



Meridian Township Farmers' Market VENDOR

APPLICATION For MAY 2025 – APRIL 2026

Parks Office -- 517.853.4600/Mkt Mgr – 517.712.2395

2025-2026 Application

Applications received after March 1 will be given lower priority

APPLICATION COMPONENTS:

The Meridian Farmers Market application has several parts, please make sure you review them all:

- 1) Introduction (this document)
- 2) Market Application
- 3) Documentation requirements document: provides details on what to send in with your application.
- 4) Our Rules: allowed products, activities and expectations of vendors who are accepted to the Market.

APPLICATION PROCESS:

Upon submitting the Application by the Deadline (March 1, 2025), it will be reviewed by the Market Manger and the Advisory Board. You will be informed by March 15, 2025 if you have been ACCEPTED, WAIT LISTED or NOT ACCEPTED. Wait listing may be due to needed information, questions that need to be answered or a need to discuss scheduling etc.

THINGS TO KNOW ABOUT APPLYING:

Submitting an Application does NOT mean You are Approved We will review all applications (new and returning vendors) and let you know if you have been approved.

Returning Vendors & Prioritization – Preference for approval to the Market is given to Returning Vendors (those you have attended the Market for at least 20 Market days in the last 12 months), but often for many years. However, being a Returning Vendor is not a guarantee that you will be approved. Preference is also given to vendors who carry unique products or help fill gaps that we may have at the Market (ex. organic vegetable vendors).

Late Submissions: – Applications submitted after March 1 may still be accepted, but it will affect your priority, as spaces are limited during our Saturday May – October Market.

Applications are Accepted Year-Round – You can submit an application at any time after March 1 until April of 2026. When there are openings during the Winter Market or occasionally on Saturdays during the Spring Summer, we may be able to accept you. The Wednesday Market almost always has openings throughout the season.

Be Thorough & Fill out the Whole Application – Whether you are returning or new, please make sure to read through all the documents that are part of the application, review the checklist and make sure that you are including all licenses, labels, certifications and all other documentation as required, that you have signed everything.

One Application Per Year – You will only need to submit one application for the May 2025 – April 2026 time period. Please try to commit to the dates you have selected. . A Winter Market Schedule google form will be sent out in mid-October for you to make updates for Oct – April.

Retailing – If you “retail” products, that is sell products you purchase wholesale that are made by someone else, or part of an MLM, you are NOT AN ELIGIBLE VENDOR at the Meridian Market and please **DO NOT APPLY**.



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NEW VENDORS:

New Vendors are Needed for a healthy Market! If you are applying to the Market for the first time, or have attended less than 20 market days in the previous 12 months, you are considered a “NEW VENDOR.” Many New Vendors are accepted on Wednesdays and during the Winter Market, but few openings exist on Saturdays from May – October. New Vendors need to build a relationship with the Market and this takes time. While priority is given to Returning Vendors, this must be balanced against the interest in new products and ideas and New Vendors are essential if the Market is going to be around into the future. All New Vendors must start out paying the Daily Stall rate until the stall fee cap (125% of Seasonal Fee) is reached.

HOW TO SUBMIT YOUR APPLICATION (located Section 9 of the Application)

- Mail to: Meridian Township Parks and Recreation, ATTN: MTFM, 2100 Gaylord Smith Ct., Haslett, MI 48840
- Fax to: 517-853-4099
- Email a photo/scan to: farmersmarket@meridian.mi.us
- Fillable PDF – Can be found by February 7th at our website
<https://www.meridian.mi.us/community/explore-meridian/meridian-farmers-market>

APPLICATION PAYMENTS (located in Section 14 of the Application)

DO NOT PAY BEFORE BEING ACCEPTED TO THE MARKET!

We DO NOT accept cash payments at the Market. You may pay daily or for the season by CHECK or ON-LINE. Please see Section 14 of the application for a detailed description of when, where and how to pay by check, credit/debit card or cash. The link for on-line payment is on the application as well.

