



Greetings!

We are excited to host the 2017 Ann Arbor Farmers Market Food Truck Rally season. These events will take place on the first Wednesday of the month, 5p.m.- 8p.m, May through October. We are proud to continue these wonderful, well-attended community events and hope you will consider participating. We welcome food carts, trucks, and ready-to-eat food options from local restaurants and specialty food businesses.

In addition to hosting tasty meal options at the 2017 First Wednesday Food Truck Rallies, we invite our regular farmers market vendors to participate as well. Product lists for these events are subject to approval, as not all items will be a good fit for these specific events.

Application Details

The Ann Arbor Farmers Market is a producers-only market, meaning all items offered for sale must be of the vendor's own producing. No supplemental items, such as bottled beverages or chips, may be offered unless you make those items yourself.

Applications must be received by March 20, 2017. Following the March 20 deadline, additional vendor applications will be evaluated based on the market's product mix and available space.

Completed applications can be turned into the office on market days or mailed to:
Ann Arbor Farmers Market | 315 Detroit Street | Ann Arbor, MI 48104

Event Dates & Information

May 3 | June 7 | July 5 | August 2 | September 6 | October 4

First Wednesday Food Truck Rallies will run 5:00 – 8:00 pm. Vendors are expected to arrive on site between 4pm and 4:30 p.m. in order to ensure adequate time to setup and unload. Vendors will be permitted to stay on site until 9p.m. for sales and clean up. Daytime vendors wishing to stay for the event will be permitted to leave necessary stall equipment on site between the end of the market and the start of the rally.

Payment

Please **do not** send payment with your application. Payment forms will be sent upon approval of your application.

In order to receive full promotion of your business for the event (posters, social media, press), full season payment must be made. Vendors wishing to pay per event must confirm their attendance 2 weeks prior to the event in order to be included in promotional materials. Any vendor who cancels after confirming their attendance for an upcoming event will still be held responsible for the event fee regardless of absence.

Trucks

Full Season: \$250 (\$288 value)

Per Event: \$48

Carts

Full Season: \$125 (\$144 value)

Per Event: \$24

Single Stall Food Vendors & Daytime Market Vendors

Full Season: \$60 (\$72 value)

Per Event: \$12

If you have any questions or concerns, please do not hesitate to contact me at 734-794-6255 or via email. I am in the office Wednesday through Friday. We looking forward to working with you and sincerely hope to see you join us for the 2017 Rallies!

Sincerely,
Sarah DeWitt, Farmers Market Manager
sdewitt@a2gov.org

City of Ann Arbor Farmers Market
 2017 Wednesday Evening Food Truck Rally Application
To be completed by the applicant/vendor before turning into market office

- ___ Contact information is complete (please include an email address if possible), p. 1
- ___ Dates of planned participation are checked off, p. 1
- ___ Relevant license, certification, and inspection numbers are listed, p. 1
- ___ At least two references with contact info are listed, p. 2
- ___ Property information and address(es) are complete, p. 2
- ___ Complete product list and truck menu attached, p. 3
- ___ Notarized, p. 3
- ___ Copies of relevant licenses, certifications, and inspections are attached and up-to-date

Please note that if any of these items are incomplete or left blank, your application will be considered incomplete. Any updates to this application, including but not limited to new product additions, are subject to approval by the market manager prior to the first food truck event on which the updates take effect.

This application is valid for 2017 Wednesday Evening Food Truck Rallies taking place, 5:00 – 8:00 p.m. on the following dates:

- May 3, 2017***
- June 7, 2017***
- July 5, 2017***
- August 2, 2017***
- September 6, 2017***
- October 4, 2017***

The fee for each accepted food truck is \$48.00/event for trucks and \$24.00/event for carts. Payment forms will be provided to all accepted vendors prior to each event. DO NOT mail payment with this form. All accepted vendors are required to sell for the duration of the event or until they are sold out of product.

