



## **2017 Vienna Farm and Arts Market**

3400 W. Vienna Road, Clio, Michigan 48420

Dear Market Vendor,

With the cooperation of the Charter Township of Vienna, the Clio Center for the Arts, the Vienna Township Business Development Authority, the Clio Area Parks and Recreation Board and 6 very eager volunteers, the creation of the Vienna Farm and Arts Market is quickly becoming a reality! Our goal and mission for the Market is to create a sense of community, social gathering and foster economic growth in the Clio / Vienna Township area.

Enclosed with this letter are the 2017 Rules, Regulations and Application. The Market will be located in the front parking lot of the Vienna Township Hall, 3400 W. Vienna Road, Clio, MI, and the Clio Center for the Arts and Gazebo Park located directly next door. With exposure on Vienna Road (M-57), reasonable rates and spacious booths, we hope this will be a must attend Market for your schedule this season.

The Market will be open **every Saturday, June 17 through October 28, 2017** with Market hours of 9:00 am – 4:00 pm, rain or shine. Each booth is a spacious 18 x 20 feet and can be rented on a weekly, monthly or seasonal basis with discounted pricing for monthly or seasonal commitments. For loading and unloading, you will be able to begin set-up as early as 7:00 am. All vehicles, excluding those approved as an element of the vendor display, need to be out of the Market footprint by 8:45 am.

In addition to the Market being a much needed amenity in the community, it is also registered as a non-profit, and a portion of proceeds from your booth fees will go back into the community benefiting other participating non-profit organizations.

With a Grand Opening event planned, including television and newspaper coverage the week of the opening, June 17<sup>th</sup> is proving to be an important day that we hope you'll especially consider having a presence. It is important for the success of the Market to have the stalls full every Saturday, but, especially on opening day. Even if your product is not available for purchase that day, we strongly encourage you to consider attending and provide information on the products you will have available later in the season.

Excitement is quickly growing for this community market, a concept many have hoped to see develop here for many years. If you are interested in being a part of the success of the 2017 Vienna Farm and Arts Market, please return the enclosed application as soon as possible. If you have any questions, please feel free to contact Market Committee Members Cindy Bryan at 810-564-7052 or Jan Warner at 810-547-7087.

Thank you and best regards!

### **Vienna Farm and Arts Market, Inc. Committee**

Cindy Bryan, Chair  
Jan Warner, Treasurer  
Jeff Harrington, Secretary  
Michele Gunn  
Brian Smith  
Jeremy Clontz

**VIENNA FARM AND ARTS MARKET, INC.**  
**2017 Market Rules, Regulations and Vendor Application**

Our mission is to establish and support activities in the Clio and Vienna Township area that create a sense of community, social gathering and foster economic growth. It is our purpose to enhance the quality of life within our community and to promote continuing development for the City of Clio and the Charter Township of Vienna.

**APPLICATION INSTRUCTIONS**

1. Please read the rules and regulations.
2. Complete and sign the application form.
3. Return the completed application and signed hold harmless statement along with copies of any applicable licenses and permits by mail, email or hand delivered to:

Vienna Farm & Arts Market, Inc.  
Attention: Cindy Bryan  
Vienna Township  
3400 W. Vienna Road  
Clio, Michigan 48420  
Email: [cbryan@viennatwp.com](mailto:cbryan@viennatwp.com)

or

Vienna Farm & Arts Market, Inc.  
Attention: Jan Warner  
Clio Center for the Arts  
3370 W. Vienna Road  
Clio, Michigan 48420  
Email: [cliocenterforthearts@gmail.com](mailto:cliocenterforthearts@gmail.com)

4. All applications will be reviewed by the Market Committee. Questions regarding this application may be directed to:

Cindy Bryan, 810-564-7052, [cbryan@viennatwp.com](mailto:cbryan@viennatwp.com)  
Jan Warner, 810-547-7087, [cliocenterforthearts@gmail.com](mailto:cliocenterforthearts@gmail.com)

5. Once your application is approved, you will be notified of acceptance.
6. Please retain a copy of this application for your records.

