



CRAFTER & ARTISAN APPLICATION

15145 Beech Daly Road, Redford, MI 48239 | 313-387-2504 | market@redfordtwp.com

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Join the Redford Township Downtown Development Authority as we kick off another Craft Fair season. Our Market at the Marquee Craft Fair will be held **Saturday, June 25th** and **Saturday, August 27th**, from 10 am to 3 pm Located at the Town Hall Complex, one block south of Five Mile Road. If you are a crafter, artisan or local business that would like to sell your homemade products at this attractive venue, please complete the application form below and return it to:

Market at the Marquee, 12121 Hemingway, Redford, MI 48239

Hurry! Table space is limited. For more information, please contact the Downtown Development Office at 313-387-2504. We look forward to seeing you at the Market at the Marquee. Come grow with us!

2011 FEES

- Rental space (9ft x 6ft) per space: \$15 per week
Rental space with 6ft table: \$20 each
Rental space with two 6ft tables: \$25 each
Electrical hookup (limited): \$ 5 each

** Please note that this is an application only. We will contact you once your application has been approved.*

Company Name: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____

Description of items for sale: _____

I agree to indemnify and hold harmless the Charter Township of Redford, any and all affiliated organizations, its/their employees, and volunteers from any and all claims I may have arising from or relating to my participation in this event.

Signature: _____ Date: _____



RULES & REGULATIONS 2011 SEASON

CHECK-IN REQUIREMENTS

Vendors who need to off-load with their vehicle in the market area must arrive to the market no later than 8:30 a.m. Vendors who do not need to drive into the market area are to arrive no later than 9:00 a.m. or by arrangement with the Market Master. Late arrivals risk loss of access to vendor vehicles for off-load.

PRODUCTS TO BE SOLD

Crafts - Craft items produced by the vendor include but are not limited to: wreaths, baskets, garden décor, woodwork, soaps, and clothing. Reselling is prohibited.

Floral/Landscape/Garden - Flower vendors are allowed to bring to the market plants purchased from a wholesaler. Priority will be given to those vendors that raise their own plants.

Original Art Work - Examples are jewelry, ceramics, oils, water colors, photography, metal smithing, iron works and mixed media. These are to be offered for sale by the artist/producer of said goods or their designated representative.

Food Items - Includes baked goods, eggs, honey, jellies, jams, cider, sauces and other prepared foods. These items must have the appropriate licenses to be sold at the market.

SPACE ALLOCATION REQUIREMENTS

Market management has prioritized the types of vendors that are desired at the market. Since space is limited, greater space has been allocated for produce and flower vendors, and 10 x 10 spaces for artisans, crafts, and other products and nonprofit organizations.

More space may be allocated to a vendor on a daily basis at the discretion of the Market Master. A vendor map will be available to participating vendors at check-in.

Vehicles will not be permitted on site during market hours without permission of the Market Master. This space allocation includes any vehicle or truck required on-site.

RIGHTS RESERVED BY THE MARKET MASTER

- a) The Market Master reserves the right to reject a vendor application if, in the Market Master's judgment, the goods and merchandise are not compatible with the overall concept of the market or are inappropriate.
- b) The Market Master reserves the right to immediately deny a vendor the privilege of selling at the market. Reasons may include misrepresentation of products, poor quality of products or produce, nonpayment of fees, disorderly conduct or failure to heed the Market Master's direction.
- c) The Market Master shall have the authority to oversee and enforce the market rules and has the right to refuse a vendor's participation at any time for any reason that the Market Master feels appropriate. The Market Master may also exercise Due Process for suspension in accordance with the following criteria:
 - 1) Verbal notification to the specific vendor by the market master.
 - 2) Written notification to specific vendor provided by the market master and copy retained in market records.
 - 3) Written notification of suspension from the Market Master based on noncompliance by the vendor to adhere to verbal and written direction. Decisions for appropriate discipline or notification of permanent suspension will be at the discretion of the Market Master and/or Township officials.
- d) Fees are nonrefundable and will be enforced whether the vendor shows or not. This includes any early closing of the market due to inclement weather or any other unforeseen emergency situation.

