



WALLED LAKE
MARKET PLACE

Celebrating 20 Years

Application, Rules, and Regulations 2025

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.

Located at The Casey J. Ambrose Public Safety Campus ● 1499 E. West Maple ● 248-624-4847



Walled Lake Market Place



WEDNESDAYS

MAY - OCTOBER

8AM TO 2PM

*CASEY J. AMBROSE
PUBLIC SAFETY CAMPUS
1499 E. WEST MAPLE*

About Us

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!

Contact Us

- 📞 248-624-4847
- ✉ hjaquays@walledlake.com
- 📍 Walled Lake City Hall
Attn: Market Place
1499 E. West Maple
Walled Lake MI 48390

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.



2025 Walled Lake 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

Vendors are provided a 12' x 12' space.

Vendors are responsible for supplying their own table, tent, and market materials.

Tents must be properly anchored with weights to avoid injury.

Vendors shall remove any and all debris in their booth and immediate surrounding site, regardless of whether or not the litter originated from their booth.

Vendors are limited to one (1) vehicle per booth in the market area. All other vehicles must be parked away from the market space in the public parking area.

The Market does not currently offer electricity access.

Portable generators must have prior approval.

Vendor Requirements

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.

In the case of inclement weather (ex. lightning), the Market Manager will act/ make decisions accordingly for the safety of vendors and customers

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.

NO vendor vehicles are allowed in or out after 8:00am and all vehicles must be parked up to the grass line. Vendors reporting late to the market must unload goods outside the market for safety reasons *Vendors may NOT permit customers to pick-up items from their booths.

Tear-down begins at 2:00pm. Vendors are responsible for their own set-up and tear-down.

Vendors will not be allowed to walk around selling food or beverage.

Signs - Only signs indicating the name or location of your establishment and signs describing your product and price will be allowed. The Market Manager reserves the right to prohibit a sign or signs for any reason.

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.

All vendors are responsible for maintaining required licensing through Oakland County Health Department, State of Michigan & United States Department of agriculture.

Vendors must provide safe conditions for the public and are encouraged to obtain their own insurance against all liabilities.

Market Management Responsibilities

The Market Manager performs all related duties to maintain and operate an efficient market in the best interest of the City of Walled Lake, all vendors, and the general public. The Market Manager maintains order in the market and:

1. Enforces days and hours of operation as determined by the City of Walled Lake.
2. Assigns booths to all vendors.
3. Collects rental fees from all vendors, maintains records and accounts, and coordinates all financial activities with the City's Finance Director.
4. Directs the distribution/arrangement of all vehicles on the market premises or grounds.
5. Upon closing, inspects booths to ensure vendors have left the area in a clean and orderly condition.
6. Verifies that all local, state, and federal laws are observed, all licenses and permits are valid and current for each vendor and maintains files of same.
7. Informs vendors of any violations of the rules and regulations.
8. Enforces rules and regulations set forth by the City of Walled Lake.

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.

Participation Levels

Seasonal Vendors:

Vendors who commit for the entire season (26 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.

Community 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. Community Education Groups/ Nonprofits may attend once per month.*

*This excludes political organizations and distribution.

Payment Policy

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.

Seasonal Vendors: \$286/ 26 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***

****Daily vendor fees are due at the start of the Market Day.***

Alternative Currencies

The Walled Lake Market Place does not currently accept “alternative currencies” (Bridge Card/ SNAP, Double Up Food Bucks, Project Fresh etc.).

Conduct Guidelines

Market participants are expected to treat vendors, customers, and market staff in a respectful and professional manner.

Market participants are not to attend or participate in the Market while under the influence of alcohol and/or controlled substances.

Vendors shall lead by example and uphold the Market’s mission and values.

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.

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.

Businesses should be conducted in an honest and truthful manner.

Items to be Sold

1. Items produced under the Cottage Food Law may be sold as long as proper labeling and food safety handling practices are followed. All items to be sold must be labeled according to Michigan Cottage Food Law <http://www.michigan.gov/cottagefood>. ***Prior to attending All Cottage Food vendors are required to provide proof of food safety training: ServSafe Certification OR MSUE online video.*** https://www.canr.msu.edu/cottage_food_law/online-michigan-cottage-food-law.

Cottage Food FAQs: <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information>

2. Food sampling must be done with adherence to Michigan Department of Agriculture and Oakland County Health Department requirements. All vendors offering food samples must realize that they are responsible for the safety of the food samples being offered. Vendors offering samples must take precautions to make certain that food samples are handled and displayed properly to prevent contamination. https://www.michigan.gov/documents/mda/MDA_FdSmplngFarmMkts509_279110_7.pdf
3. Food Trucks and Food Vendors are ***REQUIRED*** to be licensed either through the State, a MI County, or pull a temporary license with Oakland County. Prior to participation, vendor must show proof of current, valid food service license.

4. The City of Walled Lake will not be liable for transactions made between seller and buyer.
5. Artisan Vendors will be asked to submit 2 photos of their work.

General Operations

Smoking/ vaping is prohibited at the Market.

Alcohol consumption and distribution is prohibited at the Market.

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

Vendor Product/Mix: The market strives to offer a dynamic and robust product mix while maintaining a stable vendor base. Products in demand, are one-of-a-kind or of exceptional quality or uniqueness, are preferred over products already in sufficient supply at the market. Products are admitted to the market to ensure a wide product mix and to fulfill consumer demand without creating a surfeit (glut) of any one product. Exclusivity is not offered to any vendor and product selection.

2025 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 (26 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
 Celery
 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:

Fruit

Apple
 Apricot
 Blackberry
 Blueberry
 Cherry
 Currant
 Elderberry
 Gooseberry
 Grape
 Other:

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

Perennials

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

Other Items

Baked Goods
 Crafts
 Gourds
 Herbs
 Honey
 Other:

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

Mark all the dates you plan on attending:

May 7

May 14

May 21

May 28

June 4

June 11

June 18

June 25

July 2

July 9

July 16

July 23

July 30

Aug 6

Aug 13

Aug 20

Aug 27

Sep 3

Sep 10

Sep 17

Sep 24

Oct 1

Oct 8

Oct 15

Oct 22

Oct 29

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 2025 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

hjaquays@walledlake.com

To be completed by administrator:

Date Received

Approve/Disapprove Date