



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 4pm to 7pm, May 4th – October 26th. 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 3:30pm 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 either 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 a written statement of acceptance has been issued by the Village of Bellevue DDA. 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 once 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. Violations could result in loss of space; no refunds of 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 own 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 are allowed in the pavilions at any time.
- Remove all items from the Market within one hour of the Market closing.
- Applicable Vendors must comply with the Michigan Cottage Food Laws and accepted products.

- Proper labeling is the Vendor 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 rental fee will be given.
- All Vendors are required to 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 prior to 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, along with completed application to: manager@bellevuemi.net or Village of Bellevue 201 N. Main St. Bellevue, MI 49021.