



THE CITY OF WALLED LAKE PRESENTS Walled Lake Market Place



Applications, Rules & Regulations 2024

The Walled Lake Market Place is dedicated to promoting local growth, showcasing Walled Lake's small-town feel that is a welcoming destination focused on offering farm fresh products and encouragement of local shopping.



Market Overview

Market

Wednesdays,
May–October
8am–2pm

Casey J. Ambrose
Public Safety Campus
1499 E. West Maple

Contact

Kaylee Hall
Market Manager

khall@walledlake.com
248-624-4847

Mailing Address

Walled Lake City Hall
Attn: Market Place
1499 E. West Maple
Walled Lake, MI 48390



Introduction

The Walled Lake Market Place is an outdoor seasonal market owned by the City of Walled Lake. The Market operates to provide access to fresh local produce in addition to connecting residents with local businesses and entrepreneurs. We welcome you to the Market!

Mission Statement

The Walled Lake Market Place is dedicated to promoting local farmers and artisans. By fostering economic and community growth, the market showcases Walled Lake's small-town feel that is a welcoming destination focused on offering farm fresh products and encouragement of local shopping.



2024 Market Place Application

Date	Time	Booth Size	Application Fee
Wednesdays, May–October	8am–2pm	12' x 12'	\$10

Location	Set-up	Booth Fee
Casey J. Ambrose Public Safety Campus 1499 E. West Maple	7:00am	\$15/week for 1 booth \$169 for 1/2 season (13 weeks) \$286 for 1 seasonal booth (27 weeks)

Name	Date of Birth
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Address	City	State
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Zip	Phone	Email Address
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Business Name	Type (Pick one)
	Artisan Producer Other

Would you like to be considered for Annual Lease on a Market Booth?

Yes No

Detailed Booth Description:

Quantity of Booths Needed:

Emergency Contact:

Emergency Phone:

Special Needs :

Social Media
Information:

Social Media Accounts/ Links:

Would you like to be featured on our social media?

Yes

No

*If you answered yes to the above, please provide a brief description of yourself/
business you would like shared below

Personal
Information

Check One

Have you ever been convicted of a criminal offense?

Yes

No

If so, please provide details on a separate sheet

Have you ever been charged with a misdemeanor or felony?

Yes

No

If so, please provide when, where and the nature of the offense on a separate sheet

Are there any felony charges pending against you?

Yes

No

If so, please explain on a separate sheet

Select all that apply:

Vegetables

Artichoke
 Asparagus
 Beans, Lima
 Beans, Snap
 Beets
 Broccoli
 Brussels
 Cabbage
 Carrots
 Cauliflower
 Celeriac
 Celery
 Chi. Cabbage
 Collards
 Cucumber
 Eggplant
 Garlic
 Kale
 Kohlrabi
 Leeks
 Lettuce, Leaf
 Other:

Lettuce, Head
 Mustard
 Okra
 Onions, Green
 Parsley
 Parsnips
 Peas
 Artichoke
 Peppers
 Potatoes
 Pumpkins
 Radishes
 Rutabaga
 Spinach
 Squash, Sum.
 Squash, Win.
 Sweet Corn
 Sweet Potatoes
 Swiss Chard
 Tomatoes
 Turnips

Annuals

Aster
 Bells of Ireland
 Canna
 Coleus
 Cosmos
 Dusty Miller
 Firebush
 Flowering Tobacco
 Fuchsia
 Geranium
 Glob Amaranth
 Heliotrope
 Impatient
 Lobelia
 Other:

Marigold Mist
 Flower
 Nierembergia
 Periwinkle
 Pansy
 Petunia
 Pincushion
 Salvia
 Snapdragon
 Sunflower
 Sweet Alyssum
 Ten Week
 Stock Wax
 Begonia
 Zinnia

Fruit

Apple
 Apricot
 Blackberry
 Blueberry
 Cherry
 Currant
 Elderberry
 Gooseberry
 Grape
 Other:

Kiwi
 Melon, Other
 Melon, Musk
 Melon, Water
 Nectarine
 Peach
 Plum
 Raspberry
 Strawberry

