



Greetings!

We are excited to host the 2024 Ann Arbor Farmers Market Food Truck Rally season! Our rallies take place the third Wednesday of the month, 5p.m.- 8p.m, July-October. We are excited to bring back these wonderful, well-attended community events and hope you will consider participating. We welcome food trucks, food carts, pop-ups, and other ready-to-serve food and beverage items from local restaurants and specialty food businesses.

### **Application Details**

The Ann Arbor Farmers Market is a producers-only market, meaning all items offered for sale must be of the vendor's own producing. No supplemental items, such as bottled beverages or chips, may be offered unless you make those items yourself.

**We are recommending Food Trucks and Carts use Zero Waste recycling practices.** Given global shortages of some products, we feel we cannot require these practices this year, but we recommend vendors adhere to these practices wherever possible. A list of suggestions is included with this application and sourcing help is available if necessary.

Applications must be received by **Wednesday May 1, 2024**. Following the May 1 deadline, additional vendor applications will be evaluated based on product mix and available space.

Applications will be reviewed each year, regardless of past participation. The market will consider variety and product mix, quality, producer-only status, and recycling/zero waste practices when evaluating applications. Due to limited space, we are unable to accommodate all applicants, but aim to represent as wide a variety of cuisines and vendors as possible.

**Please submit a copy of your application.** Completed applications can be turned into the office on market days, emailed to [sstauffer@a2gov.org](mailto:sstauffer@a2gov.org), or mailed to:  
Ann Arbor Farmers Market  
315 Detroit Street  
Ann Arbor, MI 48104

### **Event Dates & Information**

July 17 | August 21 | September 18 | October 16

Food Truck Rallies will run 5:00 – 8:00 p.m. Vendors are expected to arrive on site between 4 p.m. and 4:30 p.m. in order to ensure adequate time to setup and unload. Vendors will be permitted to stay on site until 9p.m. for sales and clean up.

### **Payment**

Please **do not** send payment with your application. Payment will be collected at the start of each event. We accept cash, check, credit card, and mobile payments.

Any vendor who cancels after confirming their attendance for an upcoming event will still be held responsible for the event fee regardless of absence.

#### Trucks

Per Event: \$55

#### Carts

Per Event: \$35

#### Single Stall Food Vendors & Daytime Market Vendors

Per Event: \$35

If you have any questions or concerns, please do not hesitate to contact me at 734-794-6255 or via email. We hope you join us this season and are looking forward to working with you!

Sincerely,  
Stefanie T. Stauffer, PhD, Market Manager, [sstauffer@a2gov.org](mailto:sstauffer@a2gov.org)

**City of Ann Arbor Farmers Market**  
 2024 Wednesday Evening Food Truck Rally Application  
*To be completed by the applicant/vendor before turning into market office*

- \_\_\_ Contact information is complete (please include an email address if possible), p. 1
- \_\_\_ Dates of planned participation are checked off, p. 1
- \_\_\_ Relevant license, certification, and inspection numbers are listed, p. 1
- \_\_\_ At least two references with contact info are listed, p. 1
- \_\_\_ Property information and address(es) are complete, p. 2
- \_\_\_ Zero Waste information, p. 3
- \_\_\_ Complete product list and truck menu attached, p. 4
- \_\_\_ Copies of relevant licenses, certifications, and inspections are attached and up-to-date

*Please note that if any of these items are incomplete or left blank, your application will be considered incomplete. Any updates to this application, including but not limited to new product additions, are subject to approval by the market manager prior to the first food truck event on which the updates take effect.*

***This application is valid for 2023 Wednesday Evening Food Truck Rallies taking place, 5:00 – 8:00 p.m. on the following dates:***

- July 17, 2024***
- August 21, 2024***
- September 18, 2024***
- October 16, 2024***

***The fee for each accepted food truck is \$55.00/event for trucks and \$35.00/event for carts. Payment will be collected during each event. DO NOT mail payment with this form. All accepted vendors must sell for the duration of the event or until they are sold out of product.***

**For internal use only:** Rec'd Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Review Date: \_\_\_\_\_

*Items missing/need to complete application (check when complete):*

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Application:     Approved \_\_\_\_\_     Denied \_\_\_\_\_



**City of Ann Arbor Farmers Market**  
2024 Wednesday Evening Food Truck Rally Application

Business Name \_\_\_\_\_ Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Contact E-mail \_\_\_\_\_ Website \_\_\_\_\_  
Social Media \_\_\_\_\_

