

## Paw Paw Farmers Market

111 E Michigan Ave / PO Box 179  
Paw Paw, MI 49079

[www.pawpaw.net/community/farmers-market](http://www.pawpaw.net/community/farmers-market)



### **VENDOR APPLICATION 2026** (Revised 01/24/2026)

*Please fill out completely*

BUSINESS NAME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME/BUSINESS PHONE: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

SOCIAL MEDIA ADDRESSES/TAGS: \_\_\_\_\_

**PLEASE LIST THE NAMES OF FAMILY MEMBERS, PARTNERS, EMPLOYEES OR REPRESENTATIVES WHO WILL BE SELLING AT THE MARKET:** \_\_\_\_\_

**WHAT IS YOUR PREFERRED METHOD OF COMMUNICATION?** / USPS / Email / Phone / Text Message**WHAT PRODUCTS DOES YOUR BUSINESS PLAN TO SELL?**

Please list all the products you intend to sell. Be specific, adding additional sheet if necessary. If you plan to resell produce other than your own, provide the names and contact information for the farms or businesses where you will be purchasing these products.

**PRODUCT(S)****WHERE GROWN/MADE****IDENTIFY THE CATEGORY THAT BEST REPRESENTS WHAT YOUR BUSINESS WILL SELL (Select no more than two):** Produce Meat/Eggs Dairy Floriculture Baked Goods Value Added Cottage food Other**PLEASE CHECK THE DATES FOR WHICH YOU ARE APPLYING TO PARTICIPATE AT OUR SUNDAY MARKET:**

ALL DATES ARE SUNDAYS. MARKET HOURS ARE 9AM TO 2PM; SETUP BY 8:50AM

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
05/17/2026	06/07/2026	07/05/2026	08/02/2026	09/06/2026	10/04/2026
05/24/2026	06/14/2026	07/12/2026	08/09/2026	09/13/2026	10/11/2026
	06/21/2026	07/19/2026	08/16/2026	09/20/2026	10/18/2026
	06/28/2026	07/26/2026	08/23/2026	09/27/2026	
			08/30/2026		

**\*NOT OPEN ON SUNDAY, SEPTEMBER 6th, 2026 DUE TO WINE AND HARVEST FESTIVAL\***

PLEASE CHECK THE DATES FOR WHICH YOU ARE APPLYING TO PARTICIPATE AT OUR FRIDAY NIGHT MARKET:  
ALL DATES ARE FRIDAYS. MARKET HOURS ARE 5PM TO 8PM. SETUP BY 4:50PM

06/05/2026

07/10/2026

08/07/2026

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## VENDOR INFORMATION *(Revised 1-24-26)*

### Market Rules, Policies and Requirements 2026

#### Market Sponsors

The Paw Paw Farmers Market is sponsored by the Village of Paw Paw and is overseen by a volunteer Farmers Market Board appointed by the Village of Paw Paw.

#### The Paw Paw Farmers Market (PPFM) exists to:

- Create a sense of community for the Village of Paw Paw and surrounding areas.
- Create economic development around products and foods that are grown, raised and produced locally. Locally shall mean Van Buren and adjacent Michigan counties.
- Encourage sustainable agriculture, entrepreneurial spirit, education and small business, while showcasing our unique Village.

#### Market Hours

The PPFM is open to the public on Sundays, 9:00 a.m. to 2:00 p.m., from May 18, 2025 to October 19, 2025 (22 weeks). There are additionally 3 Friday Night Markets which will be 5:00 p.m. to 8:00 p.m. on June 5th, July 10th, and August 7th.

#### Market Location

The market is located in Courtyard Park located on the 200 block of East Michigan Ave. (Red Arrow Hwy.) in the heart of downtown Paw Paw. The majority of the parking will be located east of the Van Buren County Courthouse off of East St. Joseph St.

#### Vendor Fees

Per Space Fees are as follows (a typical space is 10' wide and 10' deep):

\$198.00 for the full market season (22 weeks, \$9.00 per market day), paid in advance.  
Season Discount only available with the Sunday Market.  
\$10.00 per market day (if paid weekly).

Some spots can accommodate a vehicle. Those spots will be charged an additional \$5.00 per market day surcharge that can be waived in cases where accessibility is an issue.

At PPFM's sole discretion, a vendor stall may be divided to accommodate smaller vendors. Divided stall space price varies; \$5.00 to \$10.00 per market day per divided space.

Vendors are limited to a maximum of two paid spaces.

Vendor fees must be paid in full prior to the end of the market day. Once paid, there are no refunds of reserved market space fees.

Payments may be made by cash or check with checks payable to the Village of Paw Paw or to the Paw Paw Farmers Market.

## **Policies**

*Note: The terms 'stall' and 'space' are used interchangeably as are the terms 'patron' and 'customer.' The plural of each is also interchangeable.*

All products sold at the market must meet federal, state and local preparation, labeling and storage regulations. Vendors and their employees, agents or representatives are responsible for knowing and adhering to these rules. (See the Hold Harmless Statement vendors must sign prior to operating at the PPFM.) All licenses, certifications, permits and the signed Hold Harmless Statement must be on file before any vendor is allowed space at the PPFM. No exceptions.

Prices must be clearly posted for each product and visible to all patrons.

Vendors may start set-up at 7:00 a.m. and must arrive by 8:30 a.m. and be set up by 8:50 a.m. The vendor must inform the market manager of delays or cancellations by phone or text in the case of emergency situations.

Vendors must stay set up until the market closing time of 2:00 p.m. or until they are completely sold out. Leaving early will only be allowed for family emergencies, sickness, or inclement weather. Staff must be notified.