Perennials

Anemone
 Artemisia
 Aster
 Hybrids
 Begonia
 Bishops Weed
 Bugdane
 Bugleweed
 Clematis
 Chrysanthemu
 m
 Columbine
 Coral Bells
 Cushion Sponge
 Daylily
 Delphiniums
 Other:

Geranium
 Hostas
 Iris
 Lavender
 Masterwort
 Meadowsweet
 Milfoil
 Monadra
 Peony
 Phlox
 Plume Poppy
 Primula
 Hybrids
 Violet
 Windflower

Other Items

Baked Goods
 Crafts
 Gourds
 Herbs
 Honey
 Other:

Jam/Jelly
 Maple Syrup
 Shrubs
 Trees
 Wreaths

Mark all the dates you
plan on attending:

May 1

May 8

May 15

May 22

May 29

June 5

June 12

June 19

June 26

July 3

July 10

July 17

July 24

July 31

Aug 7

Aug 14

Aug 21

Aug 28

Sep 4

Sep 11

Sep 18

Sep 25

Oct 2

Oct 9

Oct 16

Oct 23

Oct 30

2024 Market Place Rules and Regulations

Market Hours and Location

Walled Lake's Market Place is held at the Casey J. Ambrose Public Safety Campus, 1499 E. West Maple Rd.; market hours are from 8:00am—2:00pm on Wednesdays, May–October. WL's market is RAIN OR SHINE.

Set-Up and Tear-Down

Set-up begins at 7am. No vendor vehicles are allowed in or out after 8:00am. All vehicles must be parked up to the grass line. Tear-down begins at 2:00pm. Vendors are responsible for supplying their own table, tent, and displays. Vendors are responsible for their own set-up and tear-down.

Vendor Spaces

1. Vendors are provided a 12' x 12' space.
2. Vendors are responsible for supplying their own table, tent, and market materials.
3. Tents must be properly anchored with weights to avoid injury.
4. Vendors shall remove any and all debris in their stall and immediate surrounding site, regardless of whether or not the litter originated from their stall.
5. The Market does not currently offer electricity access.
6. Portable generators must have prior approval.

Vendor Requirements

1. Vendors are required to stay for the entire market (even if running out of product), or risk being excluded from future markets. Failure to show up on time and stay for the entire market may result in loss of privilege to participate in future markets.
 - a. In the case of inclement weather (ex. lightning), the Market Manager will act/ make decisions accordingly for the safety of vendors and customers
2. Vendors must provide at least **24-hours** notice if they wish to be added to the next market day (if not already signed up) or a **72-hours** cancellation notice if they are no longer able to attend (with the exclusion of emergencies).
 - a. If you show up and are not on the list, you will not be able to participate for the day.
 - b. Failing to cancel may forfeit your right to attend future market dates.
3. NO vendor vehicles are allowed in or out after 8:00am and all vehicles must be parked up to the grass line. *Vendors may NOT permit customers to pick-up items from their booths.
4. Tear-down begins at 2:00pm. Vendors are responsible for their own set-up and tear-down.
5. Vendors will not be allowed to walk around selling food or beverage.
6. All vendors are responsible for their own sales tax license and permits required by the local, state and federal governments and must abide by all Michigan laws.
7. All vendors are responsible for maintaining required licensing through Oakland County Health Department, State of Michigan & United States Department of agriculture.
8. Vendors of certified organic products must have a copy of current organic certification.

Participation Levels

Seasonal Vendors:

Vendors who commit for the entire season (27 weeks). They may retain their location within the Market from year to year as long as their annual attendance is uninterrupted, unless the Market layout changes so much that the Market Manager decides this is not possible.

Partial-Seasonal Vendors:

Vendors who commit for half the season (13 weeks) must indicate which weeks they plan on attending.

Daily Vendors:

Vendors who are interested in attending on a weekly basis. Space will be assigned upon availability and payment.

Education Groups/Non-profits:

The Market Place is able to provide space for educational groups, nonprofits, and service organizations to share information, news and upcoming events, and to interact with community members during market days. If your local community group or non-profit organization would like to participate at the Market Place, please contact the Market Manager. Nonprofits may attend once per month.*

*This excludes political organizations and distribution.

