



Ada Farmer' Market 2026

Vendor Application & Agreement

2026 Vendor Registration Form

Welcome and thank you for applying to Ada Farmers Market!

OUR MISSION is to create meaningful connections between farmers and local consumers. At Ada Farmers Market, we strive to cultivate a vibrant community where individuals of all ages can explore and enjoy fresh, high-quality products in a safe and welcoming atmosphere.

PURPOSE OF THE MARKET: We're excited to create a vibrant social space where vendors, volunteers, and shoppers can come together and connect! Our market will feature a delightful variety of local products, including fresh produce, delicious cottage foods, and unique handmade crafts. Come join us and discover the fantastic offers from our community!

These include but are not limited to:

- vegetables and fruits • baked goods • jellies • dairy products • processed foods • soaps • meat • seeds • cosmetics • fish • honey • cloth crafts • eggs • maple syrup • olive oil & pasta • wool • jams • potted plants • flowers • herbs • steel crafts and products

VENDOR GUIDELINES: Vendor participation in the market is limited by the space available at the market site. Once all the spaces have been assigned, a waiting list will be established for vendors seeking to participate. Established vendors receive the first choice of market space; new, seasonal vendors will have the next choice on a first-come, first-serve basis; and day vendors will be assigned the remaining space, if available, on a first-come, first-serve basis per Market Manager approval.

SPONSORSHIP: The Ada Farmers' Market ("Market") is sponsored and coordinated by the Ada Township Downtown Development Authority ("Ada DDA")

MARKET LOCATION: 7239 Thornapple River Dr. SE, Ada, MI 49301

ADA TOWNSHIP HALL: 7330 Thornapple River Dr. SE Ada, MI 49301

MAILING ADDRESS: Ada Farmers' Market, PO Box 370, Ada, MI 49301

DAYS OF OPERATION AND SEASON:

- Tuesdays, from June 2nd through October 27th

HOURS OF OPERATION

- Market hours - 9 am to 2 pm, rain or shine (unless serious weather conditions or special Ada Township events, in which case, the Market Manager will give as much notice as may be reasonably practical) except that opening and ending earlier may be granted by the Market Manager to specific vendors on a case-by-case basis.
- Vendor set-up- see Logistics section below
- Vendor complete take-down shall not occur before 2 pm unless otherwise permitted by the Market Manager. Communication with Market staff is key, emergencies are an exception, as well as inclement weather. Otherwise, leaving early will result in a violation.
- Vendors must occupy their space by 8:45am to assure its availability, as well as have their vehicle out of Market Space; vacant spaces are to be assigned by the Market Manager. Vendors must notify the Market Manager if they know they are going to be late. You will NOT be allowed to drive into the Market with your set-up. All booth materials will need to be carried in after 8:45am, as early shoppers are in the space.

FEES TO RENT SPACE:

- Season Rental (June - October): \$275 / 10x10 space *Must inform the Market Manager if you will not be in attendance by the Friday before market at 5 pm.
- Day Rental: \$25 per day *Must inform the Market Manager by the Friday before at 5 pm, if you will not be in attendance.
- See note in enforcement for daily & seasonal vendors.

VENDOR RESPONSIBILITIES:

1. Each vendor is responsible for complying with Michigan Department of Agriculture regulations and any other local, state, and federal regulations that pertain to the items he or she sells at the Market.
2. Each vendor is responsible for representing his or her goods in compliance with local, state, and federal regulations concerning the origin and production of those goods (for example, about labels that say “natural”, “organic”, “Michigan grown”, “handmade”, etc).
3. Value-added products and Cottage foods are allowed as long as they are properly labeled under state and local rules and regulations.
4. Reselling is allowed only if the origin of the goods is clearly labeled with signage and with specific approval of the Market Manager.
5. Each vendor, by signing this vendor packet, understands and acknowledges that the Ada Farmers Market is exempt from liability for any mishaps that may occur at the Market.
6. Sales taxes are the responsibility of each individual vendor.
7. Each vendor is required to obtain general liability insurance and provide proof of insurance to the Market Manager to keep on file for the season.
8. Vendors must furnish their overhead covering, if desired, and must properly secure this covering against any possible inclement weather. Please note this is a windy parking lot. Do not forget your weights.
9. Vendors must arrive at the Market on time and complete their setup before the Market opens. --Vendors are encouraged to ask early customers to wait until the Market officially opens before selling items. You must be fully set up 15 minutes before the Market starts.
10. Vendors must stay until the Market closes and must wait until it closes before they begin to take down displays and pack up merchandise (unless an emergency arises and/or the Market Manager approves of early dismissal).
11. Vendors must communicate with the Market Manager if not attending on scheduled dates. Must inform the Market Manager by the Friday before at 5 am, if you will not be in attendance. No-calls/no-shows compromise the success of the entire market. You may lose your spot for a no-call/no-show – and you may be charged a \$20 fee for a no-call/no-show.

