

Howell's Sunday Farmers' Market

201 Artisan/Crafter Application Form



Business Name: _____

Contact Person/People: _____

Address: _____ City: _____ Zip: _____

County: _____

Phone: (day) _____ (evening) _____

Fax: _____ E-mail: _____

New Vendors are required to include color photo(s) to show the type(s) of item that is intended to be sold at the market. **Submitting an application does not guarantee acceptance into the market. Vendors will be notified by mail if accepted.**

_____ **Seasonal:** A guaranteed reservation for a space each Sunday, May 7th through October 29th. The fee is **\$13.00** per day, per space, **payable in advance.** (\$338 for 26 weeks)
Number of spaces requested: _____ X \$338.00 = Total enclosed \$ _____

_____ **Daily Reserved:** The fee for a single space is **\$17.00** to reserve a space in the market on Sunday.
Daily vendors will not be allowed to set up on market day until payment has been made to the Market Manager
Number of spaces requested _____ Total enclosed: \$ _____
Dates: _____
(Please mark attached calendar with dates requested)

NEW VENDORS: All applications will be reviewed before acceptance is admitted.
Please do not send checks or or payment until acceptance HAS been confirmed.

Please describe in detail items to be sold:

Please provide a brief description of your booth arrangement below, to help in assigning spaces. Describe **canopy size**, table set-ups, etc. You must **request permission** to park within the market area. Many spaces cannot accommodate vehicles. Having vehicles in the market is discouraged since it negatively impacts the appearance of the market and blocks other vendors from being seen by market visitors.

Important Farmers' Market Notes:

- Vendors are limited to **4** spaces. Additional spaces may be requested for limited periods of time when the vendor has additional product to bring to market. The number of spaces you are allocated is based on the amount of product you regularly bring to the market—not the size of your vehicle. If the vendor is unable to consistently fill the space that was rented, the amount of space could be reduced and the vendor would then receive a prorated refund.
- Spaces on State Street are 9' wide. An **8 x 8 canopy is highly recommended.** Vendors with larger canopies may be required to move to an alternate space due to space restrictions.
- **A copy of all applicable license(s)** must be included with the application or the application will not be processed.
- This signed **application** confirms your intention to abide by **all** rules, regulations, and codes of conduct and **must be signed to be considered for space at the Howell Sunday Farmers' Market.**
- Please include payment in check form for the entire amount of space rental, payable to the **Howell Area Chamber of Commerce.** If your application is not accepted for any reason, your check will be returned to you.
- **All applications must be returned to the Howell Chamber before April 1st.** Returning vendors, please pay your balance in full. New vendors will be accepted verbally or via email, then please pay your balance in full.

Howell's Sunday Farmers' Market
c/o Howell Area Chamber of Commerce
123 E. Washington St. Howell, MI 48843
(517) 546-3920
Fax (517) 546-4115
farmersmarket@howell.org
Colleen Monroe Cell: (810) 923-1220

Important Final Reminders and Acknowledgement (must be signed or e-signed)

- Space a market is tight. Be mindful of your neighbors and try to work on staying within your own spaces to the best of your ability.
- I must have your application by April 1st or your prior space will be forfeited and reassigned.
- Each Sunday, please unload your vehicle as quickly as possible and move it to the parking area. Set up should be done after your vehicle is moved. We have a lot of people trying to get into a small area. Please be courteous.
- Since space is limited at the Howell Melon Festival - we are limiting Daily Vendors to those who have attended the market a minimum of at least six markets in the year, prior to the Howell Melon Festival.
- As of this year, if a vendor does not show up to market or contact Colleen Monroe before 8:30am (810.923.1220), you will forfeit that space for the day, and it will be given to the next person in line.

I _____ have read, understand, and agree to abide by the Rules, Guidelines and Code of Conduct set forth by the Howell Sunday Farmers' Market, as evidenced by my signature here.

I fully understand that any intentional disregard of the Rules, Guidelines or Code of Conduct could result in restriction or termination of my selling privileges.

Signed: _____

Date: ___/___/___