

Mercedes Angus, Market Manager
Springfield City Hall
601 Avenue A
Springfield MI 49037



Office Hours:
Mon-Thur 8:00am-6:00pm
Office Phone: 269.441.9273
Email: mangus@springfieldmich.com

Food Truck Rental Agreement

Food Truck Space

2 parking spaces along the outside of the building
Spring/Summer Season
Fall/Winter Season
Full Year

Rental Rate

\$ 500.00
\$ 500.00
\$ 800.00

Truck Spot Number: _____

Total Due _____

(Refunds will not be issued)

Please make checks payable to: City of Springfield and return to Mercedes Angus/Farmers Market Manager, at Springfield City Hall
601 Avenue A, Springfield, MI 49037

This agreement is made between the City of Springfield and the applicant(s) listed below. By signing this agreement I agree that I have read and understand the Farmers Market Rules and Regulations. I hereby agree to comply with these rules and all Federal, State and local regulations that apply and agree to forfeit my rights to sell at the Springfield Farmers Market if I am found to be in non-compliance.

Name: _____ Phone: _____ Email: _____

Address: _____

Detailed List of Items that will be sold:

City Approval

Applicants Signature _____

Date: _____

Applicants Signature _____

Market Manager _____

Signature _____

Date: _____

Information About the Market

Project Fresh Info:

If you are interested in participating in Project Fresh coupons/tokens, provided you are eligible under the guidelines set forth by the state of Michigan and the City of Springfield. Springfield Farmers Market Manager will be able to give you the correct form and information to be able to participate in this program (Vendors are routinely reimbursed each week for coupons/tokens collected through the program.)

Wooden Tokens

- Customers can Exchange SNAP (food Stamp) benefits, debits or credit cards for wood tokens at the Managers' office by swiping their card in the credit card machine and receive the exact equivalent dollar amount in wood tokens. Wood tokens are available in \$1 and \$5 amounts for snap benefits and \$5 amount for debit and credit cards. The SNAP benefit tokens are blue and the debit and credit are green.
- Vendor acceptance of the wood token as currency is encouraged but not required. Participating vendors will be given a sign for posting stating their participation.
- Debit and credit wood tokens no restrictions on what customers can purchase.
- SNAP customers can buy vegetables, fruit, dair products, meat, eggs, jam, pickles, baked goods, and seeds, or plants that produce food like (herbs and vegetable plants). They can not buy hot foods, flowers, decortive plants, pet food, pies, cakes or non-food items
- No change can be given for SNAP tokens or Double Up Food Bucks coins. Vendors can round to the nearest dollar or they may add or subtract product to make purchases come out to the nearest dollar amount. It is illegal to excahnge cash for SNAP benefits.
- Vendors may redeem their wood tokens by turning in the tokens to the Market Manager. The vendor and Market Manager will fill out the vendor payout form that will break down the number and amount of each type of token that is turned in. The vendor and Market Manager will sign. The Vendor will keep a copy and the Market Manager will then turn it into payroll to be paid out to the vendor for that week through direct deposit. This transaction happens every Firday.

Credit Card Use

If you are interested in accepting debit/credit/ebt cards (VIA the City's Machine/Token system), provided you follow the guidelines set forth by the City of Springfield and /or the Stat of Michigan. Springfield Farmers Market Manager will be able to give you the correct form and information to be able to participate in this program. (Vendors are routinely reimbursed each week for coupons/tokens collected through the program.)

If vendors choose to participate in these programs, all guidelines are expected to be followed. Failure to do so may result in penalties enforced by the appropriate regulatory agencies.

Things To Know

Spring/Summer Season:	May 1st- October 31st	Market Hours	8:00am -1:00pm	Saturday's
Fall/Winter Season	November 1st -April 30th	Market Hours	10:00am-2:00pm	Saturday's

The market has one mailbox. It is checked weekly and put under the storefronts door which it belongs to. Booth rentals will not be allowed to use the Farmers Market for there mailing address. The market manager is the only person who has access to the mailbox.

A trash container is provided outside and is allowed to be used by all storefront renters.