

# Gaylord Farmer's Cooperative (GFC)

## 2017 Vendor Application

Name of Farm/Business:

Primary Contact Person:

Mailing Address:

Phone:

Email:

Please describe ALL goods/services to be sold. Attach separate list if necessary. Attach pictures if you would like of your farm/farm stand and/or products to be included in advertising and web page. All pictures used in advertising will identify the farm or vendor in the advertisement.

Market Space Desired (costs can be found on page 3) – please circle

<u>5' Space</u>	<u>10' space</u>	<u>20' space–agriculture &amp; members only</u>
Daily	Daily	Daily
Seasonal	Seasonal	Seasonal
Wednesday only	Wednesday only	Wednesday only
Saturday only	Saturday only	Saturday only
Wednesday/Saturday	Wednesday/Saturday	Wednesday/Saturday

Will you be joining the Gaylord Farmer's Cooperative? Yes / No. If yes, please attach page 2.

**In order to help us insure we can accommodate your wishes, please return this application and required supporting documents by March 15, 2017, to Jodi Wagner, 3964 Hallenius Road, Gaylord, MI 49735.**

Questions? Email Jodi Wagner at [gaylordfarmers@gmail.com](mailto:gaylordfarmers@gmail.com) or call 989-390-0570.

Gaylord Farmer's Cooperative Membership Form must be submitted by all who wish to be members of the GFC. Employees/interns who do not have an ownership of the business are not eligible to serve on the board and/or vote.

Membership Dues: \$25 for 1 year membership

Membership benefits:

1. Membership allows you to be a voting member of the Gaylord Farmer's Cooperative and allows you to seek a board position if you desire. Election for the 2018 GFC Board will be held in January 2018.
2. Membership insures your place at the market, as long as you remain in good standing. (see GFC Rules and Regulations).
3. Members receive food program benefits.
4. Only agricultural producer members are eligible for double booth space.
5. Members will receive a discount for paying in advance – payments are due by March 15, 2017.

1. Check one box. Is this application from:

A VENDOR entity? (An entity is a group of two or more individuals each of whom is joined by marital status, partnership, corporate status, family farm status, co-op, joint venture or other legal status.)

OR

An individual VENDOR?

2. If the application is from an entity, list the names of the individuals who comprise the entity:

3. If the application is from an individual vendor, that individual will be considered the active participant for GFC purposes. If the application is from an entity, select a name from the list in #2 (above) to serve as the active participant. He/she is designated by the entity to represent it in the GFC and to exercise the rights within the membership including, but not limited to, the right to vote, serve on the board of directors, receive all mailings and inspect records.

Name of Active Participant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**KEEP THIS PAGE FOR YOUR REFERENCE**  
**Gaylord Farmer's Cooperative: What You Need to Know:**

**2017 Dates and Times**

Saturdays May 13<sup>th</sup> – Nov. 18<sup>th</sup>, 8 am to 2 pm  
Wednesdays July 5<sup>th</sup> – October 25<sup>th</sup>, 8 am to 2 pm  
Thanksgiving Market, November 22<sup>nd</sup>, 8 am to 2 pm

Set up: 6:00 am-7:30 am, Take down: 2:00 pm – 2:30 pm, Market Location: Pavilion on Court Street, Downtown Gaylord

Mandatory Vendor Meeting: *Wed, February 15<sup>th</sup> 4 pm – 6 pm Location Gaylord Regional Airport.* All new and returning vendors are asked to attend the mandatory vendor meeting. Those who cannot must contact Jodi Wagner, Interim GFC President, to obtain all information and forms prior to submitting their application.

**2017 Membership Fee: \$25**

1. Due by March 15, 2017 for GFC election eligibility/voting; and,
2. No partial payments will be accepted. Membership fee must be paid in full prior to receiving membership benefits.

***You do NOT need to be a member of the GFC to be a vendor.***

**Membership Benefits:**

1. Membership allows you to be a voting member of the GFC and allows you to seek a board position, if you desire. Board of Director elections for 2018 will be held in January 2018.
2. Membership ensures your place at the market, as long as you remain in good standing. (see GFC Rules and Regulations).
3. Members receive food program benefits.
4. Only agricultural producer members are eligible for double booth space.
5. Members can receive discount for paying in advance – payments are due by March 15, 2017

**Booth Fees and Payment Options:**

20-foot space -- Available only to agricultural producers that are GFC members.