Vendors must cancel within 24 hours preceding the market day to be missed. Failure to notify the market manager of cancellations in the timely manner may result in forfeiture of vendor's space.

Booth space must be cleaned by the vendor before and after each market day. Waste receptacles in the market area are for shopper use; dumping excess product or waste in these receptacles is prohibited. Vendors failing to clean their stall, resulting in someone else cleaning the stall, will be charged a \$25.00 fee for each incident.

We do not provide tents, canopies, tables or chairs. Tents and/or canopies must be weighted enough to sustain high winds, minimum of 25 lbs. per leg. No stakes or drilling into the asphalt is allowed. Vendors are responsible for tents or canopies that may be dislodged and cause injury to persons or property.

No pets are allowed in vendor spaces that are selling food items per Michigan State Law.

No smoking or tobacco use is permitted in vendor stalls. This includes smokeless tobacco and vaping. A smoking area is provided away from the market area.

Aggressive sales tactics are prohibited. This includes but is not limited to pursuing customers through the market after they have declined the purchase of your product.

The relationship between the PPFM and vendors is “at will” and may be terminated at any time, for any reason and without cause. In the case of terminated relationships, no refunds will be made.

Vendors acknowledge that they are in possession and control of their respective stalls at all times during the PPFM.

Severe weather is the only weather-related reason for the market to be canceled. If severe weather exists (i.e., a “warning” has been issued and not a “watch”) prior to the market opening, that day’s market will not be held. If the heat index is predicted to be 90 degrees F or above, the market will be cancelled. If severe weather develops during market hours, decisions will be made on a case-by-case basis. Customer and vendor safety is the primary concern.

Failure to adhere to any of the above may result in forfeiture of vendor’s stall or removal from the market; without refund of pre-paid fees. The market will operate on a “three strikes” policy (outlined below), whereby the third violation will result in suspension or forfeiture of market privileges permanently or for an amount of time determined solely by the PPFM Board.

The Farmers Market Board reserves the right to update the above at any given time. When changes occur, vendors will receive written notification seven (7) days in advance of the change becoming effective.

The Farmers Market Board reserves the right to select/approve vendors and the mix of vendors.

### **Code of Conduct**

All vendors, staff, volunteers and board members, whether at the Market site, board meetings, or Market functions, agree to conduct themselves in a professional manner that fosters a sense of Market community and camaraderie, and a spirit of cooperative involvement that promotes the Market to the communities it represents and serves.

#### **By participating in the Paw Paw Farmers Market, all vendors, staff, volunteers and board members agree to:**

1. Demonstrate respect for people of all genders, races, ages, ethnicities, and abilities
2. Treat customers, market staff, volunteers and other vendors with courtesy, patience and honesty
3. Not act in a manner that is rough, menacing, vulgar, profane or abusive, including making anyone uncomfortable to be within the market space. As well as anyone who may be helping at your booth. You will be held responsible for the conduct of your staff, family members, friends, etc.
4. Assist fellow vendors whenever possible
5. Notify market manager immediately of any unsafe conditions and conflicts
6. Resolve conflicts with respect and kindness
7. Practice safe behaviors at all times, including while driving on and off site, loading and unloading

**The market staff and/or Board reserves the right to remove any vendor, staff member, volunteer or board member temporarily or permanently, who violates this code of conduct.**

### **Vendor Reporting**

Vendors shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the vendor's use or occupancy of the facility and adjoining property in writing to the Market Manager within 24 hours of the incident. Vendor is solely responsible for supervising all individuals in the facility during the event. The Village of Paw Paw is not responsible for providing this supervision. The Village reserves the right, however, to evict individuals from the facility during the event if their conduct is deemed to be destructive or detrimental in any way, including but not limited to, non-compliance with any facility rules or procedures.

### **Three Strike Policy**

Failure to comply with any of the policies may result in the following actions:

- \* First offense - verbal warning
- \*Second offense - written warning
- \*Third offense - final warning and dismissal from that market day

The vendor may be allowed to come back to the market the following week pending a review from the market board. All objections or appeals may be made to the market board as well.

### **Questions and Clarifications**

All questions and requests for clarification are to be made to Jacquelynne Hoffman, Market Manager of the PPFM. She may be contacted by email at [pawpawfarmersmarket@google.com](mailto:pawpawfarmersmarket@google.com).

COMPLETE EACH LINE ITEM WITH A “YES,” “NO” OR “N/A” (NOT APPLICABLE TO YOUR FARM OR BUSINESS).

\_\_\_\_\_ I have read and understand the above 2026 Vendor Information section covering the PPFM Rules, Policies and Requirements. I understand and agree that I and my trained business employees, agents or representatives will follow and adhere to them, knowing failure to do so may result in forfeiture of my space and fees.

\_\_\_\_\_ I will and have supplied copies of all applicable business and food licenses and certificates with this application.

\_\_\_\_\_ I or my farm/business has signed the **Hold Harmless Statement (HSS)**. My original signature is on the HSS attached to this application.

#### ALSO

\_\_\_\_\_ I choose to provide a product liability insurance certificate adding the Village of Paw Paw as an ‘additional insured’ party. My policy limit of \$500,000 or more is stated on the certificate. (This applies to vendors selling/offering alcohol at the PPFM.)

\_\_\_\_\_ I am willing to complete an evaluation survey at the end of each market day.

#### MARKET FEES

Market fees are detailed in the Vendor Information Packet. Market Fees are not due until space has been assigned but must be paid prior to set up.

PLEASE, DO NOT SEND MARKET FEE WITH YOUR APPLICATION.

#### VENDOR SIGNATURE

I am authorized by my farm or business to sign this application and commit to the application assurances and the Hold Harmless Statement.

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PRINTED NAME AND TITLE

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SIGNATURE NAME

DATE