Please check the dates you are applying to participate:  
 July 17, 2024                       August 21, 2024  
 September 18, 2024                 October 16, 2024

What percentage of your food products are made with locally produced ingredients?  
 0%     1-25%     26-50%     51-75%     76-100%

**Type of business:**  
 Sole Proprietorship            Total years of operation \_\_\_\_\_  
 Assumed Name                Total years of operation \_\_\_\_\_  
 Partnership                    Total years of operation \_\_\_\_\_  
 Limited Liability Company    Total years of operation \_\_\_\_\_  
 Corporation                    Total years of operation \_\_\_\_\_  
 Cooperative                    Total years of operation \_\_\_\_\_  
 Non-Profit Organization      Total years of operation \_\_\_\_\_  
 Other (specify)                Total years of operation \_\_\_\_\_

List below the license and inspection numbers required for the operation of your business and/or sale of your products, and any other license, registration, certification, or permit required by local, state, or federal law.  
**Provide copies of all valid & required licenses, registrations, certifications, or permits with your application packet.**

Michigan sales tax license number \_\_\_\_\_  
STFU License Number \_\_\_\_\_  
Mobile Food Establishment Food Service License Number \_\_\_\_\_  
Other relevant license number \_\_\_\_\_

Please list the names and contact information for all owners, partners and other persons involved with your business. List any other staff who will actively participate with your business at the event.

Name	Phone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide 2 references below (Immediate family members, business partners & employees NOT allowed)

Name	Relationship	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

**Space Requirements/Special Requirements:** What is the approximate length/size of your truck or cart?  
Please list any special requirements for your food truck below. (*\*The market does not have electrical outlets available for generator plug in*). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Information:** List ALL addresses where items sold from your truck or cart are produced, created, or stored for the purpose of selling at the Wednesday Evening Food Truck Rally Events.

**Property 1**

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

What months of the year is this property used? \_\_\_\_\_

Total Kitchen/Workshop Square Footage: \_\_\_\_\_

**Production on this property** (Check all that apply):

- Value-added foods       Prepared Foods  
 Other (please specify) \_\_\_\_\_

**Property Use** (Check all that apply):

- Food Preparation    Packaging    Cooking/Baking    Storage    Other (please specify) \_\_\_\_\_

**Storage** Please explain product storage methods on this property (refrigeration, dry storage, other cold storage, etc.): \_\_\_\_\_  
\_\_\_\_\_

**Property 2**

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

What months of the year is this property used? \_\_\_\_\_

Total Kitchen/Workshop Square Footage: \_\_\_\_\_

**Production on this property** (Check all that apply):

- Value-added foods       Prepared Foods  
 Other (please specify) \_\_\_\_\_

**Property Use** (Check all that apply):

- Food Preparation    Packaging    Cooking/Baking    Storage    Other (please specify) \_\_\_\_\_

**Storage** Please explain product storage methods on this property (refrigeration, dry storage, other cold storage, etc.): \_\_\_\_\_  
\_\_\_\_\_



The Ann Arbor Food Truck Rally is committed to sustainability. As part of our event sustainability goals, we are choosing to partner with Zero Waste Washtenaw to work toward the goal of zero waste and recommending trucks and carts use zero waste practices this year wherever possible.

Please clearly list all products your business will be distributing and associated materials. This will help event organizers and vendors prepare and plan to successfully achieve a zero waste event!

Examples include:

Company paper brochure

Pizza served on compostable plates and paper towels

Drinks served in recyclable aluminum cans

Condiments served in bulk-sized jars, not single-serve packets

List your items below:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Zero Waste Washtenaw is willing to work with vendors to help find sources that supply zero waste products. Would you like assistance finding zero waste products?  Yes  No

- **Product List & Menu:** Please provide a complete product list, including a list of ingredients for each product, and copy of your menu with this application. Please identify which ingredients are produced/purchased locally in each product. Any products NOT submitted in writing with this application are not allowed to be sold without prior submission of an application update form and approval of the market manager.
- **Photos:** Please attach at least 1 photo of your truck/cart/display and at least 1 photo of your products to this application.