## **RULES AND REGULATIONS**

1. The following products are permitted for sale at the market.
  - a. Locally grown plants, flowers, fruits and vegetables.
  - b. Locally produced food items, including meats, fish, cheese, eggs, baked goods, jams, salsas, granola, tea, honey, popcorn, cider, maple syrup, etc.
  - c. Locally prepared or packaged foods and items such as breads, cookies, candies, herbs, pasta, coffee, etc.
  - d. Locally handmade items from artists and crafters.
  - e. Other items which are deemed appropriate for the Market by the Market Committee.
2. Please note that participating produce vendors are permitted to supplement with U.S. grown produce for the month of June **ONLY**. If you intend to supplement produce at the beginning of the growing season, please indicate so in your application.
3. Locally made arts and/or crafts must be handmade. Craft items will be reviewed and will be rejected if found not to be handmade. All craft vendors must provide photos of the items to be sold at the market. No flea market-type items are allowed.
4. Vendors are required to abide by all laws and regulations regarding the sale of their goods.
5. Vendors are required to have prices and signage posting the name and location of business clearly exhibited.
6. Foods for sale must be in closed packaging or sealed containers and **MUST** bear a label stating the producer's name and address, name of product, ingredients in descending order of predominance by weight, net weight or measure and allergen labeling as specified in Federal labeling requirements. All labeling of packages or container(s) must comply with the State of Michigan Department of Agriculture, Food Division, regulations.
7. Vendors shall sell only fresh, wholesome produce and products. All food shall be clean and free from spoilage, free from alteration, branding and safe for human consumption. Please refer to the Michigan Department of Agriculture website at [www.michigan.gov/mda](http://www.michigan.gov/mda) for information regarding food safety. Repeated complaints about quality of product may result in termination of selling privileges.
8. All items that are unpasteurized must be labeled as such and in accordance with Michigan Department of Agriculture regulations.
9. If applicable, a copy of any necessary health department permit(s) and/or the state license(s) must accompany this application and be with you while attending the Market.
10. The Market Committee reserves the right to assign vendor space. Vendor spaces will be assigned prior to the start of the season and may possibly remain the same throughout the market season. Seasonal vendors will be given preference over daily vendors. **If seasonal stall space is not occupied by 8:45 am, daily rate vendors may temporarily occupy an empty space for that day.**
11. Setup can begin at 7:00 am and must be completed by 8:45 am. For the safety of market visitors, no vendor will be allowed to begin setup after 9:00 am. **Your booth must remain open until 4:00 pm.**
12. Each vendor booth must be under supervision of a responsible representative 18 years or older. Please do not leave children unattended.
13. Vendors may not bring pets and/or animals to the Market unless it is a certified service animal for the vendor.

- 14. No alcoholic beverages are allowed in or at the market.
- 15. Market is rain or shine. Closure of the market due to threatening weather or an emergency situation is at the discretion of the Market Committee Representative.
- 16. Rental fees are determined per 18' x 20' space at the rates noted below.
- 17. Vendors will supply their own tents, tent weights, tables, chairs, trash receptacles, etc.
- 18. All tents must be weighted at 4 corners. Stakes are not to be used in lieu of weights. Vendors that do not adhere to this rule will be asked to remove their tents. For safety reasons, there are no exceptions to this rule.**
- 19. All garbage and trash must be removed by the vendor from the stall area and the Market site at the end of the day. Use of the Market trash cans for vendor trash disposal is strictly prohibited.
- 20. Leaving early will not be permitted. The Market is open until 4:00PM. If a vendor leaves early without permission from the Market Committee Representative (only in the case of an emergency or extenuating circumstance), he or she can be dismissed from participating in the Market.
- 21. The Market Committee reserves the right to reject a vendor application for at will, especially if the goods and merchandise are not compatible with the overall concept of the market, or if the applicant fails to comply with the rules and regulations of the market.
- 22. The Market opens at 9:00 AM, early sales by any vendor is strictly prohibited.

Signature confirms that I have read the Rule & Regulations

VENDOR \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

## GENERAL INFORMATION AND MARKET APPLICATION

### MARKET HOURS

The Vienna Farm and Arts Market will operate each Saturday from June 17 to October 28, 2017. Hours are 9:00 am to 4:00 pm at the Vienna Township Hall, 3400 W. Vienna Rd., Clio, Michigan. All vendors must clean up and vacate the site no later than 5:00 pm each Saturday. There will be a total of 20 market days for the 2017 year.

