

# Middleville Market 2025 Applications & Policies

## LOGISTICS AND VENDOR RESPONSIBILITIES:

The Middleville Market is in the Village of Middleville at the Community Pavilion (91 East Main Street, Middleville, MI). The Market will be open on Fridays from 3-7p.m May 23rd - October 17th. Vendors are required to set- up 1/2 hour prior to market hours. The Pavilion is a shared community space; therefore vendors may not begin setting up before 2:00 pm without written permission from the Market Master. All vendors (seasonally or weekly) must submit a complete and signed application by May 1st, 2025. This will be reviewed and either approved or rejected by the Market Advisory Committee. Vendors will be contacted by May 10th if their application has been approved, and payment will be due at that time. Daily vendors should contact the Market Master by Wednesday preceding the Friday Market in which they wish to participate. An application is not considered approved unless a written statement of acceptance has been issued by the Market Master and payment has been received. Vendors are expected to remain open during the entire length of the Market Day unless all their products have been sold. Booth payment will be accepted in person through cash or check payment. All checks should be made out to Middleville DDA and paid prior to the market date the vendor is attending. Applications submitted after May 1 cannot guarantee approval before the desired market date and will be reviewed on a case-by-case basis.

## Who Can Participate and What Can Be Sold:

Vendor space is open to any Michigan grower, specialty food processor, non-food agricultural producer, and artisan. Approval of vendor applications must be given prior to the day of sale at the Market. An effort will also be made to assure variety in the products being sold. All products sold must be Michigan grown, produced, processed, and/or crafted. Farm Products must be grown or raised by the vendor upon land that they control through ownership, lease, rental, or other legal agreement. These products include, but are not limited to, fresh fruits and vegetables, nuts, honey, eggs, herbs, meat, and dairy products. Fish Products must be caught in Michigan waters. Artisan work is subject to jury review by the Market Advisory Committee (see Artisan Information and Application for more details). Vendors are required to display the pricing of all products. Vendors may not sell any products or substances prohibited by federal, state, or local law, ordinance, or other regulation, or products containing any such prohibited substances. All licenses, seals, permits, sales tax information, and other legal requirement for the sale of any items shall be the responsibility of the vendor.

Licensed vendors must maintain a current copy of license on file with the Market application. The Market Master reserves the right to have items removed from the space if different from the original approved application.

## Vendor Space Assignments:

A Vendor space is defined as a 10 x 10 foot space, and displays may not exceed those dimension without written permission from the Market Master. A space does not include any additional amenities, and vendors must supply their own tables, chairs, and display items.

Seasonal approved vendors who apply before the May 1st deadline will have a guaranteed space reserved each week; however, the location of that space may vary week to week to better accommodate the dynamics of the Market as assessed by the Market Master. Spaces will be relinquished for the day if the assigned vendor is not present 30 minutes prior to the start of the Market (i.e. 2:30 pm). **Specify on your application if more than one booth space is needed.**

All vendors are required to park remotely so the spaces nearest the market may be utilized by patrons. Vendors must remove trash and litter from any source before their departure, subject to grievance write-up.

### **HOLD HARMLESS CLAUSE:**

In consideration for being accepted as a Vendor at the Middleville Market, to the extent allowed by law, Vendor hereby agrees to defend the Village of Middleville, County of Barry, Middleville Market, "Market Master", and Middleville DDA, including their respective officers, representatives, committee members, employees, and other agents and representatives (referred to collectively as the "Market Parties") against any claim of liability, including but not limited to claims based on the Market Parties' own negligence, even if such claim is false or fraudulent, and to defend the Market Parties against any claim or liability that may arise as a result of any accident or occurrence in, at, or on the Middleville Market or the grounds on which the Market is held (the "Premises"). Vendor further agrees to indemnify, defend, and hold harmless the Market Parties against any and all liability, losses, or damages or any expenses whatsoever, including attorney's fees, to the Market Parties as a result of any claims, demands, damages, costs, or judgments against one or more of the Market Parties that may arise in connection with Vendor's activity, whether on the Premises or as a result of any sale of any product or other activity of the Vendor at the Middleville Market, occasioned by an act or omission of the Vendor or anyone claiming by, through, or under the Vendor, even if such claim(s) are false or fraudulent.

### **INSURANCE NOTE:**

Vendors are strongly encouraged to carry their own liability insurance against injury and product liability. You are responsible for protecting your own assets and resources. The Middleville Market does not provide insurance (personal liability, product liability, etc.).

### **VENDOR CODE OF CONDUCT:**

- Be courteous and respectful to everyone.
- All Food Vendors are to use safe food handling practices.
- Keep vendor space clean, neat, and orderly during market hours.
- No obscene language or behavior (swearing, signs, or conduct).
- If there is a concern, please file a grievance.
- No smoking or vaping are allowed in the pavilion at any time.
- Remove all items from the Market within one hour after Market closes.
- Applicable Vendors must comply with the Michigan Cottage Food Laws and accepted products.
- Proper labeling is Vendor responsibility. Label submissions as applicable are required with application for market review as a service only to vendor.
- Zero tolerance for sexual harassment, hawking, dumping, badgering, and/or degrading other vendors or customers. Any of these behaviors may result in accelerated grievance proceedings up to and including immediate expulsion from the Market.
- All Vendors are required to have and display a copy of all federal, state, and local licenses necessary for products to be sold.
- While the Market is a family-friendly atmosphere, vendors who bring their children must supervise their children always.