**Vendor’s Affidavit**

- I/We \_\_\_\_\_ certify that I/ We am/are a Mobile Food Vendor as defined in the Public Market Operating Rules and the ordinances of the City of Ann Arbor, and intend to offer for sale and sell only articles of my/our own production while occupying the Market.
- I/We understand that the City may request additional information to verify this Application, any amendments to this Application, as well as compliance with the Public Market Operating Rules, at any time, and I/We agree to provide such information within a reasonable time as determined by the Market Manager.
- I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on this Application filed with the Market Manager.
- I/We understand that my/our Application must be updated and approved by the Market Manager prior to selling any new items.
- I/We understand and agree that I/we am/are prohibited from supplementing my/our own products with any other products that are partially or totally produced by anyone else.
- I/We have read and understand the City of Ann Arbor Public Market Operating Rules in effect as of this date and agree to comply with them.
- I/We further swear that all information provided to the City of Ann Arbor in or along with this Application by me/us on my/our behalf is complete and correct.
- I/We understand and agree that violation or falsification of any of the terms of this affidavit will result in immediate and permanent loss of permission to sell any product at the Ann Arbor Farmers Market.
- As a food vendor participating in The Ann Arbor Food Truck Rally, I agree to participate in the zero waste goal by distributing approved recyclable, compostable or reusable items wherever possible (refer to “Vendor Guidelines” and other procurement resources for assistance). I will distribute appropriate zero waste materials for the event wherever possible. I also agree to sort my discards and make use of the zero waste stations provided at the event.
- If signing for a business or cooperative, the individual(s) signing this Application and Affidavit have the requisite authority to do so.

Signature of Applicant (s): \_\_\_\_\_

Or Authorized Agent for Applicant(s): \_\_\_\_\_



# ZERO WASTE SPECIAL EVENT EXHIBITOR & FOOD VENDOR GUIDELINES

Thank you for agreeing to participate in a **Zero Waste Special Event!** We have worked closely with the event organizers to reduce the event's environmental footprint. As a vendor passing out materials, **you play a critical role in helping the event reach its Zero Waste goal!**

The goal of a Zero Waste event is to plan ahead to reduce waste and only **distribute materials that are locally recyclable, compostable, or reusable** (no materials that have to be landfilled). These guidelines include the types of containers and packaging that are acceptable at the event. **Please note that you will be coached on alternatives for any non-compliant materials and/or asked to remove them in certain situations.**

Throughout the event, it is important that you sort your waste at the event's Zero Waste Stations into the appropriate bins for compostables, recyclables, or trash. Zero Waste Washtenaw staff and Zero Waste Team volunteers will be available to help you sort and answer any questions.

**All food containers and utensils must be certified compostable** by Biodegradable Products Institute (BPI). You can purchase these products at Bgreen, located at 2111 Packard Rd., 734-214-3000.

Please contact Angela Porta at Recycle Ann Arbor at 734-662-6288 x 119 or [angela@recycleannarbor.org](mailto:angela@recycleannarbor.org) for help in distinguishing and obtaining Zero Waste materials.

## Guidelines for Materials to Use (& Avoid) to Achieve a Successful Zero Waste Event:

AIM TO USE	AVOID USING
<b>Paper-only products including plates, napkins, paper towels, and bags.</b>	<b>Plastic coated paper products.</b> <i>Many paper products are coated with plastic liners.</i>
<b>Compostable cups, containers, lids, clamshells, utensils (spoons, forks, knives), and straws.</b> <i>*Must be BPI certified compostable.*</i>	<b>Styrofoam cups, containers, and clamshells. Plastic cups, containers, lids, utensils, and straws.</b>
<b>Wooden stir-sticks, chopsticks, toothpicks, and skewers.</b> <i>No plastic decorated tops.</i>	<b>Plastic stir sticks, chopsticks, toothpicks, or skewers.</b>
<b>Bulk self-serve condiments and bulk foods that you package yourself</b> (i.e. compostable parchment paper bags for serving chips and other finger foods).	<b>Prepackaged single-serve condiments and foods (Ex: chips) in non-recyclable packages.</b>
<b>Aluminum foil and cans, paper milk cartons and drink boxes, plastic and glass bottles.</b>	<b>Plastic and foil drink pouches.</b>
<b>Paper bags and reusable bags.</b>	<b>Plastic bags or plastic wrap.</b>
<b>Unpackaged promotional materials that are reusable (pens, key chains, etc.).</b>	<b>One-time use decorations, such as plastic tablecloths, stickers, balloons, confetti, etc.</b>
<b>Office paper, including flyers, brochures, etc.</b> <i>Post-consumer or recycled content preferred.</i>	<b>Metallic, laminated, or non-paper materials.</b>