



Village of Bellevue Farmers Market Policies

Logistics and Vendor Responsibilities

The Bellevue Farmers Market is in the Village of Bellevue at Washington Park (200 block of N. Main St.). The Market will be open on Thursdays from 4 pm to 7 pm, May 2nd – October 24th. Vendors are required to set up ½ hour prior to market hours. The Pavilions are a shared community space; vendors may not begin setting up before 3:30 pm without express written permission from the Village of Bellevue DDA. Each vendor must submit a complete and signed application with the booth fee, which will be reviewed and approved or rejected by the Village of Bellevue DDA. If denied for any reason, the booth fee will be refunded in full. An application is not considered complete until payment has been made. An application is not considered approved unless the Village of Bellevue DDA has issued a written statement of acceptance. Vendors are expected to remain open during the entire length of the Market Day unless all their products have been sold.

Vendor Space Assignments

A vendor space is defined as a 10 x 10-foot space and displays may not exceed those dimensions without express written permission from the Village of Bellevue DDA. A space does not include any additional amenities, and vendors must supply their own tables, chairs, and display items. Each vendor will be assigned a space number under the large pavilion for farm products or the small pavilion for non-farm products. **Contact the Village of Bellevue DDA if more than one booth space is needed.**

All vendors must park remotely so patrons can utilize the spaces nearest the market. Vendors must remove trash and litter from any source before their departure. Violations could result in loss of space; no refunds of the rental fee will be given.

Insurance Note

Vendors are strongly encouraged to carry their own liability insurance against injury and product liability. You are responsible for protecting your assets and resources. The Bellevue Farmers 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 booth space clean, neat, and orderly during market hours.
- No obscene language or behavior (swearing, signs, or conduct).
- If there is a concern, please contact Village Hall.
- No smoking or vaping is allowed in the pavilions at any time.
- Remove all items from the Market within one hour of closing.
- Applicable Vendors must comply with the Michigan Cottage Food Laws and accepted products.

- Proper labeling is the Vendor's responsibility.
- Zero tolerance for sexual harassment, hawking, dumping, badgering, and/or degrading other vendors or customers. Any of these behaviors may result in loss of space; no refunds of the rental fee will be given.
- All Vendors must have and display a copy of all federal, state, and local licenses necessary for products to be sold.

Attendance Procedure

Vendors must notify the Village of Bellevue DDA of cancellations at least 72 hours before the start of the Market. A Vendor will be considered a “no-show” unless the Village of Bellevue DDA is notified. Calling or emailing are suitable methods of communication. Exceptions may be made for emergencies and at the discretion of the Village of Bellevue DDA. Repeat violations may result in loss of vendor space.

I, _____, hereby agree to comply with all rules and regulations listed in this document.

Signature: _____ Date: _____

Submit the completed application to BellevueMichiganDDA@gmail.com or Village of Bellevue 201 N. Main St. Bellevue, MI 49021.