12. Vendors must price all items in a clear and easily visible manner and display a clear and visible sign or banner of the farm or business and the city or town from where the products come.

13. Vendors must provide adequate trash containers if product samples are offered. Vendor trash from market days is to be placed straight into the dumpster – please to not dispose of your trash in receptacles meant for patrons.

14. Vendors must price goods at fair market (retail) value to not undercut the profitability of other vendors. (In other words, no dumping of merchandise at unfairly low prices will be allowed. It's not fair to farmers and other vendors who rely on sales of their products for income.) THIS WILL BE ENFORCED.

15. Vendors must list on their application all products they will be selling under appropriate categories. Failure to do so will result in not being able to sell the particular product(s) for the remainder of the entire season. Products purchased for re-selling MUST be listed as such on the vendor product form. ***Supplementing products with any other products that are partially or totally produced by anyone else is prohibited without Market Manager approval. After approval, such products must be clearly labeled as such and with their place of origin.

16. It is the responsibility of the Vendor to know and follow all guidelines and policies set forth by MDARD, USDA, Kent County Health Department, Ada Farmers' Market, and any other applicable agencies. Vendors must have all applicable licenses with them at every market.

17. Sales of THC, Raw Milk and/or the promotion of Raw Milk shares are strictly prohibited at the market.

18. All forms of organized or intended soliciting, proselytizing, or political activity are prohibited at the market.

Please initial_____

ENFORCEMENT

1. A vendor's Market membership may be terminated at the discretion of the Market Manager if that vendor consistently fails to meet the Vendor Responsibilities outlined and/or a safety issue occurs. Ada Farmer's Market is an at will market – safety issues get no warning.
2. The Market Manager and Ada DDA shall have the authority to interpret and enforce the Market rules.
3. The Market Manager may deny a vendor the privilege of selling at the Market on any given market day for misrepresentation of products, poor quality of products, nonpayment of fees, failure to comply with the direction of the Market Manager, disrupting the operation of the Market, or any other violation of the vendor responsibilities or Market rules.
4. The Market Manager reserves the right to reject a vendor application if, in the Market Manager's judgment, the products are not compatible with the overall concept of the Market, or the product mix currently offered at the Market.
5. Conflicts between vendors that cannot be resolved by the parties involved should be discussed with the Market Manager. If the Market Manager is not able to resolve the situation, a party involved may submit a written complaint to the Ada DDA Director & Farmers Market Committee. The Farmers Market Committee will advise the Market Manager on conflict resolutions, however the Market Manager and Ada DDA Director will make final determinations on resolutions. The Farmers Market Manager & DDA Director reserve the right to amend the rules as it sees fit in the interests of the success of the Market.
6. Note: All vendors (Both seasonal and daily) will need to let the Market Manager know by Friday at 5pm before the Market if they will not be in attendance. A \$20 fee may be assessed if this is not followed. When our Market is full, it is difficult to make last-minute adjustments when proper notice is not given to us. This will also result in a violation.

POLICY VIOLATIONS BY VENDOR

Vendors who a) violate the rules and regulations outlined in this information packet and/or b) fail to comply with vendor application requirements and/or c) fail to comply with any additional rules set forth during the Market season (notified in writing) will be dealt with under the Three Strikes Rule. Violations may deal with multiple rules or the same rule. Three violations will result in the vendor being removed from the Market for the season and may

result in permanent removal from Ada Farmers' Market. No refunds will be granted upon removal. Vendors who have been suspended shall forfeit rental of stall(s) during suspension and may be reassigned to different stalls after the suspension is lifted. These reassigned stalls (if a seasonal vendor) then become the vendor's seasonal stalls until such time that the vendor may change Market location through application of his/her seniority to occupy previously vacated stalls.

Violation records will be maintained by the Market Manager. The Market Manager will first issue a verbal warning, but a note will be made on the vendor's record. After the verbal warning, if the violation continues, the following steps will be taken:

- 1st Violation – Will be written, with a copy given to the vendor.
- 2nd Violation – Will be written, with a copy given to the vendor.
- 3rd Violation – Will result in dismissal from Ada Farmers' Market and all fees forfeited.

