

Spring 2010 Public Meeting
Ann Arbor Farmers Market Vendors and Friends

Monday, March 8, 6-8 pm

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Cobblestone Farm
2781 Packard Rd
Ann Arbor

- (1) Welcome and introductions
- (2) 2010 season schedule of events
 - (a) Farmers Market
 - (b) Public Market
- (3) Kerrytown District physical facilities
 - (a) The Market
 - (b) DDA area/Kerrytown Shops
- (4) Outreach Subcommittee report
 - (a) Volunteer Coordination
 - (b) Oral History Project, continued
 - (c) 2010 Advertising/Outreach
- (5) Policy/Procedures Subcommittee report
 - (a) Vendor application form (draft)
 - (b) Inspection report form (draft)
- (6) Q & A / Farmers Market brainstorming!



DRAFT-City of Ann Arbor Farmers Market

2010 Vendor Application

Vendor Name _____

(Vendor Name is defined as the name of person or business that holds or will hold seniority for Farmers Market. Vendors with seniority must use the name or business that has previously established seniority with the Market)

Contact Information:

Business Name _____
Person's Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____
E-mail _____ Web site _____

Vendor Identity

Choose **one**:

Producer

Artisan

Food Cart Vendor

Applying to sell on (check all that apply): Wednesday _____ Saturday _____

If you chose "producer," please check all of the following products that apply:

Grower

field grown crops

greenhouse items

nursery stock

perennials

meat/poultry

eggs

other _____

Processor

baked goods

jams/jellies

dairy products

specialty product (specify) _____

Type of business

Choose **one**:

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 _____

If you are a business or cooperative, please list names and addresses of other persons involved and attach copies of the partnership, incorporation, organization, cooperative, or assumed name papers filed with the state or county. Also, provide the most recent annual filing for the business or cooperative (if any).

Name

Address

Phone

List immediate family members who are actively participating in the business or actively participating with the vendor at market. If any of these immediate family members have a stall of their own at the Ann Arbor Farmers Market, they cannot be listed on the application.

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any others who actively participate with vendor at market (employees, etc).

Name	Relationship	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other markets (if any) where you are a vendor :

Check one:

This is my first time selling at the Ann Arbor Farmers Market
 Date seniority established at Ann Arbor Farmers Market (or current daily vendor number):

Farm Information (if applicable). List all addresses where items are grown or produced.

Property 1:

Street address: _____
 City: _____ Zip code: _____
 Total # of acres used to produce products: _____ Rent or own (*circle applicable answer*)
 Total # of greenhouses ___ What months of the year is this property used? _____

Property 2:

Street address: _____
 City: _____ Zip code: _____
 Total # of acres used to produce products: _____ Rent or own (*circle applicable answer*)
 Total # of greenhouses ___ What months of the year is this property used? _____

Property 3

Street address: _____
 City: _____ Zip code: _____
 Total # of acres used to produce products: _____ Rent or own (*circle applicable answer*)
 Total # of greenhouses ___ What months of the year is this property used? _____

Property 4

Street address: _____
 City: _____ Zip code: _____
 Total # of acres used to produce products: _____ Rent or own (*circle applicable answer*)
 Total # of greenhouses ___ What months of the year is this property used? _____

Total Acres Farmed (for all parcels of land): _____
 Acres in Production (for all parcels of land):
 Vegetables ___ Fruit ___ Nursery ___ Pasture ___ Greenhouse ___ Herd Size ___

Draw a farm (or farms) diagram below.

Grower Product List

Describe the number of varieties and expected months of availability of **each product you grow and sell**. You may attach additional sheets if necessary; this list is not comprehensive. If you are selling **nursery stock, bulbs, or cut flowers**, please attach a complete list of the items you intend to sell. The source of materials used **in growing** your products should be indicated: own product, locally grown, or purchased. The products should meet MDA, Washtenaw County Health Department, and USDA regulations, and good food safety practices.

Product	# of varieties	Month(s) Available	Estimated Yield	Source of Material
Vegetables				
EX: Artichokes	1	June	100	Seed saved
Arugula				
Asian Greens				
Beans, green				
Beans, dry				
Beets				
Bok Choy				
Broccoli				
Broccoli Rabe				
Brussels Sprouts				
Cabbage				
Carrots				
Cauliflower				
Celery				
Chard				
Collards				
Corn				
Cucumbers				
Eggplant				

Endive				
Escarole				
Fennel				
Garlic				
Kale				
Kohlrabi				
Leeks				
Lettuces				
Mustard Greens				
Onions				
Parsnips				
Peas				
Peppers (hot)				
Peppers (sweet)				
Potatoes				
Pumpkins				
Radicchio				
Radishes				
Romanesco				
Rutabaga				
Salad Mix				
Shallots				
Spinach				
Squash (winter)				
Squash (summer)				
Sweet Potatoes				
Tomatoes				
Tomatoes (heirloom)				
Turnips				

	# of varieties	Month(s) Available	Estimated Yield	Source of Material
Product				
Fruit				
EX: Apples	20	6	500 bu	own trees
Apples				
Apricots				
Asian Pears				
Blackberries				
Blueberries				
Cherries				
Cranberries				
Figs				
Gooseberries				

Meat/Poultry/Eggs/Other

Product	# of varieties	Month(s) Available	Estimated Yield	Source of Material
Meat/Poultry				
EX: Beef	Angus	12	50 head	purchased calf
Chicken				
Duck				
Lamb				
Pork				
Rabbit				
Turkey				
Beef				
Buffalo				
Eggs				
Other				
Mushrooms				
Honey				
Maple Syrup				

Food Cart Vendors

A food cart vendor is a vendor who sells food items for immediate consumption that are made or prepared at the market prior to the Market by the vendor and offered for sale at the Market from a licensed cart. Food Cart Vendors may not offer products that directly compete with items offered for sale by Producers or Artisans. The products should meet MDA, Health Department, USDA regulation and good food safety practices.