For internal use only: Rec'd Date: _____ Rec'd By: _____ Review Date: _____

Items missing/need to complete application (check when complete):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Application: Approved _____ Denied _____



City of Ann Arbor Farmers Market
2017 Wednesday Evening Market Food Truck Event Application

Business Name Applicant's Name
Mailing Address
City State Zip
Home Phone Work Phone Cell Phone
Contact E-mail Website

Please check the dates you are applying to participate:

- May 3, 2017 July 5, 2017 September 6, 2017
June 7, 2017 August 2, 2017 October 4, 2017

What percentage of your food products are made with locally produced ingredients?

- 0% 1-25% 26-50% 51-75% 76-100%

Type of business:

- Sole Proprietorship Total years of operation
Assumed Name Total years of operation
Partnership Total years of operation
Limited Liability Company Total years of operation
Corporation Total years of operation
Cooperative Total years of operation
Non-Profit Organization Total years of operation
Other (specify) Total years of operation

List below the license and inspection numbers required for the operation of your business and/or sale of your products, and any other license, registration, certification, or permit required by local, state, or federal law. Provide copies of all valid & required licenses, registrations, certifications, or permits with your application packet.

Michigan sales tax license number
STFU License Number
Mobile Food Establishment Food Service License Number
Other relevant license number

Please list the names and contact information for all owners, partners and other persons involved with your business. List any other staff who will actively participate with your business at the event.

Table with 3 columns: Name, Phone, Email

Please provide two references below. (Immediate family members, business partners & employees NOT allowed):

Table with 4 columns: Name, Relationship, Phone, Email

Special Requirements/Space Requirements: Please list any special requirements for your food truck below. ie: What is the approximate length/size of your truck or cart? Do you need electricity?

Property Information: List ALL addresses where items sold from your truck are produced, created, or stored for the purpose of selling at the Wednesday Evening Food Truck Rally Events.

Property 1

Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

What months of the year is this property used? _____

Total Kitchen/Workshop Square Footage: _____

Production on this property (Check all that apply):

- Value-added foods Prepared Foods
 Other (please specify) _____

Property Use (Check all that apply):

- Food Preparation Packaging Cooking/Baking
 Storage Other (please specify) _____

Storage Please explain product storage methods on this property (refrigeration, dry storage, other cold storage, etc.): _____

Property 2

Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

What months of the year is this property used? _____

Total Kitchen/Workshop Square Footage: _____

Production on this property (Check all that apply):

- Value-added foods Prepared Foods
 Other (please specify) _____

Property Use (Check all that apply):

- Food Preparation Packaging Cooking/Baking
 Storage Other (please specify) _____

Storage Please explain product storage methods on this property (refrigeration, dry storage, other cold storage, etc.): _____

- **Product List & Menu:** Please provide a complete product list, including a list of ingredients for each product, and copy of your menu with this application. Please identify which ingredients are produced/purchased locally in each product. Any products NOT submitted in writing with this application are not allowed to be sold without prior submission of an application update form and approval of the market manager.

- **Photos:** Please attach at least 1 photo of your truck/cart/display or at least 1 photo of your products to this application.

Vendor's Affidavit

- I/We _____ certify that I/ We am/are a Mobile Food Vendor as defined in the Public Market Operating Rules and the ordinances of the City of Ann Arbor, and intend to offer for sale and sell only articles of my/our own production while occupying the Market.
- I/We understand that the City may request additional information to verify this Application, any amendments to this Application, as well as compliance with the Public Market Operating Rules, at any time, and I/We agree to provide such information within a reasonable time as determined by the Market Manager.
- I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on this Application filed with the Market Manager.
- I/We understand that my/our Application must be updated and approved by the Market Manager prior to selling any new items.
- I/We understand and agree 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.
- I/We have read and understand the City of Ann Arbor Public Market Operating Rules in effect as of this date and agree to comply with them.
- I/We further swear that all information provided to the City of Ann Arbor in or along with this 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 will result in immediate and permanent loss of permission to sell any product at the Ann Arbor Farmers Market.
- If signing for a business or cooperative, the individual(s) signing this Application and Affidavit have the requisite authority to do so.

Signature of Applicant (s): _____

Or Authorized Agent for Applicant(s): _____

Subscribed and sworn to before me on this _____ day of _____, 20 _____

Notary Public

County

My commission expires: _____