input type="checkbox"/> Craft Items</td> <td><input type="checkbox"/> Baked Goods</td> </tr> <tr> <td><input type="checkbox"/> Annuals</td> <td><input type="checkbox"/> Perennials</td> <td><input type="checkbox"/> Fine Arts</td> </tr> <tr> <td><input type="checkbox"/> Refined Edible Products</td> <td><input type="checkbox"/> Non-Profit / Public Info</td> <td><input type="checkbox"/> Service-based Business</td> </tr> </table>			<input type="checkbox"/> Animal Products	<input type="checkbox"/> Vegetables	<input type="checkbox"/> Fruits	<input type="checkbox"/> Garden Art, Furniture	<input type="checkbox"/> Craft Items	<input type="checkbox"/> Baked Goods	<input type="checkbox"/> Annuals	<input type="checkbox"/> Perennials	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Refined Edible Products	<input type="checkbox"/> Non-Profit / Public Info	<input type="checkbox"/> Service-based Business
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Vendor Product Description(s): Please list the item(s) you intend to sell based on the categories you selected above. Note: You may be asked to provide pictures, brochures for clarification. IMFAM Executive Committee reserves the right to limit categories and items a vendor can sell.														
Any Items For Sale Not Made / Grown by You? Y / N If yes, please list these items, where they are made and who produced them.														

Additional Comments: Please provide any other information you'd like the Market Board to consider.

Vendor Signature:

Date:

**INDEMNIFICATION, HOLD HARMLESS/RELEASE AND
ASSUMPTION OF RISK AGREEMENT**

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the City of Iron Mountain/Iron Mountain Downtown Development Authority, its elected and appointed officials, employees, volunteers and others working on behalf of the City of Iron Mountain/Iron Mountain Downtown Development Authority any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Iron Mountain/Iron Mountain Downtown Development Authority, its elected and appointed officials, employees, volunteers and others working on behalf of the City of Iron Mountain/Iron Mountain Downtown Development Authority, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or in any way connected or associated with my participation in the Iron Mountain Farmers & Artisans Market.

CAUTION: This document releases liability, results in assumption of risk, and provides for indemnification and hold harmless of the City of Iron Mountain/Iron Mountain Downtown Development Authority by Participant. Please read carefully before signing.

Downtown Development Authority Signature

Vendor/Participant Signature

Downtown Development Authority Printed Name

Vendor/Participant Printed Name

Date: _____

Date: _____

Please complete pages 1 & 2 of this application, and submit via the Market Manager.

Once your application has been approved, you will be notified by your preferred method of contact. All efforts will be made for a prompt application approval or rejection by the Executive Committee. Applications must be submitted, at minimum, by 9 pm on the Tuesday before market that coming Saturday. Payment will be required to reserve your space(s) and proceed with attendance; no vendor is permitted without these two criteria fulfilled prior to market day. All payments must be made to "Iron Mountain DDA", sent to this address or dropped off in person during City Hall hours:

Iron Mountain DDA
Attn: Heather Lieburn, CFO
501 S. Stephenson Avenue
Iron Mountain, MI 49801