**For further information regarding Cottage Food Law and supplemental resources check out the Middleville DDA website**

## **Middleville Market - Local Entrepreneur Booth Guidelines**

The Local Entrepreneur Booth was created to support newer businesses, independent brand representatives, and service-based vendors who may not qualify for the Traditional Booths at the Middleville Market.

This space is ideal for businesses that:

- Represent a parent company (e.g., Red Aspen, Scentsy, Color Street, etc.)
- Offer services (e.g., massage therapy, fitness instruction, financial coaching)
- Are in the early stages of launching and do not yet offer handmade or Michigan-made goods

### **What's Allowed**

- Product reps with a clean, professional display
- Service providers offering info, demos, or booking options
- Small businesses testing the market with early-stage concepts

### **What's Not Allowed**

- Direct sales or multi-level marketing recruitment (no sign-ups or team building)
- Loud or overly aggressive sales pitches
- Booth sharing without prior approval

### **Please Note:**

- Spaces are limited and participation may be rotated to ensure variety
- Businesses must be respectful of neighbors and maintain a clean, welcoming booth
- We reserve the right to review displays to ensure they align with the purpose of the space

When completing your vendor application, please indicate that you are applying for the Local Entrepreneur Booth so we can place you accordingly.

Thank you for helping us keep the Middleville Market a welcoming, creative, and community-focused space for all!

If you have questions, feel free to contact:

Kassandra Clark, Community Development Coordinator

Email: [clarkk@villageofmiddleville.org](mailto:clarkk@villageofmiddleville.org)

# 2025 Middleville Market Vendor Application

**NAME:**

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**ADDRESS:**

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**STATE:**

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**EMAIL:**

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**WEBSITE:**

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**BUSINESS/FARM NAME: CITY:**

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**ZIP:**

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**PHONE:**

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**Please circle products that you plan to sell at the Market:**

BAKED GOODS

BEDDING PLANTS

DRIED FLOWERS

CUT FLOWERS

FRESH CUT FLOWERS

FRUIT

GREENS HANGING

BASKET HERBS

HONEY MAPPLE

SYRUP MEAT

PERENNIALS

VEGETABLES

OTHER \_\_\_\_\_

ARTISAN CRAFTS & COTTAGE FOOD ON NEXT PAGE

**MARKET ANNUAL FEES & MEMBERSHIP - 10 ft X 10 ft**

**\$10 - 15 A DAY (The daily fee will be \$15 if over 90% of spaces are booked).**

**\$125 A SEASON**

I have read and agree to comply with the Middleville Market Policies in their entirety. I hereby grant permission to be photographed, voluntarily and without compensation, understanding that the same is intended for publication by print media, newspaper, television, digital mass media, or video. If the undersigned is an agent or representative of Vendor, he or she attests to possessing the authority to sign this Agreement on behalf of Vendor.

PRINT NAME

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SIGNATURE

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**Please attach a copy of all required licenses and any special consideration requests to this application.**

## **2025 Produce and Food Information and Application**

- 1.) What do you produce?
- 2.) What other farmers markets do you attend?
- 3.) What brought you to the Middleville Market?
- 4.) Are you a Cottage Food Producer? YES NO
- 4a.) Are you current on food safety rules and standards? YES NO
- 4b.) Are you current on labeling requirements? YES NO
- 4c.) Are you current on acceptable foods and storage requirements?

YES NO

If you answer "No" to any of items related to question 4, please review the Michigan Cottage Food Laws: [https://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)

Vendor hereby acknowledges that he/she has read and verified his/her responsibilities regarding Michigan Cottage Food laws, and the Middleville Market Policies.

Signature:

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Date:

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Print Name:

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# Artisan Information and Application

Artisans:

Please include *three photos of your work and a photo of your display* for jury approval with application.

The application and photos will be reviewed and approved by the Middleville Market Advisory Committee. All work must be handcrafted or created by Michigan residents only. No imported, wholesale, brokered or commercial items may be sold. Artists may display and sell only the types of work represented in photos submitted with this

application. Photos may be used for promotional purposes.

3 photos of work

1 photo of space set-up (if applicable)

A REMINDER: If it is determined that the work displayed has not been handcrafted by you, we reserve the right to ask you to leave without a refund of your space fee. There are no refunds.

email to [clarkk@villageofmiddleville.org](mailto:clarkk@villageofmiddleville.org)

## **PAYMENT INFORMATION**

**Payment will be collected prior to set up at vendors first market. Cash and checks are accepted.**

**All checks should be made payable to Middleville DDA. If paying in advance:**

**Checks can be dropped off at the Village of Middleville 100 E. Main St, Middleville Michigan 49333. Or mailed to P.O. Box 69.**