



2nd Annual

Highland Farmers' Market

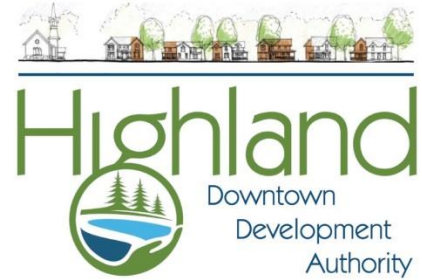
Brought to you by:

Highland Downtown Development Authority
Corner of Milford Rd & Livingston Rd Saturdays
9:00 A.M. – 1:00 P.M.

June 20, 2020 – October 10, 2020 (15 market days)

highlandfarmmarket@gmail.com

Market Manager: Alexandra Glenn (858) 200 – 5709 – Market Day, Market WIC and other market questions



2020 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

Please Describe _____

I would like to be a WIC project FRESH market vendor
(see www.highlandfarmmarket.com or email highlandfarmmarket@gmail.com for more details)

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 1-23-20

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 A.M. 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 P.M.
- **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 P.M.
- **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 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 work, local Michigan artisans only
- **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. You must submit a copy of your sales tax license with your market application.
- **Setup:** Vendors are welcome to begin setup at 8:00 A.M. and must be ready for sales when the market opens at 9:00 A.M.
- **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 20th- Opening Day-FREE Vendor Booths & Cottage Food Law Class/Father's Day Craft for Kids/Music Entertainment
June 27th- Special Market Featuring Entrepreneur Students with Disabilities/ Highland Township Library Story Hour
July 4th- Closed
July- 11th- Super Hero Day /Music Entertainment
July 18th- Special Market Featuring Entrepreneur Students with Disabilities / Highland Township Library Story Hour
July 25th- Downtown Highland Sidewalk Sales/Sidewalk Chalk Art Contest/Music Entertainment
August 1st- Jams and Jellies/Canning Class Demo
August-8th- Special Activity/Music Entertainment
August 15th- National Lemonade Day-FREE Booths for Kid Entrepreneurs / Music Entertainment
August 22nd- Monarch & Native Gardens Celebration & Crafts / Highland Township Library Story Hour
August 29th- Special Market Featuring Entrepreneur Students with Disabilities / Music Entertainment
September 5th- Closed for the Labor Day Holiday
September 12th - Grandparents Day Craft for Kids /Music Entertainment
September 19th - Sunflower Harvesting Demo/Music Entertainment
September 26th - Special Market Featuring Entrepreneur Students with Disabilities
October 3rd- Health and Wellness with Earth-N-Soul/ Music Entertainment
October 10th Last Market Day-Pumpkin Painting /Costume Contest/ Trick or Treat

The Highland Farmers Market will be collecting school supplies to be donated to local elementary schools all season long! Look for our donation tote every market at our Market Managers Tent.