Iron Mountain Farmers & Artisans Market Operating Guidelines

Application: All vendors must complete pages 1 and 2 of this application, listing the types of products they wish to sell at the market. All produce must be grown, edible and non-edible products made within a 100-mile radius of Iron Mountain, Michigan. Vendors wishing to provide and sell produce and other edible products which may be found within a 350-mile radius of Iron Mountain, Michigan, but not grown or produced locally may be permitted to sell only if approved by the Executive Committee. If the vendor is not directly involved in the production of any items they wish to sell, they must state with specificity as to who has made the products and where they were made. The Executive Committee reserves the right to reject products which are not grown locally or not produced by the vendor directly. The Executive Committee also reserves the right to limit vendor's secondary and tertiary product lines to avoid market over-saturation. The primary focus of the Iron Mountain Farmers & Artisans Market will be locally-grown, farm-fresh produce, entrepreneurial food-based products, and artists/craftsmen and women who produce handmade, original pieces. Accepted vendors who wish to sell additional products must request a review by the Executive Committee. Antique/memorabilia dealers, third-party representatives, and/or home-based/direct-sales/marketing organizations such as Pampered Chef, Thirty-One, and others will not be allowed. The Executive Committee gives priority to prior-year full-season vendors who possess a good standing with the market. Priority is also given to vendors who wish to attend for a full season over those intending a weekly space. Vendors who request more than one parking stall will be required to pay an additional fee for each additional space (see page 1 of application for cost). Once an application has been approved by the Executive Committee, the vendor will be notified by their preferred method of contact. All efforts will be made for a prompt application approval or rejection. Applications must be submitted, at minimum, by 9 pm on the Tuesday before market that coming Saturday. Payment will be required to reserve vendor's space(s) and proceed with attendance; no vendor is permitted without these two criteria fulfilled prior to market day.

Registration, Fees and Attendance: No refunds will be given for a vendor who does not attend, regardless if a weekly vendor or full-season vendor. Any full-season vendor who fails to attend on a regular basis may not be accepted as a full-season vendor the following year. Full-season vendors will be granted the right to select their spot at the market, collaborating with the Market Manager in doing so, and will maintain that spot for the entire year. Weekly vendors understand that their spot will be selected by the Market Manager, and they may not be in the same designated spot each week they attend. If any vendor (weekly or full-season) is not at the market by 7:45 AM or has not provided the Market Manager advanced notice of their late arrival, the Market Manager will assume they are not attending and has the right to assign that space to another vendor for that particular Saturday. Weekly vendors who wish to come aboard as a full-season vendor may do so by requesting the change with the Executive Committee and submitting payment; the full-season rate will be adjusted by deducting the amount which the weekly vendor has already paid. Please see page 1 of the application for all promotion and advertising assistance which vendors will receive with their participation in a market's full season. If any vendor's blatant, obvious or intentional failure to comply with market guidelines is affecting the market and/or other vendors, they shall be referred to the Market Manager for review; examples include but not limited to unauthorized merchandise sales, allowing another party to sell within their space, providing inaccurate or deceptive information on application. If they fail to correct the non-compliance, they may be asked by the Executive Committee to leave the market for the remainder of the season and will forfeit their fees. The Iron Mountain Farmers & Artisans Market is a non-profit venture, and all incoming vendor funds will be spent only on expenditures specifically related to the market and market's long-term benefit such as advertising, promotion, sustainability, and vendor/public safety.

Vendor Space Use, Signage and Products Sold: Parking stall spaces are approximately 10' W x 15' L. In order to give the market a tight-knit and welcoming feel, the entire front space of parking spots being used by the vendor must be utilized for sales with vehicles parked away from the customer. Vendors should display products in a clean and attractive way and should minimize safety hazards. All tents, canopies and umbrellas must be completely secured by weights or tied down in a safe fashion to prevent any injury; failure to comply with this may result in being asked to remove canopy/tent entirely from market space. Electric cords must be marked and placed/secured in a way that greatly reduces the hazard of an individual tripping. Vendors must clearly display the name of their business and post prices for all items being sold. Collusion and deceptive pricing practices are prohibited. Deliberate and significant undercutting of a competitor's pricing to gain market advantage is strongly discouraged. Food and produce vendors should provide signage that specifically indicates where food is grown, produced or if purchased from another farm. In addition, vendors shall post all permits and/or licenses, and comply with all federal, state and local requirements. No more than one (1) enterprise per space will be allowed.