VENDOR RESPONSIBILITIES

- a) Vendors are responsible for their own sales taxes, licenses, permits and fees required for operation and will abide by all local, state and federal laws.
- b) Food shall be clean, wholesome and safe for human consumption and shall be handled, stored, transported and offered for sale in a sanitary manner.
- c) Food products can be cut or opened for displays at the market if properly wrapped, but cannot be sold. Free samples may be given to customers in accordance with county health regulations. Disposable utensils (i.e., napkins, toothpicks, etc.) will be provided and disposed of by the vendor.
- d) Each vendor is responsible for keeping his or her own space clean and attractive and staying within his or her designated area. Failure to maintain space upkeep and cleanliness may result in disciplinary action. Upon closing of the market, spaces are to be cleaned and swept by the vendor. Vendors are responsible for bringing their own equipment/utensils for clean-up. Trash is to be hauled away from the market site by the vendors.
- e) Vendors must supply their own sales equipment; tables, chairs, display racks, display signs, bags for customers and money for change. Use of electrical requires market master approval and additional charge. A limited number of tables are available for rent from the market.
- f) Vendors are required to display a license or permit, price list and a sign posting their name and location of their farm. Signage is subject to the approval of the Market Master.
- g) Vendors are restricted from attracting attention to items for sale by outcries in a loud or annoying, rude or offending manner.
- h) Each vendor may set his or her own prices. Prices should be set in keeping with customer satisfaction and consideration of other market vendors.
- i) Each vendor is encouraged to provide scales of demonstrative accuracy and price and sell products in an easily understandable manner: by weight or by the bushel, quart, pint or individual piece. Inaccurate or deceptive measurement practices will not be tolerated.
- j) Vendor will occupy and attend assigned space for market's entirety, from its opening to its scheduled closing. A consistently full market is vital to its success and growth. The expectation of the public is that the market ends at 3:00 p.m. Only the Market Master or his representative can close the market at any time other than that which is scheduled. Vendors are to end sales at 3 p.m. and must vacate the market area by 4 p.m. Early pack-up or departure not approved by the Market Master may result in disciplinary action, as outlined earlier.
- k) Market management strongly feels that maintaining a full market helps to build the foundation for a successful market. Commensurately, it is also important for each of the selected vendors at the Market to be aware that together ALL vendors contribute greatly to the customer base consequently helping to maintain the vibrancy, atmosphere and vitality of the market. To that end, consistent attendance by scheduled vendors is crucial. If the occasion arises that a vendor will not be able to attend on their scheduled day(s), a 5 day notice (for non-emergencies) is required to allow adequate time for the Market Master to schedule a replacement. In the cases of an emergency however, contact should be made with the market master or as quickly as possible. A fee in the amount of the daily rate (\$15. for the 2011 season) for each non-excused absence will be assessed. Any space not occupied by scheduled vendor by 9:30 am will be forfeited and made available to others. Accumulating three (3) non-excused absences during the market season may result in a loss of reserved space at the market. Note: The Market Master maintains a weekly calendar for the entire market season that provides the basis for weekly space mapping and attendance. In particular, vendors are strongly encouraged to review the Market Calendar with the Market Master. Any discrepancy regarding vendor scheduling will be resolved in favor of the Market Calendar.

VENDOR RESPONSIBILITIES (continued)

l) The Market encourages a "team" philosophy and a cooperative spirit. Vendors are strongly advised to refrain from openly criticizing or challenging other vendor's products, displays, pricing, etc. Any questions regarding another vendor's participation must be directed solely to the Market Master. Failure to comply may lead to suspension and or dismissal.

REDFORD TOWNSHIP RESPONSIBILITIES

- a) If the decision is made to change a market rule, seasonal vendors will be given a seven-day notice prior to the new rules taking effect. Others will be notified in a timely manner in accordance to their circumstances.
- b) The Market is not responsible for product liability or the paying of sales taxes by individual vendors. The Market is not held responsible in any way for any loss of vendor property by theft, vandalism, weather or anything outside of the control of the market administrators. Vendors agree to indemnify and hold harmless the Township of Redford, Michigan and assignees from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to activities at the Market.