2025 – 2026 MARKET SCHEDULE

For 2025 the Market will operate:

- EVERY SATURDAY (8am – 2pm) May - October - OUTDOORS IN THE PAVILION
- EVERY WEDNESDAY (3pm – 7pm) June - October - OUTDOORS IN THE PAVILION - · Starting Nov. 1 - EVERY SATURDAY (10am – 2pm) - OUTDOORS IN THE PAVILION · Starting Nov. 29 - EVERY SATURDAY (10am – 2pm) – INDOORS IN THE MERIDIAN MALL For 2026 the Market will operate:
- Starting Jan. 3 – April 18 - The 1st, 3rd & 5th SATURDAYS (10am – 2pm) – INDOORS IN THE MERIDIAN MALL

ANNUAL MEETING

Attendance at the Annual Vendor Meeting in April (date TBD) is REQUIRED for New Vendors, if accepted. In addition to Advisory Board elections, the Meeting is an important opportunity to learn about market plans and changes, meet other vendors, address issues, and provide input into the direction of the Market.

We look forward to hearing back from you! Please contact Farmers Market Manager, Tom Cary at farmersmarket@meridian.mi.us or 517-712-2395 with any questions.

Thank you,

-Tom



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Market Use Only Date Received _____ By _____ Approved YES ___ NO ___ Paid\$ _____ Due\$ _____
 Valid Licenses Received ___EXP___ Rules/COC ___ Waiver or Proof of Insurance

2025-2026 Application [Applications received after 3/1/25 will be given lower priority]

NOTE: Your application will reviewed upon submission. You will be notified for payment if approved.

Section 1: Contact Information (All Vendors)

Owner _____ Business _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____
 E-mail _____ Website _____
 Additional Email (For vendor newsletter) _____
 Business Facebook?: _____ Instagram? _____
 Emergency Contact Name _____ Number _____
PREFERRED FORM OF CONTACT: [] Email [] Cell phone call [] Text (Carrier _____)

Employee contact info who frequently run your booth:

Name _____ Cell Phone _____
 Name _____ Cell Phone _____

[] LLC [] DBA
 [] PARTNERSHIP
 [] SOLE PROPRIETOR
 [] NONPROFIT

Section 2: Expected Dates of Attendance (All Vendors)

Please check off dates or "All" for each month

Spring - Fall SAT: MAY - All 3, 10, 17, 24, 31 JUN - All 7, 14, 21, 28 JUL - All 5, 12, 19, 26
AUG - All 2, 9, 16, 23, 30 SEPT - All 6, 13, 20, 27 OCT All 4, 11, 18, 25
Summer - Fall WED: JUN - All 4, 11, 18, 25 JUL - All 2, 9, 16, 23, 30 AUG - All 6, 13, 20, 27
SEPT - All 3, 10, 17, 24 OCT - All 1, 8, 15, 22, 29
Winter - SAT: NOV - 1, 8, 15, 22, 29 DEC - 6, 13, 20 JAN(2026) - 3, 17, 31 FEB - 7, 21
MAR - 7, 21 APR - 4, 18

Section 3: Booth Fees (All Vendors)

SPRING / SUMMER	SATURDAYS 8am - 2pm (May - October)	1 STALL	2 STALL
	Seasonal Stall (26 dates) - \$450 per stall	\$450	\$900
	Daily Stall (Variable dates) - \$30 per stall, per day	\$	\$
	WEDNESDAYS 3pm - 7pm (June - October)	1 STALL	2 STALL
	Seasonal Stall (21 dates) - \$150 per stall	\$150	\$300
	Daily Stall (Variable dates) - \$15 per stall, per day	\$	\$
WINTER 2025-26	EVERY Saturday 10am - 2pm (November - December)	1 STALL	2 STALL
	Seasonal Stall (26 dates) - \$150 per stall	\$150	\$300
	Daily Stall (Variable dates) - \$25 per stall, per day	\$	\$
	1ST, 3RD & 5TH Saturday of the Month 10am - 2pm (Jan - April)	1 STALL	2 STALL
	Seasonal Stall (26 dates) - \$100 per stall	\$100	\$200
	Daily Stall (Variable dates) - \$20 per stall, per day	\$	\$

TOTAL \$ _____

(PLEASE SEE "Section 14" FOR PAYMENT OPTIONS)





Section 7: Documentation Checklist & other Vendor Needs (All Vendors)

1) DOCUMENTATION CHECKLIST (**REQUIRED** AS PART OF THE APPLICATION):