Market Schedule, Hours, Loading/Unloading, and Clean-Up: The market for 2023 will be held a total of 20 Saturdays beginning with June 3 for the first market and October 14 for the final market of the season. An additional market may be held on Saturday, October 21, 2023, if the City of Iron Mountain approves use of the parking lot, and vendors wish to participate weather-permitting. The market operates from 8 AM until 12 PM Central Time. The Market Manager will arrive by 6:30 AM on the morning of a market to begin preparing the site with necessary traffic cones and signage. Vendors may arrive between 6:45-7:45 AM to

begin preparing their space(s) for the market. To present a unified market to the consumers, vendors are encouraged to refrain from selling their products prior to 8 AM. The Market Manager will remove traffic cones and signage at 12 PM, and vendors can begin departing at that time. The Executive Committee understands that sometimes a vendor must leave a market early; however, we ask that it not be a regular occurrence so as to 1) not disappoint market customers who arrive later in the morning, and 2) for the safety of consumers from vehicular movement within the market. Vendors are responsible for cleaning all trash and waste within and around their allocated space. A refuse container will be provided at the Market Manager's space.

Licenses, Inspections and Liability Insurance: All vendors are required to secure proper licenses and complete inspections for the operation of their business and sale of their product(s); that information is to be provided on page 1 of this application. The market is subject to regular inspections by Dickinson County Health Department (DCHD) and Michigan Department of Agriculture and Rural Development (MDARD). The Iron Mountain Farmers & Artisans Market, Downtown Development Authority and City of Iron Mountain are not liable for any non-compliance with any federal, state and local laws, guidelines and ordinances. All persons involved in the operation of the stall are to submit a completed Hold Harmless Agreement to the Market Manager (see page 2 of this application).

Cottage Food Vendors: Please review information from the State of Michigan regarding the Cottage Food Laws. The City of Iron Mountain, Downtown Development Authority and Iron Mountain Farmers & Artisans Market encourages vendors who operate under this law to obtain Liability Insurance above and beyond what the Downtown Development Authority provides the market, and to provide a copy with their application.

Pets and Smoking: The Iron Mountain Farmers & Artisans Market aims to provide a healthy, comfortable and family-friendly environment for all market attendees; therefore, smoking and vaping by vendors is prohibited in the market place during market hours. It will also be highly discouraged by market customers as well. Please show courtesy to other vendors and the public by keeping your distance from the market and considering wind direction if smoking during market set-up and tear-down times. Service animals are welcome, and all are required to be on a leash and under the control of the owner while within the market place.

Complaints and Feedback: Please direct vendor and public complaints and feedback regarding the market to the Market Manager or any member of the Executive Committee.

Market Executive Committee and Market Manager: The Executive Committee is responsible for all market operations decisions including vendor application approval/denials, advertising and promotional expenditures, and complaint resolutions. The Executive Committee shall be comprised of 5-7 vendors elected by qualifying vendors at the close of the final market in October. The Downtown Development Authority shall not have any voting power on the Executive Committee; however, the DDA Director and one DDA volunteer shall have the right to be invited/attend all meetings and provide input. The Executive Committee is to submit a copy of all meetings' minutes to the DDA regardless if a DDA member and/or Director does or does not attend the meeting. Applications are allowed by majority vote; voting may be done in person or via email. The Executive Committee shall also mediate any disputes between market vendors and shall assist the DDA Director in any capacity they deem necessary for the functioning of the Iron Mountain Farmers & Artisans Market under their umbrella of patronage and support. The Market Manager is the liaison between the Executive Committee, the general public and market vendors. He/she is the main point-of-contact, responsible for fielding all questions from market customers and vendors, collecting vendor fees, as well as handling all execution of market promotion and advertising (including TV, social media and radio). Your 2023 Market Manager is:

Sara Wentzel

Call / Text: (320) 361-0112

Email: sara@phoenix-rising.info

2023 Market Executive Committee Members

	Best Phone #	Email
Gino Venditti, Stag Farms (Treasurer)	(412) 863-2331	gino.venditti@gmail.com
Hal & Carol Wentzel, Pleasant View Orchard & Bakery	(715) 927-2450	appls4u@gmail.com
Nancy Schaub	(906) 774-9223	hsrhnschaub@att.net
Heidi Harwell, Blue Jar Farm	(231) 649-2969	sacredcircledancer@hotmail.com
Liz Copeland, Sundaisy Farm	(209) 206-8545	sundaisyfarm@gmail.com