Payment Policy

*Prior to set-up, daily vendor fees are due at the start of the Market Day.

1. Checks are payable to the “City of Walled Lake”.
2. Acceptable forms of payment are cash, check, or money order.
3. The Market takes place rain or shine. Fees are non-refundable.

Season Vendors: \$286/ 27 Weeks

Partial Season Vendors: \$169/ 13 Weeks

Daily Vendors: \$15/ Week

***Please note there is a one time, nonrefundable \$10 admin fee, due upon submission, to process your application**

Items to be sold

Walled Lake Market Place takes pride in offering fresh locally grown produce, specialty foods, and local artisan products.

1. Items produced under the Cottage Food Law may be sold as long as proper labeling and food safety handling practices are followed. Please review MDARD’s website for additional information: <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information>
2. Artisan Vendors will be asked to submit 2 photos of their work.

Conduct Guide

1. Market participants are expected to treat vendors, customers, and market staff in a respectful and professional manner.
2. Market participants are not to attend or participate in the Market while under the influence of alcohol and/or controlled substances.
3. Vendors shall lead by example and uphold the Market's mission and values.
4. Harassment in any form such as sexual, gender, or race based is unacceptable no matter who it is directed towards. Use of profanity, vulgar language, or gestures will not be tolerated.
5. No vendor shall refuse to permit the purchase of any produce, goods, or participation based on race, religion, color, creed, gender, political affiliation, sexual orientation, national origin, sex, age, marital status, gender-identity, height, weight or mental or physical ability.
6. Businesses should be conducted in an honest and truthful manner.

General Operations

1. Smoking/ vaping is prohibited at the Market.
2. Alcohol consumption and distribution is prohibited at the Market.
3. All forms of organized or intended soliciting or political activity are prohibited at the Market. No soliciting or distribution of literature is permitted at the Market.

Rule Enforcement

Interpretation and Enforcement:

The Market Manager has the authority to oversee and enforce all market rules and guidelines. The manager has the right to refuse a vendor's participation at any time, for any reason the manager feels is appropriate and reasonable. Any vendors acting in an disorderly or abusive manner and/or disrupting market operations may be removed or trespassed/ permanently barred from participation at any time.

Failure to comply with the rules and regulations will result in:

- 1st Violation: Verbal warning
- 2nd Violation: Written warning
- 3rd Violation: Temporary suspension of market privileges up to 2 weeks.
- 4th Violation: Permanent removal from the market.

Violations: Should a vendor violate any rules of conduct, act in a disorderly or abusive manner, or impact the market's general operations, the Market Manager may order the vendor to leave the premises. Any vendor who is removed/ refuses to leave is subject to the following:

- a. Any vendor who refuses to leave, after being asked to do so, will be considered trespassing on the premises.
- b. Any vendor who is asked to leave and refuses to do so will be permanently excluded from any further participation at the market.
- c. No refunds will be issued for fees paid.

Grievance Policy:

Vendors with a complaint regarding any market matter must present the issue to the Market Manager, who will make a best faith effort to address the complaint. Vendors may additionally submit a written complaint. All complaints will be handled with utmost discretion.

Please submit a copy of any licensing that is required by the Department of Agriculture

PLEASE READ, SIGN, AND RETURN WITH \$10 ADMIN FEE PAYMENT

The City of Walled Lake shall not be liable for any injuries, losses, or damages sustained by an participant or his/her/their administrators, successors or any other person or organization.

By signing this form you acknowledge you have read and understand the City of Walled Lake's Rules & Regulations for the 2024 Market in effect as of this date and agree to comply with them.

Please submit a picture of your driver's license or State ID (front and back) with the application; we will not review the application until we have this information on file

Signature of Applicant

Date

Send Entry Form and Payment
(made payable to City of Walled Lake) to:

City of Walled Lake

1499 E. West Maple Rd.

Walled Lake, MI 48390

khall@walledlake.com

To be completed by administrator:

Date Received

Approve/Disapprove Date

Should you have any questions, please
reach out to Kaylee
@ khall@walledlake.com or call our office
at (248) 624-4847

Thank you for your
interest, we look forward to
reviewing your application!