*Based on the seriousness of the offense, a vendor may be temporarily suspended or permanently removed from the Market if deemed necessary by Ada Farmers' Market staff and/or Ada Township DDA Director and staff. These violations may include, but are not limited to, any violations that put the health and safety of the staff and customers at risk, unreported damage to any property, etc.

Please initial_____

INSURANCE & LICENSING

1. Vendors shall maintain general liability insurance coverage and product liability insurance coverage at all times of their participation in the Market, in a minimum amount of One Million Dollars (\$1,000,000).
2. Seasonal vendors shall submit proof of insurance with the Vendor Registration Form.
3. Daily vendors shall provide proof of insurance prior to their first day of participation in the Market. The address to be noted is Ada Farmers' Market, PO Box 370, Ada, MI 49301.

4. Licensed kitchens shall provide a copy of their license on the first day of the Market before they can begin selling.
5. Craft vendors must also carry general liability insurance and, if also selling consumables, must carry product liability insurance, along with following Cottage Food, MDARD, Health Department, and any other applicable regulatory agency.

SPACE ASSIGNMENTS

1. The Market Manager will make all assignments of space location.
2. Vendors shall not move space or sublet space without the approval of the Market Manager.
3. Returning seasonal vendors will have first assignments followed by new seasonal vendors, returning daily vendors, and new daily vendors.
4. Vacant and available spaces will be assigned on a “first come, first served” basis.

PRODUCT DISPLAY

1. Vendors will be responsible for furnishing overhead coverings (tents, awnings, umbrellas 10' x 10') properly secured against any possible inclement weather and all tables, etc. for product display; such overhead coverings and tables shall not, under any circumstances, cause damage anywhere in or around The Community Church parking lot, which is the location of the Market (e.g., by stakes, etc.)
2. All products must be displayed within the assigned space unless otherwise approved by the Market Manager.
3. All vendor spaces must be under the “on-site” supervision of a responsible person 16 years of age or older.
4. All vendor tents, tables, etc. must be removed within 90 minutes following the closing of the Market.

MARKET GUIDELINES

1. Except for service animals that meet the requirements of the Americans with Disabilities Act and that are under the control of their handler, no pets or other animals shall be allowed in the Market except as shall otherwise be permitted by the Market Manager.

2. All disputes will be settled by the Market Manager.
3. The Market Manager shall determine and establish such other rules and guidelines as may be necessary to assure the orderly conduct of the Market.
4. Any vendor violating these rules, regulations, and guidelines, including the Processes and Rules attached, shall be subject to such discipline as the Market Manager shall determine and such determination shall be final. First and second warnings will be issued in writing by the Market Manager. Any third violation in a season will result in automatic expulsion from the Market. If a vendor is expelled, such vendor shall forfeit the balance of his/her seasonal fee.

TENT ANCHORING

1. All vendors who wish to set up canopies at the Market site during a normal period of Market operations, including the set up and break down period, are required to have their canopies sufficiently and safely anchored to the ground from the time their canopy is put up to the time it is taken down.
2. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell on that market day unless that vendor chooses to take down and stow their canopy and sell without it.
3. Each canopy leg must have no less than 25 lbs. (pounds) anchoring each leg. In addition, weights should:
 - a. not cause a tripping hazard
 - b. be tethered with lines that are clearly visible
 - c. have soft edges to avoid causing cuts and scrapes
 - d. be securely attached
 - e. be on the ground (NOT above people's heads).
4. Continued lack of proper anchoring may result in termination of the vendor's participation in the Market for the season.

PARKING

1. Parking is not permitted in the customer parking areas by vendors, their families, or their help during hours of Market operation.
2. Parking is available for vendor staff only in the designated areas noted by the 'Vendor Parking' layout, which will be sent with the vendor booth assignment. This allows for ease for our patrons. Failure to do so will result in a violation.

PLAN FOR MARKET SUCCESS:

- ◆ Find ways to educate customers on why it is a good thing to buy local and buy fresh.
- ◆ Keep all merchandise for sale off the ground and out of customers' way.
- ◆ Offer only your finest quality goods and services.
- ◆ No hawking.
- ◆ No smoking, chewing tobacco or vaping within Market boundaries.
- ◆ No foul language, be courteous to other vendors and customers.
- ◆ Have a back-up plan in case of bad weather.

Vendor's Affidavit:

I/We, the undersigned, have read and agree to comply with the Ada Farmers' Market "Vendor Responsibilities".

I/We take personal responsibility for compliance with all local, state, and federal regulations regarding the sale of goods at the Ada Farmers' Market.

I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on the Vendor Application filed with the Market Manager.