- Produce Vendors** – 1) Check off products you expect to bring May-April on Section 10 of this app., 2) Include seed receipts for all you grow and 3) Identify sources of all produce you plan to bring to market NOT raised by you on Section 13 of this app.
- Meat, Egg, Fish Vendors** – 1) Check off products you expect to bring May-April on Section 11 of this app., 2) Provide required licenses, 3) Provide copies of 3 labels from your products
- Cheese & Dairy Vendors** – 1) Check off products you expect to bring May-April on Section 11 of this app., 2) Provide required licenses, 3) Provide copies of 3 labels from your products
- Licensed Kitchens, Food Trucks & Bakeries** – 1) Check off products you expect to bring May-April on Section of 11 & 12 of this app., 2) Provide required licenses, 3) Provide copies of 3 labels from your products
- Cottage Food Vendors** – 1) Check off products you expect to bring May-April on Section 11 of this app., 2) Provide copies of 3 labels from your products
- All Vendors retailing** any products NOT raised/made by you – enter info on Section 13 and provide Retail License [Rule #3], if applicable.
- Craft or Service Vendors** – Check off products/services you will offer May-April on Section 12 of this app. (**Obtaining Sales Tax License STRONGLY encouraged**)
- Ingredients lists** – Have ON-SITE for ALL food products you make
- Certifications:** USDA Certified Organic Certified Naturally Grown Demeter GAP Cert.
 Food Safe Certified Certified Gluten Free Kosher Halal Fair Trade Certified
 Animal Welfare Certified Am. Grassfed Assn. (AGA) Cert. Certified B Corp. Other_____

2) OTHER HELPFUL VENDOR INFORMATION:

- Food Assistance Programs** - SNAP/EBT (food only) DOUBLE UP FOOD BUCKS (produce only)
 WIC (produce only) SENIOR P.F. (produce & honey)
- Electricity Needed**

NOTES: 1) **Provide copy of all relevant licenses, certifications, seed receipts and labels each year**

2) Refer to “Documentation Requirements Guide” for documentation explanation if needed

Section 8: Consent, Code of Conduct, Waivers OR Insurance (All Vendors)
****Signatures Required****

ADULT CONSENT TO PHOTOGRAPH/VIDEOTAPE & DISSEMINATE WITHOUT COMPENSATION

I, _____, hereby give my consent to be photographed/videotaped while participating in any activity offered by the Meridian Township Parks and Recreation Department, (“Township”) including the Meridian Farmers’ Market. In addition, I consent to the reproduction and use of any such photographs and videotapes by the Township for educational, public relations and promotional purposes and I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photographs, videotapes and use. Yes _____ No _____

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CODE OF CONDUCT

The Meridian Township Farmers Market prides itself on providing quality products for customers. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

As a Meridian Township Farmers Market vendor and/or their representative, I will:

- a. Demonstrate the highest standards of personal behavior and integrity at all times
- b. Conduct myself in a courteous and respectful manner and serve as a positive role model for others
- c. Treat everyone with respect
- d. Abstain from physical or verbal abuse and not tolerate it from others
- e. Refrain from wearing or in any other way presenting language, insignias, labels or other images that may be considered offensive, racist, partisan or inflammatory.
- f. Comply with equal opportunity and antidiscrimination laws.
- g. Under no circumstance, attend or participate in the Meridian Township Farmers Market while consuming OR under the influence of alcohol OR drugs.
- h. Under no circumstance, possess, sell alcohol without a license.
- i. Operate vehicles and other equipment in a responsible manner
- j. Abstain from any criminal activity
- k. Respect and adhere to all rules established by the Meridian Township Farmers Market

I, the undersigned agree that the above information is true and accurate; and to abide by the Meridian Township Market Rules and Code of Conduct which I have reviewed.

Signed _____

Date _____

If completing this form digitally, we will consider your typed name as your signed agreement to the Code of Conduct

Do YOU want to INSURE MERIDIAN TOWNSHIP, or SIGN WAIVER?? - CHOOSE "A" or "B"

A. PROVIDE INSURANCE DOCUMENT COVERING MERIDIAN TOWNSHIP FOR \$500,000

Attach proof of liability insurance for \$500,000, namimg Meridian Charter Township as an additional insured.

