

- CITY OF PLAINWELL -
**FARMERS'
MARKET**



Plainwell Farmers' Market

2026 Application Form Outdoor Market

Returning Vendor applications due by March 31st, 2026.

Returning Vendor Acceptance Notices will be delivered via email no later than

April 7th, 2026 (Check your SPAM folder)

Questions: market@plainwell.org or call (269) 685-6821

COMPLETE ALL APPLICABLE FIELDS

INCOMPLETE / ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED

Name:	(required)	
Business Name:	(required)	
Address:	(required)	
State/Zip code	(required)	
Phone:	(required)	
Email Address:	(required)	
Farmers/ Producers	USDA Organic YES *copy of license required Ecologically Grown YES MEAEP verified Local Farmer YES Carrying no special license	
Cottage Food Laws & Labeling	https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information Provide a sample of your labels with your registration	
Crafters:	Michigan Sales Tax License# _____	
Are encouraged to possess a Michigan Sales Tax License and provide a copy to the Market	An application for sales tax can be completed on the Michigan Department of Treasury website www.michigan.gov/taxes under Sales and Use Tax. The Michigan Department of Treasury offers an online business registration process that is easy, fast, secure and convenient. There is no fee to obtain a Sales Tax License.	
Emergency contact:	Name:	
(required)	Relationship:	
	Phone Number:	
Social Media Sites	Website:	
	Facebook:	
	Instagram:	
	X/Twitter:	
	Other:	

Describe your business (please check all boxes that apply)

- Farmer
- Food Producer (state-licensed kitchen)
- Food Producer (non-licensed kitchen/cottage law)
- Crafter/Artisan (items to be sold must be produced by crafter/Artisan)
- Food Truck (Submit License with Application)
- Other Describe – (Entertainment, non-Profit, etc.)

Farmers:

Provide a detailed list of all items you plan to sell and list all products grown and raised on your property:

Please list all items you are brokering: only 30% of your table may be brokered products. Brokered products must be labeled to denote their origin. Commercial, mass-produced items are only allowed if locally owned and produced by the vendor in Michigan.

Brokered Produce Providers:

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

*All brokered products require labeling and Market Manager Prior Approval

Cottage Food Vendors:

Provide a photo or printout with an example of your food labeling so we can ensure compliance with MDARD Cottage Food Laws. These must be included in/with your application. See <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information#Labeling> for labeling requirements.

Provide a detailed list of all food products you plan to sell:

* Any additions to this list after your acceptance must be approved by the market committee.

Licensed Kitchens:

Provide a copy of your state license in/with your application.

Provide a detailed list of all food products you plan to sell:

* Any additions to this list after your acceptance must be approved by the market committee.

Crafters / Artisans:

Provide a detailed list of all products you plan to sell:

* Any additions to this list after your acceptance must be approved by the market committee.

All Cottage Food and Crafter / Artisans:

All cottage food and crafter / artisan vendors must provide a minimum of three photos of your products with your application. This helps us ensure only quality products are being provided to our patrons and helps avoid too much duplication of items being sold at the market. Include the photos in/with your application.

Plainwell Farmers' Market Outdoor 2026 Information & Fees

Market applications are reviewed and approved by the Market Committee which is a group of vendors like you who sell a variety of items. Your acceptance into the market is not guaranteed.

1. Market stalls are defined as a 10'x10' area and a vendor is limited to two spaces.
2. Dates of commitment and hours of market operation:
 - a. Thursdays starting May 7th through September 24th
 - i. location: Hicks Park, 101 Allegan Street, Plainwell, MI 49080
 - b. Normal hours are 3pm to 6:30pm

Payments After Acceptance

1. Payments are to be made after your application has been accepted by the market committee.
 - a. Make checks payable to the City of Plainwell, 211 N. Main St., Plainwell, MI 49080.
 - b. No payments can be accepted at the market site. All payments must be made via City Hall.
 - c. Seasonal vendor payments must be received on or before May 6th.
 - d. Weekly vendor payments must be received a day prior to your selected event.
 - e. Vendor fees will NOT cap out at the seasonal rate.

1. Cost per stall:

Vendor Type	Fee
Seasonal	\$110
Monthly	\$50
Weekly	\$15

Indicate the date(s) you plan to attend:

Toggle All Dates

<input type="checkbox"/>	May 7 th	<input type="checkbox"/>	May 14th	<input type="checkbox"/>	May 21st	<input type="checkbox"/>	May 28th	<input type="checkbox"/>	Jun 4th	<input type="checkbox"/>	Jun 11th	<input type="checkbox"/>	Jun 18th
<input type="checkbox"/>	Jun 25th	<input type="checkbox"/>	Jul 2nd	<input type="checkbox"/>	Jul 9th	<input type="checkbox"/>	Jul 16th	<input type="checkbox"/>	Jul 23rd	<input type="checkbox"/>	Jul 30th	<input type="checkbox"/>	Aug 6th
<input type="checkbox"/>	Aug 13th	<input type="checkbox"/>	Aug 20th	<input type="checkbox"/>	Aug 27th	<input type="checkbox"/>	Sep 3rd	<input type="checkbox"/>	Sep 10th	<input type="checkbox"/>	Sep 17th	<input type="checkbox"/>	Sep 24th

There will be NO REFUNDS of market fees once paid.

Community Service Organizations: Charitable, educational, or other community service organizations that wish to apply for a stall must apply for approval by the Market Committee prior to the applicable Market Day. No political organizations or corporations shall set up stalls within the market.

Musicians and other Artists: (face painters, balloon artists): Material must be appropriate and consistent with the market atmosphere. There will be no fee, and donations may be requested/collected.

Set-Up

- 1) Set-up will take place on Thursdays beginning at 2:00pm.
 - a) Vendors must arrive prior to 2:30pm on the day of the market and be ready to sell by 2:50pm.
 - i) At 2:30pm, vacant vendor spaces will be reassigned to another vendor unless prior arrangements have been made. This is to avoid obvious gaps and provide a good appearance to patrons.

Please sign below to indicate that you agree and have read the attached rules of the market.

Failure to adhere to any of the rules, regulations, or vendor ethics may result in forfeiture of your space and booth fee.

The Market will operate on a "three strikes" policy for breaking any rules, regulations or ethics. Violations deemed severe may result in immediate termination and forfeiture of all market privileges.

1. First violation will result in a verbal warning
2. Second violation will result in a written warning
3. Third violation will result in suspension or termination of Market privileges for a period to be determined by the market committee and the City of Plainwell.

Signature _____ Date: _____

Rules & Regulations for Plainwell Outdoor Farmers Market

The goals of the market are fourfold: 1) to be a profitable outlet for local vendors, 2) to create a gathering spot and opportunity for social interactions for area residents, 3) to provide a predictable, ample selection and variety of high quality fresh, locally-grown produce and crafts for customers, and 4) to bring people together and foster a sense of community.

Location:

Plainwell Farmers Market is located at Hicks Park, 101 Allegan Street, Plainwell, MI 49080

Dates/Times:

The market will be open on Thursdays, May 7th to September 24th from 3pm to 6:30pm.

Parking:

Parking at your vendor stall will NOT be allowed. Do NOT operate any vehicles in the vendor/park area. A vendor parking area will be designated.

Stalls:

Vendor spaces are assigned by the Market Manager with a preference for farmers/produce. Remaining spaces are assigned in a manner that separates vendors of similar items from each other, with preference given to seasonal and returning vendors.

Rules: (Agree to each rule by a check)

1. _____ To maintain a quality appearance for our patrons, vendors are expected to remain open during the entire length of the market unless all products have been sold prior to market closure. Prior approval from the Market Manager for other reasons may be approved on a case-by-case basis. However, thunderstorms, heat index above 90 degrees or other inclement weather may force the market to close early.
2. _____ Vendors are expected to provide their own tables, chairs, bags, change, and displays. Additionally, each vendor must display a sign, 12 x 16 (minimum in size) in the stall area that identifies the name and location of the business. If you have brokered products, the name and location where the item was purchased must also be listed.
3. _____ Vendor tents/canopies must be weighted enough to sustain high winds, minimum of 25lb per leg. No stakes are allowed. Vendors are responsible for tents/canopies that may dislodge and cause damage to people and/or property.
4. _____ All vendors must post prices in full view of the patrons and it must be clearly legible.
5. _____ Stalls are to be kept hazard-free and reasonably attractive. The vendor must clean and remove all refuse from their area before their departure.
6. _____ All produce must be stored and displayed at a reasonable distance above ground (minimum of 18 inches) except for watermelons, pumpkins, flowers in containers, or other items in water for freshness. All produce must be local, mature, not overripe, void of decay and harvested a reasonable amount of time before its sale.
7. _____ Vendors shall always conduct themselves in a pleasant and courteous manner with customers and other vendors.
8. _____ Any grievance regarding another vendor should be immediately directed to the Market Manager.
9. _____ Vendors must be pre-registered and pre-approved. No Drop ins allowed.

10. _____ You must comply with all Michigan Cottage Food laws, state guidelines and labeling. See <https://www.michigan.gov/en/mdard/food-dairy/michigan-cottage-foods-information> for more information.
11. _____ The intention of the Market is to sell fresh Michigan-grown fruits, vegetables and flowers/plants to area residents. The Market tries to avoid direct competition with the local business community while maintaining a vibrant market environment and recognizes that at times these lines are gray. Thus, the Market Committee or City of Plainwell will hold final authority on whether a product is allowed for sale at the market or not.
12. _____ Smoking and alcohol are prohibited in the market area.
13. _____ You must comply with all county, state, local licensing requirements and laws
14. _____ All vendors must sign and agree to the City of Plainwell Hold Harmless Agreement before receiving a stall assignment.
15. _____ Craft or Artisan vendors must have some involvement in the creation of all products displayed for sale in their area. No brokering allowed.
16. _____ Only one business or vendor may utilize an approved market stall. No stall sharing will be allowed. If two or more vendors wish to sell products, they must each provide their own application and pay appropriate fees. They may then continue to share a stall or ask that one be assigned individually.
17. _____ If you are sick or not feeling well, stay home! Contact the Market Manager via text or phone at (269) 532-0776 or via email at kim@kimmiescreations.com so your stall can be reassigned. Then, get better!
18. _____ No Call/No Show: vendors who fail to notify the Market Manager of an absence prior to their scheduled event will forfeit their fee for the event and may lose their regularly assigned stall position and be subject to random stall assignments in the future. This will also result in a "strike".
 - a. Notification means an email to kim@kimmiescreations.com or a text or phone call to (269) 532-0776.
 - i. Any other method of contact, i.e. Facebook comments, comments attached to Facebook posts, instant messages, etc. will not suffice because they may not be received in a timely manner.
 - b. Emergencies happen so it is requested notification be made when it is possible, in such situations.

Ethics:

We expect vendors to conduct themselves in a pleasant and courteous manner to all people at the market. Breaches of vendor ethics by the vendor or their employees may result in immediate dismissal of the vendor from the Plainwell Farmers' Market and forfeiture of vendor booth and fees. A vendor who has been dismissed may return after a review and approval from the Market Committee and the City of Plainwell Economic Development Manager. Breaches of vendor ethics include but are not limited to:

- Misrepresentation of product and/or violation of truth in advertising
- Inappropriate airing of grievances in public
- Creating a public disturbance
- Fighting, arguing or being boisterous.
- "Hawking" is defined as speaking in a tone of voice louder than normal for the purpose of bringing attention to oneself, space, or products; creating conversation designed to draw customers away from other vendor's space; standing in or blocking the customer aisle in such a manner as to attempt to direct customers to one's space or products.
- Discrediting another vendor's product for one's personal gain will not be tolerated. If you have concerns about another vendor's product, please contact the Market Manager.
- Participating in Market functions while under the influence of any intoxicants
- Committing any illegal act

Failure to adhere to any of the rules, regulations, or vendor ethics may result in forfeiture of your space and booth fee. Refer to the three strikes policy previously defined in the application.