I/We understand that my/our Vendor Application must be updated and approved prior to selling any new items.

I/We understand that I/we am/are prohibited from supplementing my/our own products with any other products that are partially or totally produced by anyone else without clearly labeling those products as such and without Market Manager approval.

I/We acknowledge receipt of a copy of the Ada Farmers' Market Vendor Registration Form and agree to comply with all operating rules contained therein.

I/We further swear that all information provided to the Ada Farmers' Market in or along with this Vendor Application by me/us on my/our behalf is complete and correct.

I/We understand and agree that violation or falsification of any of the terms of this affidavit may result in permanent loss of permission to sell any product at the Ada Farmers' Market.

I/We understand I/we will inform and enforce all rules of the Market to all employees and/or market worker on my behalf.

Please initial_____

VENDOR APPLICATION:

Check one: New Vendor _____ Returning Vendor _____

Name of Business/Farm: _____

Vendor Business Owner/Manager Name: _____

Mailing

Address: _____

Primary Phone –

Land Line: _____ Cell: _____

Website: _____

E-mail: _____

Preferred Method of contact: Phone _____ Text _____ Email _____ Other _____

Daytime _____ Night _____

Workers/Helpers: List ANYONE working the booth OR alternate contacts

NAME - PHONE NUMBER - RESPONSIBILITIES/DUTIES

Seasonal vendor: ___yes ___no

Daily: _____

Is vehicle part of your signage: ___yes ___no

Electricity (110) (essential to vendor participating in the Market) ___yes ___no

Please note – we have a limited number of available spaces supporting an electric connection. The locations are limited to ones within a certain distance of the building, and this will affect our flexibility to place you in a larger number of potential spaces. If you are looking for a particular placement within the market and do not wish to be in proximity to the church’s building, please consider a small generator.

Listing of products to be offered (which may differ from the listing previously provided to the Market):

2026 VENDOR FEES:

SEASONAL (includes all Tuesdays, June 2nd -October 27th) SEASONAL FEE- Due May 8th, 2026, for approved/returning vendors. If applying after the start of the Market Season, payment is due within a week of approval.

Check which one:

_____ \$275.00 - For one space for the whole season (Number additional space _____ x \$275)

_____ \$25.00- Daily Fee - _____ provide number of days

Total Payment \$ _____

MARKET ATTENDANCE (Check the Dates you expect to attend) :

JUNE ___ 2 ___ 9 ___ 16 ___ 23 ___ 30

JULY ___7___14___21___28___

AUGUST ___4___11___18___25

SEPTEMBER ___1___8___15___22___29

OCTOBER ___6___13___20___27

Although the dates above are provided as reference, you are still required to notify the Market Manager at least one day in advance of your attendance to ensure proper planning and coordination (as noted in Section B).

CONSENT TO PHOTOGRAPH and/or VIDEOTAPE and DISSEMINATE WITHOUT COMPENSATION: I, _____, hereby give my consent to be photographed and/or videotaped while participating in any activity offered by Ada Farmers Market. In addition, I consent to the reproduction and use of such photographs and videotapes by Ada Farmers Market for educational, public relations and promotional purposes and I waive any claim by myself, or anyone claiming under or through me, for compensation of any kind in exchange for such photographs, video tapes and use.

REQUIRED: By signing below, you acknowledge that the information provided in this Vendor Application is true and acknowledge that by submitting this application your space assignment is pending approval. By signing below, you also acknowledge that you have read and committed to all requirements in the 2026 Vendor Registration Form.

Vendor Signature: _____ Date: _____

Please check and return the following items:

- Completed Registration Form
- Certificate of insurance coverage as required in the Market Rules (minimum amount of One Million Dollars (\$1,000,000 as noted previously)
- A copy of any special license as required by State of Michigan or Kent County Health Department.

REGISTRATION AND PAYMENT PROCEDURE:

You may request/return applications at: farmersmarket@adatownshipmi.com or you may send a completed paper application to: Ada Farmers' Market c/o Ada Farmers' Market, PO Box 370, Ada, MI 49301.

Once you have received confirmation that your application has been approved, fees may be paid by mail with CHECK OR MONEY ORDERS made to "Ada Farmers' Market" and/or you may come to Ada Township Hall and pay in-person.

An application will be considered incomplete without all items submitted and will delay approval!

Please retain the Rules, Regulations and Guidelines for future reference.

Please return vendor packet, signed and all pages initialed, with the above items checked by DEADLINE DATE May 1st, 2026.

Market Contact Information:

Market Manager: farmersmarket@adatownshipmi.com

Ada Township Hall: 616-676-9191