\$40 per day

Seasonal Rate:	Wednesday and Saturday	\$450
	Saturday only	\$350
	Wednesday only	\$300

10-foot space

\$20 per day for members, \$25 per day non-members

Seasonal Rate:	Wednesday and Saturday	\$250
	Saturday only	\$200
	Wednesday only	\$100

5-foot space (only 4 available)

\$15 per day for members, \$20 per day non-members

Seasonal Rate:	Wednesday and Saturday	\$150
	Saturday only	\$100
	Wednesday only	\$75

**Payment Options:**

Daily Fee: due at beginning of market day

Seasonal:

Pay in full by March 15<sup>th</sup> and receive \$40 discount if GFC member

Or

\$100 down due March 15<sup>th</sup>  
50% due June 15<sup>th</sup>  
remainder due July 15<sup>th</sup>

Late fee of 20% added if not paid in full by July 15<sup>th</sup>

## **Farmer's Cooperative Rules and Regulations**

### **KEEP THESE RULES FOR YOUR REFERENCE**

#### **Seasonal and Daily Stall Requirements:**

1. Stall spaces are defined as 5-foot, 10-foot, and 20-foot. Please note 5-foot spaces are limited.
2. Vendors *may* elect to set up, but not park their vehicle, at their market space. Vendors who do not utilize a vehicle at the market must park in the back row (south) of the parking lot located at West First Street and South Court Avenue (bathroom parking lot)
3. Vendors must confine their selling practices to within their assigned stall lines.
4. Daily vendors may not park and set up until given their stall assignment
5. Seasonal vendors not planning on attending the market on a specific day must notify the Market Manager 24 hours prior to the event
6. Seasonal vendors not in their reserved stall space by 7:30 am will forfeit their stall space for the day to another vendor unless prior arrangements are made with the Market Manager.
7. There is no vehicle traffic allowed in the market area from 7:30 am until 2:05 pm.

#### **Products Allowed for Sale in Market:**

1. Fruits, vegetables, edibles, plants, and crafts.
2. All items must be considered high quality and be prepared and/or grown by the vendor.
3. Cottage Law items must comply with MDARD rules and regulations and be properly identified.
4. The vendor must grow or produce 90% of their products.

#### **Crafts/Artisans:**

1. Daily craft vendors will receive their stall assignments at 7:15 am in their designated area.

#### **Agricultural Growers/Producers:**

1. The market is for Michigan resident growers/producers of Michigan products. The agricultural products must be grown within a 50-mile radius of Gaylord with the exception of any vendor who has been attending the Gaylord Market for the last 5 years, unless prior approval of the Market Manager or designee has been granted.
2. An agricultural grower is defined as a person who oversees the daily operation of the farm, or production, from beginning to end.
  - a. You must grow/produce over 90% of the product you offer for sale each market day.
  - b. The 10% of the product that you do not grow/produce must have a sign that the market manager approves identifying that the product is not produced by them.
  - c. Vendors must be able to prove that they are the producers/growers of their products. All items must be listed on the application.
3. Dealers and/or resellers are not allowed at the market.

#### **Edibles:**

1. Appropriate labels and licensing are required in accordance with Federal, State and Local law.

#### **Vendor Compliance with Federal, State, & Local Government/Market Manager Inspections:**

1. All vendors will complete a Vendor Application form before attending the market. A copy of all appropriate licenses/permits must be provided.
2. Vendors must comply with licensing and identification, weights, measures, and handling standards imposed by Federal, State, and Local Governments.
3. Farms and facilities may be inspected to verify compliance.

#### **General Rules:**

1. Signage-Vendors are required to visibly display the following at their booth:
  - a. Product prices
  - b. A sign with the vendor or farm name and city of residency clearly visible to the public.
  - c. Any required license and/or permits.
  - d. Project Fresh, Senior Fresh, and SNAP signs if applicable.

2. Site Clean-up – Vendors are responsible for maintaining their spaces in a clean and sanitary manner.
3. Vendors may not bring their pets or any live animals into the market area.
4. Any Vendor not complying with these rules and/or creating disturbances or disruptions (I.e. intentional violation of rules, fraudulent use of food programs, in-fighting between vendors, etc.) as determined by the Market Manager may be suspended for just cause from the market until Conflict Resolution steps are taken and resolution determined. In extreme cases based on the severity of the violation or disturbance, the Executive Board may suspend any vendor from the market for the duration of the year, without refund, and may deny future membership in the GFC and/or future markets.
5. All members of the GFC may utilize their individual licenses for all food programs for only their transactions. NO vendor (member or not) may act as an authorized agent or on the behalf of any other vendor for any food programs that are offered by the GFC.

**Conflict Resolution:**

1. As Members of the Gaylord Farmer’s Cooperative, we have joined together to create a market to sell local food and products and abide by certain rules. There may be a time, however, when a vendor feels the rules are not being followed. For those situations, we have the following Conflict Resolution steps:
  - 1 Step 1: Approach and discuss your concerns with your fellow vendor, always maintaining a positive attitude. Involve the Market Manager for assistance if necessary. If not resolved, go to step 2.
  - 2 Step 2: Complaint will go to the appropriate committee. There are four committees to assist vendors: Rules Committee, Agricultural Committee, Edibles Committee, and Craft/Artisan Committee. If any party of the complaint is a Rules Committee member, proceed to step 3 immediately. If not resolved, proceed to step 3.
  - 3 Step 3: Complaint will be addressed by the Board of Directors. If not resolved, proceed to step 4.
  - 4 Step 4: Complaint will be handled by Otsego Community Mediation. Their determination will be binding by all parties. The determination of fault by the mediator shall determine whom shall be responsible for any fees associated with contracting for the mediator.

You are required to read, agree to follow, and sign the terms and conditions in the Gaylord Farmer’s Cooperative Rules and Regulations.

Farm/Business Name:

Applicant Name:

Copies of all the following items must be attached to this application:

1. Required licenses and certificates.
2. Signed Waiver and EBT form
3. Signed application with all products listed & Co-op Membership if applicable
4. Signed Cottage Food Industry Agreement (if applicable)
5. Cash, check, or money order made payable to "Gaylord Farmer's Cooperative"

I attest the above information is true and is in no way a misrepresentation of my market products. Further, I acknowledge full responsibility for my activities and conduct. I attest that I have read and agree to all the 2017 GFC rules.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Please return this application and required supporting documents by March 15, 2017

Mail to: Gaylord Farmer's Cooperative c/o Jodi Wagner, 3964 Hallenius Rd, Gaylord, MI 49735  
Questions? Email Jodi Wagner at [gaylordfarmers@gmail.com](mailto:gaylordfarmers@gmail.com) or call 989-390-0570

## 2017 Gaylord Farmer's Cooperative Vendor EBT Agreement

The Gaylord Farmer's Cooperative accepts food assistance benefits (EBT/food stamps) in the form of the Michigan Bridge Card.

Agreement:

- I agree to follow all of the policies of the GFC, as well as those of the US Department of Agriculture Food and Nutrition Service (USDA FNS) who administers the Bridge Card program.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my market eligibility.
- I understand that I will not be reimbursed for tokens or scrip collected incorrectly.
- I understand it is my responsibility to inform my family and/or employees of these rules before they sell at the market on behalf of my farm or business.
- I will comply with the conversion to electronic signatures on the daily Market Ledger. A cell phone photo may be taken of the daily intake screen.

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Signature and Date

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Printed Name Farm/Business

2017 Gaylord Farmer's Cooperative Waiver and Release

\_\_\_\_\_, as indemnitor, agrees to indemnify, defend and hold harmless the Gaylord Farmer's Cooperative, Market Representatives, Market Board of Directors, and the City of Gaylord from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees) arising out of bodily injury of any person or persons, including death, or property damage, relating to the use of the City of Gaylord property for the purpose of selling items at the Gaylord Farmer's Cooperative during the seasonal operational schedule.

Additionally, indemnitor, including indemnitor's agents or employees admits receipt of a copy of the Gaylord Farmer's Cooperative Rules, and agrees to abide by the terms thereof. By signing this document thus binds the indemnitor to these rules.

Signature and Date \_\_\_\_\_

Printed Name Farm/Business \_\_\_\_\_