Insurance Agent: _____ Phone: _____

B. SIGN OUR "HOLD HARMLESS/INDEMNITY GREEMENT" (REQUIRED if you DO NOT do "A")**

The Township is not responsible for product liability or the paying of sales taxes by individual licensees. Vendor agrees to indemnify and hold harmless CBL Properties, Meridian Mall, Meridian Charter Township its agents, employees and insurers from and against all liability, claims, demands, losses, damages, levies and causes of action of suits of any nature whatsoever, arising out of or related to Vendor activities at the Meridian Township Farmers' Market. The Township is not responsible for any loss or damage of Vendor's property or products. Vendors operate at their own risk.

Signed _____

Date _____

If completing this form digitally, we will consider your typed name as your signed agreement to the Hold Harmless/Indemnity Agreement

Section 9: Submitting the Application

1) REVIEW: The review and decision on your application will not take place until ALL the necessary information and documentation has been submitted. (Review "Supplemental Documentation" following).

2) SENDING IN APPLICATION: *Paper Copy* – Mail to: Meridian Farmers Market, 2100 Gaylord Smith Ct., Haslett, MI 48840 **or** Fax to: 517-853-4099 **OR** Scan & Email to: farmersmarket@meridian.mi.us *Fillable PDF* can be found at - meridian.mi.us/community/explore-meridian/meridian-farmers-market

3) QUESTIONS TO: Farmers' Market Manager Tom Cary at 517-712-2395 or farmersmarket@meridian.mi.us





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SUPPLEMENTAL DOCUMENTATION

**PLEASE FILL OUT/PRINT OFF AS NEEDED BASED ON “DOCUMENTATION CHECKLIST”
IN SECTION 7.**

SECTION 10 – VENDOR PRODUCT – PRODUCE & PLANTS

SECTION 11– VENDOR PRODUCT – MEATS & OTHER FOODS

SECTION 12 – VENDOR PRODUCT – HOT FOODS, ART/CRAFT & SERVICES

SECTION 13 – PRODUCT SOURCING FORM

SECTION 14 – **STALL FEE PAYMENT INSTRUCTIONS**



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Section 10: VENDOR PRODUCT - PRODUCE & PLANTS

SOURCE		AVAILABILITY					SOURCE		AVAILABILITY				
Raised/Grown by Us	From other Source	All Season	April-June	July-Sept	Oct-Dec	Jan-March	Raised/Grown by Us	From other Source	All Season	April-June	July-Sept	Oct-Dec	Jan-March
VEGETABLES						FRUIT							
						Asparagus							Apples
						Beets							Apricots
						Bell Peppers							Blackberries
						Broccoli							Blueberries
						Brussels Sprouts							Cherries
						Cabbage							Cranberries
						Cantaloupe							Grapes
						Carrots							Peaches
						Cauliflower							Pears
						Celery							Plums
						Collard Greens							Raspberries
						Corn							Strawberries
						Cucumbers							
						Eggplant							PLANTS
						Garlic							Vegetable starts
						Ginger							Cut flowers
						Green Beans							Hanging baskets
						Honeydew Melon							Perennials
						Kale							Annual flowers
						Leeks							Native plants
						Lettuce							"Mini-gardens"
						Lima Beans							
						Microgreens							MUSHROOMS
						Okra							Farm Raised
						Onions							Wild Harvested
						Parsnips							
						Peas							WILD FORAGED ITEMS
						Potatoes							Ramps/Wild Leeks
						Pumpkin							Paw Paw fruit
						Radishes							
						Rhubarb							
						Rutabagas							
						Spinach							
						Summer Squash							
						Sweet Potatoes							
						Swiss Chard							
						Tomatillos							
						Tomatoes							
						Turnips							
						Watermelon							
						Winter Squash							
						Zucchini							
													OTHER/ NOT LISTED

For all products identified as ""From Other Source" us the **Product Source Form** to note source.



