

St. Joe FARMERS MARKET Waitlist & Pre-Application

Thank you for your interest in joining the St. Joe Farmers Market! Due to limited event space, we are not able to accommodate all vendor inquiries. We reserve the right to choose new vendors based on market needs. Filling out the waitlist does not guarantee acceptance into the market however, we will keep your information on file and reach out if we are looking to fill a space.

Categories that already have multiple vendors: Bakery Items, Coffee, Meat.

What we do not allow: Including but not limited to: Crafts, Information Booths, Mass Produced Items, and Food Trucks (there is no parking in Lake Bluff Park and we do not control the street parking).

General market info: Please review the "Rules & Regulations" document to get an idea of the market mechanics.

Waitlist Procedure: Please complete the bottom portion of this form and return it to St. Joe Today:
Mailing Address: 301 State Street, St. Joseph, MI 49085 | Email to: daniele@stjoetoday.com

VENDOR INFORMATION


Name (Main Contact): _____

Farm/Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

Website: _____  _____  _____

Tax ID Number: _____

A physical or digital copy of your Michigan Tax ID, FEIN or EIN must be provided to St. Joe Today in advance.

PRODUCT & BOOTH INFORMATION

Describe your farm/kitchen/productions space (licensed/certifications, etc.):

Please check all that apply and list your products:

Produce: *Fruits and/or Vegetables* _____

Baked Goods: _____

Beef/Pork/Poultry/Fish: _____

Prepared Foods: *Popcorn, Coffee, Sandwiches, etc.* _____

Dairy: _____

Bottled Preserves & Beverages: _____

Cut Flowers/Annuals-Perennials/Herbs: _____

Other: _____

I need power at my booth. *Please note that power is limited!*

St. Joe FARMERS MARKET Rules & Regulations

LOCATION: The show is located in Lake Bluff Park on Lake Boulevard in downtown St. Joseph. **This is an open-air show which takes place rain or shine (no rain date).** SJT adheres to St. Joe Public Safety's assessment of weather conditions.

TENTS | TABLES | CHAIRS: Vendors must provide their own tents, tables and chairs. Tents **MUST** be secured. Since this is an open air show, it is advised to have some sort of cover for your merchandise but it is not mandatory.

ELECTRICITY: There is limited power in Lake Bluff Park. Vendors must provide their own outdoor extension cords and they must not run over the sidewalks or high walking traffic areas. SJT does not guarantee electricity to vendors. Lake Bluff Park and all its infrastructure are city property. SJT communicates all vendor needs to the city.

ATTENDANCE: If for any reason you can't attend, please let SJT know by the Thursday before the market. Email daniele@stjoetoday.com and kira@stjoetoday.com. We mark booths first thing on Friday morning and need to be able to close up any gaps between vendors. We understand that emergencies happen and things will pop up last minute, however, we ask that you do your best to keep us in the loop. SJT strives to provide a quality market with consistent vendors. Attendance is taken each week—please contact SJT if you're running late! **Vendors need to be set and ready to sell by 9:00a.**

SHOW INFORMATION: Show hours are from 9:00a–2:00p; Extended Market Hours are from 9:00a–4:00p on select dates throughout the season. **SETUP:** Vendors may begin setting up at 7:00a the day of the event. **Vendors need to be set and ready to sell by 9:00a. TEAR DOWN:** Vendors are responsible for removal of all boxes, trash, etc. All vendors and vendor items must be off the bluff by 4:00p or be subject to fines from St. Joe Public Safety. No firearms, weapons, fireworks, explosives or illegal substances of any kind. **Vehicles ARE NOT allowed on the sidewalks or grass, even for loading and unloading.**

BOOTH INFORMATION: Booth spaces are approximately 15' x 20' but vary in shape due to the geography of Lake Bluff Park. Booths will be numbered and spray painted hash marks in the grass will indicate the perimeter of the booth. Booths are marked monthly and boundaries may shift slightly show to show. **Booth fees must be paid in full by May 1.**

MERCHANDISE: Products shall not be resold from another farm, wholesale market or store. Vendors may only sell produce grown on their premises. **ALL products must be produced by the vendor and not purchased from an outside vendor.** Any bottled, prepared or packaged foods should be produced in a licensed kitchen, if applicable. Michigan Cottage Food Law products are allowed, but SJT asks that vendor follow all Michigan Department of Agriculture regulations – michigan.gov/mdard. **All packed products must be labeled. PROHIBITED ITEMS INCLUDE: Crafts, antiques, working firearms, direct sales or MLM, sales of live animals. SJT reserves the right to ask a vendor to remove merchandise from their booth that does not adhere to these guidelines.** Failure to comply with the Michigan Department of Agriculture and/or Berrien County Health Department regulations may result in expulsion from the market without refund.

DISPLAY: The display of products must be clean, organized, priced and visibly neat. Food covers should be used as applicable. SJT reserves the right to require a clean and professional presentation. Please do not display merchandise on any historic monuments, plants, benches or permanent signs.

TAX ID: Vendors may participate in one (1) show per calendar season without a Michigan Sales Tax ID, FEIN or EIN – no exceptions. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Michigan Sales Tax ID, FEIN or EIN!** Learn more about how to obtain a Michigan Sales Tax ID by visiting michigan.gov/taxes or by calling the Michigan Department of Treasury (517) 635 6925.

LIABILITY: SJT accepts no responsibility for loss, damage, or theft of merchandise.

CANCELLATIONS & REFUNDS: Fees are non-refundable in the event of vendor cancellations, no shows or weather. Shows will take place rain or shine.

PARKING: Each booth is allowed **ONE (1)** parking space along Lake Boulevard. Parking passes for the season will be given out on the first market day. Passes must be placed on the driver's side windshield of the vehicle or the left-hand side of the trailer. If parking in an angled space, please park with the windshield facing Lake Boulevard. If you have a vehicle and a trailer you must **CHOOSE ONE** to park on Lake Boulevard. **Additional vehicles must be moved to an all-day parking lot on the east side of Main Street OR vendors may choose to pay the NEW city parking fees on the west side of Main Street, May–September.** Please be respectful of other vendors. Parking spaces are not reserved and are available on a first-come, first serve basis. Vehicles that lack a parking pass will be subject to towing and/or tickets issued by St. Joe Public Safety. Double parking on Lake Boulevard is not permitted and subject to fines.

QUESTIONS? Please contact Daniele Crevier at daniele@stjoetoday.com or (269) 985 1111.