Products Vendors May Sell

- Farm Products: are grown and 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.
- Meats – Must be owned and raised by the farmer selling them. It must meet Federal, State, and Local preparation, licensing, labeling, and storage regulations. All poultry meats must carry an appropriate inspection seal. Beef, lamb, and pork must be processed in a USDA-inspected slaughter facility and carry the USDA seal.
- Eggs - All eggs sold must come from flocks owned and raised by the farmer selling them. Selling eggs from other farms is prohibited. All eggs to be sold must meet Federal, state, and local preparation, licensing, and labeling, and storage regulations.
- Processed Farm Products - are permitted as long as they have been processed by the vendor and made from the raw farm ingredients they produce (such as cheese, dried fruit, vegetables, juices, jams, etc.) All processed goods must be individually labeled with the ingredients or have an ingredient list prepared and available upon request.
- Dairy – All dairy products, including cheese, yogurt, and cream. etc. must meet Federal, State, and local licensing, labeling, and storage regulations.
- Fish and Seafood Products- must come from a commercial fisherman or licensed distributor.
- Nursery Products- are grown or raised by the vendor upon land that they control through ownership, lease, rental, or other legal agreement. Nursery products are fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees, or shrubs that are propagated from seed, cuttings, bulbs, plugs, or plant divisions.
- Foraged Products- are mushrooms and wild berries gathered from public and/or private land by the vendor.
- Processed Non-Food Agricultural Products- are allowed if they are processed by the vendor and made from all-natural ingredients (such as beeswax candles, handmade soaps, etc.). Vendors must have an ingredient list prepared and available upon request. Individual labeling is preferred.
- Baked Goods: are allowed if properly labeled and prepared in a licensed kitchen or under Michigan Cottage Food Laws.
- Arts and Crafts: permitted if the vendor had some involvement in the creation of the item. Farm products will be given precedence over baked goods and crafts.
- Cannabis Products: Applications from vendors selling cannabis products will only be considered if products are limited to hulled hemp seed, hemp seed protein powder, hemp seed oil, topical CBD, and smokable hemp flower. Vendors selling marijuana products, CBD edibles, CBD pet treats, and viable hemp seeds, starts, and plants will not be considered. CBD products must be clearly labeled and marketed for topical use only. Vendors selling topical CBD products and smokable hemp flower must possess a valid Processor-Handler License for cannabis products. Please refer to the [Michigan Farmers Market Association's Cannabis Legality Chart](#) for more information on product legality, regulation, and licensing. Plainwell Farmers' Market has sole discretion to approve or deny an application.

Plainwell Farmers Market

Hold Harmless Agreement

Page 1 of 2

By signing this agreement, a Vendor agrees to:

Indemnify, defend and hold harmless the City of Plainwell, its officers, employees, volunteers, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Vendor's use or occupancy of the Facility (Farmers Market) and adjoining property.

Comply and/or will comply with all applicable and appropriate laws, rules and regulations pertaining to participation in the Farmers Market and agree to comply with all Michigan Department of Agriculture Rules and Regulations, the Michigan Cottage Food Law, and applicable US Department of Agriculture (USDA) laws and regulations relating to its food, product, or goods.

A vendor of all baked and/or processed foods agrees to follow current Michigan Department of Agriculture and Rural Development rules (MDARD). If you are required to create your food product in a licensed food kitchen you will obtain a license from MDARD or USDA for the preparation process.

A vendor selling processed foods agrees to label them according to MDARD and USDA rules. It is suggested, not required, that vendors selling processed foods should obtain a minimum of \$500,000 product liability insurance for their own protection.

A vendor agrees to provide appropriate and required licenses with the City of Plainwell and maintain a copy at the Facility during the event. Vendors will not be allowed to operate at the Facility until such has been filed.

Michigan Cottage Food Law information:

<https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information>

Business Name

Plainwell Farmers Market
Hold Harmless Agreement
Page 2 of 2

Signed: Name of Individual

Date

Business Name, Address, City, State & Phone number

Signature: City Representative

Date

This button may not function for all PDF readers. As an alternative email your completed agreement and market application to market@plainwell.org