### VENDORS AND RATES

Vendor fees are non-refundable for any vendor cancellation. Seasonal and Monthly vendors receive booth space priority and if applicable, are noted as weekly vendors in all of our printed and online marketing material. Daily vendors may rent from week to week. Please indicate the plan you prefer and your dates of availability:

SEASONAL VENDOR RATE: \$16.00 for single (18' x 20") space - \$320.00 paid in advance

MONTHLY (4 consecutive weeks) VENDOR RATE: \$18 for single (18' x 20') space - \$72.00 paid in advance

WEEKLY VENDOR RATE: \$20 for single (18' x 20') space - Weekly fees must be paid at sign-in each Market Day.

Please indicate the dates that you will be in attendance for the 2017 Market Year:

June 17  June 24  July 1  July 8  July 15  July 22  July 29  Aug 5  Aug 12  
 Aug 19  Aug 26  Sept 2  Sept 9  Sept 16  Sept 23  Sept 30  Oct 7  Oct 14  
 Oct 21  Oct 28

### BOOTH ASSIGNMENTS

Booth assignments are given on a first-come first-served basis. Seasonal and Monthly vendors are given priority. Convenient vehicle parking will be available. Vendors who require their vehicle as part of their display, must first be approved by the Market Committee and the vehicle must not extend beyond the allotted booth space.

### BOOTH SPACE

Please indicate the number of Booth spaces you require: \_\_\_\_\_ 18x 20 space(s)

### PAYMENT

Payment will be due upon notification of application acceptance for Seasonal and Monthly Vendors and at sign-in for Weekly vendors. Acceptable forms of payment are cash, check or money order, checks and money orders made out to Vienna Farm and Arts Market, Inc.

# MARKET VENDOR APPLICATION

## CONTACT AND ON-SITE REPRESENTATIVE INFORMATION

BUSINESS NAME: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LIST ANY OTHERS WHO WILL ACTIVELY PARTICIPATE WITH VENDOR AT MARKET:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BEST ON-SITE CONTACT NAME & NUMBER: \_\_\_\_\_

LIST ANY SPECIAL NEEDS OR REQUIREMENTS: \_\_\_\_\_

PLEASE INDICATE THE TYPE AND DESCRIPTION OF PRODUCTS THAT YOU WILL SELL AT THE MARKET.

- Produce \_\_\_\_\_
- Prepared Foods \_\_\_\_\_
- Dairy Products/Meat \_\_\_\_\_
- Baked goods \_\_\_\_\_
- Plants/Flowers \_\_\_\_\_
- Herbs/Spices \_\_\_\_\_
- Arts/Crafts \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

PRODUCE VENDORS ARE PERMITTED TO SUPPLEMENT WITH U.S. PRODUCE FOR THE MONTH OF JUNE ONLY. ALL PRODUCE SOLD AFTER THIS DATE MUST BE GROWN IN THE STATE OF MICHIGAN.

Do you intend to supplement with regionally grown produce during the month of JUNE? \_\_\_\_\_

**HOLD HARMLESS**

In consideration of the Charter Township of Vienna granting permission to the undersigned to utilize any public property, including but not limited to, the sidewalk, parking lot, parking space, for participation in the Vienna Farm and Arts Market, Inc., the undersigned hereby assumes all risk and liability relating to the utilization of said public property as stated above and agrees to hold harmless and indemnify the Vienna Farm and Arts Market, Inc. Committee and Volunteers, the Charter Township of Vienna, Township Officials and Employees, Vienna Business Development Authority, BDA Officers and Employees, and the Clio Center for the Arts, CCA Officers and Volunteers from all liability and responsibility whatever for injury (including death) to persons and for any damage to any public property or property of others arising out of or resulting directly or indirectly from the utilization of said public property in the Charter Township of Vienna. The undersigned further does hereby remise, release and forever discharge the Vienna Farm and Arts Market, Inc. Committee and Volunteers, the Charter Township of Vienna, Township Officials and Employees, Vienna Business Development Authority, BDA Officers and Employees, and the Clio Center for the Arts, CCA Officers and Volunteers from any and all claims, demands, actions, causes of action, damages and liabilities resulting or arising out of, either directly or indirectly from the utilization of said public property . Permission to use said public property must be received from the Charter Township of Vienna and the Vienna Farm and Arts Market, Inc. Committee in advance of any use and nothing in this agreement constitutes such approval. The undersigned represents (s)he is authorized to sign this agreement on behalf of the Business or Individual(s) represented at the Vienna Farm and Arts Market, Inc.

This is intended to be a continuous Hold Harmless for all market dates throughout the 2017 Calendar Year.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization or company: \_\_\_\_\_

By: \_\_\_\_\_ Its: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Individually**

Signature: \_\_\_\_\_