Product	Description	Source of Ingredients
EX: burritos	breakfast burritos with bacon, eggs, and salsa	Local bacon from Apple Schram Orchard, local eggs from Back Forty Acres, purchased salsa

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 current and valid licenses, registrations, certifications, or permits with your application packet.

Michigan sales tax license number _____
 Nursery dealer license number _____
 Plant dealer license number _____
 Plant or nursery inspection number _____
 Organic certification license number _____
 Other relevant license number _____
 Other relevant inspection numbers _____

Give the name, address, and phone of at least 2 people who can verify that you are growing or producing items offered for sale at market (family members and business -related persons NOT allowed):

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vendor's Affidavit

- I/We _____ certify that I/ We am/are a Producer (s), Artisan (s), or Food Cart 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 or raising while occupying the Market. I agree that verification of this may be sought by the City of Ann Arbor in accordance with the Public market Operating Rules.
- I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on this Vendor Application filed with the Market Manager.
- I/We understand that my/our Vendor Application must be updated and approved 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 acknowledge receipt of a copy of the Ann Arbor Farmers 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 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 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: _____

This application valid for three years. Thank you for your interest in the Ann Arbor Farmers Market.

FOR INTERNAL USE ONLY

Date Application Received: _____

Received by: _____

Date Application Approved: _____

Signed: _____

Date Fee Received: _____

**DRAFT-CITY OF ANN ARBOR
ANN ARBOR FARMERS MARKET**

Vendor Inspection Report

Inspector name: _____ Inspection date & time _____ a.m./p.m.
Vendor name: _____ Phone: _____
Address: *(Please list all addresses that are to be inspected – include land/property that is rented or owned)*

1. Street address: _____
City: _____ Zip code: _____
Total # of acres used to produce products: _____
Rent or own (circle one) If rented, check to verify lease agreement on file _____
Total # of greenhouses _____ Rent or own (circle one)

2. Street address: _____
City: _____ Zip code: _____
Total # of acres used to produce products: _____
Rent or own (circle one) If rented, check to verify lease agreement on file _____
Total # of greenhouses _____ Rent or own (circle one)

3. Street address: _____
City: _____ Zip code: _____
Total # of acres used to produce products: _____
Rent or own (circle one) If rented, check to verify lease agreement on file _____
Total # of greenhouses _____ Rent or own (circle one)

What other sales outlets do you have for your products?

What percentage of your business's total sales occurs at the Ann Arbor Farmers Mkt.? _____

Please describe employment practices. How many employees do you have? What basic tasks do they do? Do you hire additional help during harvest season?

PRODUCT LIST: All products that a vendor proposes to sell or currently sells at the City of Ann Arbor Farmers' Market shall be listed below. A general timeframe of when products will be brought to the market must be included. For example: Bedding Plants sold at market from April 1 to June 30. Vendor must also provide reasonable approximation of the volume or yield of each product they plan to bring to the market. Vendor may provide product list in another fashion for inspector to use. Any additional or supplemental information must be attached and noted below.

ITEM	DATES TO SELL	EST. YIELD	INSPECTOR NOTES
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Product list continued on separate sheets ___ yes ___ no

Additional notes/comments:

FARM/ACREAGE DIAGRAM: Please provide your farm/acreage diagram that illustrates the number of acres used to produce items listed on the previous page. The diagram shall consist of a sketch drawing indicating what products are grown at the addresses listed below. If products are grown in greenhouses, please list number of greenhouses, square footage of each greenhouse and items that are grown within. Diagram shall contain description of storage facilities that are on site or rented. Items that are stored in these facilities will need to be listed as well.

Describe irrigation system _____

Describe types of equipment used _____

Growing supplies existing on-site (i.e. baskets, soil, flats, etc) _____

# OF GREENHOUSES	SQUARE FOOTAGE	ITEMS GROWN/STORED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Total greenhouse space (square footage) _____

Heated greenhouse space (square footage) _____

Unheated greenhouse space (square footage) _____

Number of:

6" pots _____ Baskets _____ Flats of annuals _____

Perennials _____ Shrubs _____ Flats of vegetables _____

Miscellaneous _____

Livestock

	BREED	SIZE OF HERD	EST. YIELD	INSPECTOR NOTES
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Please describe breeding practices, livestock housing and conditions, feed sources (grown onsite?), and pasture/grazing land management: _____

Prepared Foods

Please describe facilities and process. Include source of ingredients. _____

Market Manger Evaluation

Comments: _____

Based on the above inspection, this vendor (choose one):

- Complies with Public Market Operating Rules

- Complies with Public Market Operating Rules with the following modifications:

- Does not comply with the Public Market Operating Rules

Market Manager Signature: _____ DATE: _____