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Section 12: VENDOR PRODUCTS - HOT FOODS, ART/CRAFT & SERVICES

HOT/PREPARED FOODS

- American
- Chinese
- Ethiopian
- French
- German
- Greek
- Indian
- Italian
- Korean
- Mexican
- Middle Eastern
- Pub/Bar style
- Southern style
- Soul food
- Spanish
- Thai
- Vegetarian
- Other _____

LIST MAIN ITEMS
(or send copy of menu)
1
2
3
4
5

- Brats/Burgers
- Pizza
- Ice cream/Popsicles
- Barbeque (BBQ)
- Other _____

HAND MADE ARTISAN/CRAFT ITEMS

- Body care & Soaps
- Candles
- Clothing
- Games/Puzzles
- Home décor
- Jewelry
- Knitted/Crocheted
- Metalwork
- Paintings
- Personalized items
- Photography
- Pottery
- Repurposed items
- Saches/Scented items
- Soaps
- Wearable items
- Wood crafts
- Yard decorations
- Other _____

OTHER ITEMS/SERVICES

- Animal care products
- Animal/Pet Food/Treats
- Books/Guides (new & used)
- Compost
- Massage
- Sharpening
- Tailoring
- Other _____
- Other _____



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Section 13: PRODUCT SOURCING FORM

List all products identified as “from Another Source”, seed held over from prior year, growing contracts or any other details to clarify the source of products coming to The Market in 2025-26

#	CROP(S) or PRODUCT(S)	SOURCE DETAIL
1	<i>EXAMPLE: Beans, Beats, peas, corn, cabbage,kale, tomatoes</i>	<i>SEED HELD OVER FROM PREVIOUS YEAR</i>
2	<i>EXAMPLE : Tomato Plants</i>	<i>Purchased from Brents Greenhouse, Comstock Park, MI</i>
3	<i>EXAMPLE : Colby, Garlic cheddar, marble cheeses</i>	<i>Purchased from Cheesy Dairy, Mancelona MI</i>
4		
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10		
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8		
9		
20		
1		
2		





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Section 14 –STALL FEE PAYMENT INSTRUCTIONS

When are payments Due?

- Seasonal Payments – Due 2 weeks prior to start of season (after you have been accepted)

SEASON	SEASON START	PAYMENT DUE
SPRING – SUMMER (SAT & WED)	MAY 3, 2025	APRIL 15, 2025
WINTER (Nov – April)	NOV. 1, 2025	OCT. 15, 2025

- Daily Payments – Due before Market (on-line payment) or Day-of (Check Payment)

How can I pay?

- Cash – You CANNOT pay at the Market with cash [To pay with cash go to “In Person” under “Where do I pay?” below]
- Check – You can pay by check for seasonal or daily stall fees by check PAYABLE TO: Meridian Township
- Credit/debit card – You can pay with credit or debit on-line or in person –See “Where do I pay?” below

Where do I pay?

- By Mail – Send checks PAYABLE TO: Meridian Farmers Market, 2100 Gaylord C. Smith Ct., Haslett, MI 48840
- By phone (to pay by Credit Card) – Call into 517-853-4600
- In Person – Bring cash, check or credit card to 2100 Gaylord C. Smith Ct., Haslett, MI 48840 and pay in-person
- On-line (see instructions below)

ON-LINE PAYMENT

The On-line payment system (for credit/debit card) can be accessed simply by visiting the Meridian Farmers Market page on the Meridian Township website at <https://www.meridian.mi.us/community/explore-meridian/meridian-farmers-market> Then scroll down to the “Vendor Stall Payments” tab and click the link for on-line payment. If you are paying on-line for the first time- you will need to set up an account, here is how:

Steps to Creating a New Account:

1. Next to the Market day/season you want to pay for, Click on the blue “Register” button or visit <https://recreation.meridian.mi.us/Login.aspx>
2. Select the purple “Create Account” button
3. Fill out your information
4. Click the green “Create Profile” button
5. Your family account will come up on the screen.

Continue to steps below to pay for daily and/or seasonal Farmers' Market vendor fees:

6. Click “Farmers' Market” if coming from Step 5 above OR from the Meridian Township Farmers Market page click the “Vendor Stall Payments” tab and click the link for on-line payment.
7. Click the “+” next to the market season (“Winter”, “Summer” etc) you are trying to attend
9. Select appropriate registration option
 - Daily [DATE] – 1 STALL or 2 STALLS, etc.
 - Seasonal [SEASON] – 1 STALL or 2 STALLS, etc.
10. Register – Select Participant [yourself]
11. Answer if you Have you submitted your app to the Market Manager? Yes or No
12. Add to Cart
13. Checkout