



Market/Event Manager: Teri Schut  
tschut@hudsonville.org  
(616) 669-0200 x 1416

Market Location:  
3380 Chicago Drive,  
Hudsonville, MI 49426  
[www.TerraSquare.com](http://www.TerraSquare.com)

# 2024 Hudsonville Farmers Market Application

Wednesdays: June 5 to September 25 | 9:00 am – 1:00 pm

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Spaces Needed (Maximum of 3): \_\_\_\_\_

Annual Vendor:  Covered Outdoor Spaces: \$175 / season per space  
 Uncovered Outdoor Spaces: \$100 / season per space  
 Indoor Spaces: \$175 / season per space

Daily Vendor:  Please check boxes for dates **you are** attending. Rate: \$15 per day

<input type="checkbox"/> June 5	<input type="checkbox"/> July 5 ( <b>No Market</b> )	<input type="checkbox"/> August 7	<input type="checkbox"/> September 4
<input type="checkbox"/> June 12	<input type="checkbox"/> July 10	<input type="checkbox"/> August 14	<input type="checkbox"/> September 11
<input type="checkbox"/> June 19	<input type="checkbox"/> July 17	<input type="checkbox"/> August 21	<input type="checkbox"/> September 18
<input type="checkbox"/> June 26	<input type="checkbox"/> July 24	<input type="checkbox"/> August 28	<input type="checkbox"/> September 25 (Last Market)
	<input type="checkbox"/> July 31		

Equipment requested (if available - included in cost):  Electrical Connection  Access to water

Products Selling: \_\_\_\_\_

### For Office Use Only

Grower & Food Vendor  Liability Insurance Submitted Date Expires: \_\_\_\_\_  
 General

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Space Number(s): \_\_\_\_\_

No Change to ACH form on file: \_\_\_\_\_  ACH form received  
(Signature)

Return completed form to: **City Hall at 3275 Central Blvd. Hudsonville, MI 49426** or  
Email: [tschut@hudsonville.org](mailto:tschut@hudsonville.org) - Checks made out to: the **City of Hudsonville**.

\*ACH Payments will be drawn in May\*

## 2024 Hudsonville Farmers / Crafters Market Rules

1. The market will be open to the public from 9:00 a.m. to 1:00 p.m. on Wednesdays from June to September 2024. Vendors are required to remain open the entire time for sales. No leaving early.
2. All vendors must cleanly and clearly display their name or their company's name.
3. In order to claim their space, an annual vendor needs to be present by 8:00 a.m. Space may be rented out to a daily vendor after that time. An annual vendor cannot designate who gets their space if they are not present, nor can they sublet their space.
4. Daily spaces will be assigned on a first come, first serve basis, starting at 8:00 a.m. If a vendor is knowingly late or will not be coming to the market that week, please call Teri Schut at 669-0200 x 1416 or 669-1184.
5. Daily Vendors must pay prior to set up.
6. Vendors are expected to have quality produce. Selling overripe, spoiled or unusable produce is not permitted. Vendors are also required to comply with all Michigan Department of Agriculture Rules and Regulations. Contact them for questions at (616) 356-0600.
7. Vendors selling plants, processed foods and meats must be inspected and must have permit readily available. Vendors selling baked goods are required to have proper labeling with list of ingredients.
8. Permanent markings such as staking in the parking lot or painting is prohibited.
9. Dumping of produce/product into trash cans is forbidden. You are required to take home everything that you do not sell, including boxes, bags, etc.
10. Each vendor is expected to clean his or her stall at the end of each day and have a neat, clean display for their items during the period that the market is open. If the Market Manager or City Employees clean the area, the renter will be billed, and could have their position on the market jeopardized. A daily booth may be reserved by paying the rental fee. If the vendor hasn't arrived by 8:00 a.m. the Market Manager may give said spot to another vendor.
11. The Market Management reserves the right to deny a vendor the privilege of selling at the market for any reason. Reasons may include misrepresentation of products, non-payment of fees, poor quality of produce, or disorderly conduct.
12. All market vendors and market customers are prohibited from bringing pets (i.e.) dogs, cats, etc. into the produce sales area, due to health and sanitation standards as prescribed by the Michigan Department of Agriculture, with regard to public food markets.
13. All out of state produce must be labeled to its origin and can only consist of up to 10% of a booth's total goods.
14. Overt sales tactics and "hawking" are not allowed on the market. Offenders may be asked to leave the premises.
15. A seasonal vendor who misses three (3) consecutive unexplained market days may lose their reserved space without refund.
16. If a vendor is to miss a day, they are to contact the Market Manager 24 hours prior to the market starting.
17. Vendors stating that they grow organic products must post their organic certification and provide the Market Manager with a copy.
18. Smoking is only permitted in the designated smoking area.
19. No alcohol prohibited on site without an approved license to serve or sell alcohol products.
20. If needed, the Market Manager will organize a waiting list. Vendors from the waiting list may not be filled on a first come first served basis but may be contacted when availability arises for their product.
21. Vendors must stay within their designated space. This includes their product, tables, and tents.
22. Samples of food products given to the public must be handled as required by the Health Department of Ottawa County.
23. The Market Manager has absolute authority.
24. The Terra Square Board oversees the management of contracts. They will submit questions or concerns to the Market Manager.
25. Equipment will need to be taken with the vendor at the end of the day. No vendor equipment can be left at Terra Square.

## CATEGORIES:

1. A mixture of vendors will be carefully monitored by the Market Manager who can also limit the number of vendors per category.
2. 80% of the seasonal volume shall be of their own production. Please note, if less than 90% of a grower's own production, the Michigan Department of Agriculture requires a Food Establishment license. Forms are available from the Michigan Department of Agriculture at (616) 356-0600.
3. Crafters shall sell homemade goods of which 60% is of their own design. Manufactured products are prohibited.

Categories represented can include:

- Vegetables
- Fruit
- Herbs
- Condiments (jam, honey, butter, dip mixes, salsa, barbeque sauce, spices, hummus, syrup, spreads, sauces, etc.)
- Baked Goods
- Meat (frozen, fresh, jerky)
- Milk/Cheese/Ice Cream
- Eggs
- Beverages (coffee, cider, beer/wine, tea/espresso)
- Flowers/Plants/Cut Flowers
- Dry Goods (beans, pastas)
- Ready to Eat Foods
- Snacks (granola, chocolate, kettle corn, pretzels, popcorn, dips)
- Home Goods

## Insurance:

Growers and Food Vendors are required to provide General Liability Insurance and Product Insurance, listing the City of Hudsonville as additionally insured in the amount of at least \$500,000 per occurrence and in the annual aggregate.

I understand that by submitting this application for the Terra Square Farmers Market, we hereby release the City of Hudsonville from any liability or responsibility for any injures or damages that result from our participation in the market. I further understand that the City of Hudsonville is not responsible for lost or stolen goods or damages.

The undersigned, all my representatives and I agree to abide by the rules, which I have reviewed.

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Signature:

Date:

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Print Name: