

**CITY OF ANN ARBOR  
ANN ARBOR FARMERS MARKET**

Vendor Inspection Report

Inspector name: \_\_\_\_\_ Inspection date & time \_\_\_\_\_ a.m./p.m.  
Vendor name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: *(Please list all addresses that are to be inspected – include land/property that is rented or owned)*

1. Street address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Total # of acres used to produce products: \_\_\_\_\_  
Rent or own (circle one) If rented, check to verify lease agreement on file \_\_\_\_\_  
Total # of greenhouses \_\_\_\_\_ Rent or own (circle one)

2. Street address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Total # of acres used to produce products: \_\_\_\_\_  
Rent or own (circle one) If rented, check to verify lease agreement on file \_\_\_\_\_  
Total # of greenhouses \_\_\_\_\_ Rent or own (circle one)

3. Street address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Total # of acres used to produce products: \_\_\_\_\_  
Rent or own (circle one) If rented, check to verify lease agreement on file \_\_\_\_\_  
Total # of greenhouses \_\_\_\_\_ Rent or own (circle one)

What other sales outlets do you have for your products?

---

---

---

What percentage of your business's total sales occurs at the Ann Arbor Farmers Mkt.? \_\_\_\_\_

Please describe employment practices. How many employees do you have? What basic tasks do they do? Do you hire additional help during harvest season?

---

---

---

PRODUCT LIST: All products that a vendor proposes to sell or currently sells at the City of Ann Arbor Farmers' Market shall be listed below. A general timeframe of when products will be brought to the market must be included. For example: Bedding Plants sold at market from April 1 to June 30. Vendor must also provide reasonable approximation of the volume or yield of each product they plan to bring to the market. Vendor may provide product list in another fashion for inspector to use. Any additional or supplemental information must be attached and noted below.

ITEM	DATES TO SELL	EST. YIELD	INSPECTOR NOTES
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Product list continued on separate sheets \_\_\_ yes \_\_\_ no

Additional notes/comments:

---



---



---



---



---



FARM/ACREAGE DIAGRAM: Please provide your farm/acreage diagram that illustrates the number of acres used to produce items listed on the previous page. The diagram shall consist of a sketch drawing indicating what products are grown at the addresses listed below. If products are grown in greenhouses, please list number of greenhouses, square footage of each greenhouse and items that are grown within. Diagram shall contain description of storage facilities that are on site or rented. Items that are stored in these facilities will need to be listed as well.

Describe irrigation system \_\_\_\_\_

Describe types of equipment used \_\_\_\_\_

Growing supplies existing on-site (i.e. baskets, soil, flats, etc) \_\_\_\_\_

# OF GREENHOUSES	SQUARE FOOTAGE	ITEMS GROWN/STORED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Total greenhouse space (square footage) \_\_\_\_\_

Heated greenhouse space (square footage) \_\_\_\_\_

Unheated greenhouse space (square footage) \_\_\_\_\_

Number of:

6" pots \_\_\_\_\_ Baskets \_\_\_\_\_ Flats of annuals \_\_\_\_\_

Perennials \_\_\_\_\_ Shrubs \_\_\_\_\_ Flats of vegetables \_\_\_\_\_

Miscellaneous \_\_\_\_\_

### Livestock

BREED	SIZE OF HERD	EST. YIELD	INSPECTOR NOTES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Please describe breeding practices, livestock housing and conditions, feed sources (grown onsite?), and pasture/grazing land management: \_\_\_\_\_

---

---

---

---

### **Prepared Foods**

Please describe process. Include source of ingredients. \_\_\_\_\_

---

---

---

---

ORDER FORMS/RECEIPTS: Vendor must supply to the City of Ann Arbor Farmers' Market Inspector copies of seed, plug, seedling and supplies (dirt, baskets, flats, etc.) order forms, receipts or acknowledgements. Market Inspector may either attach this information or make a note of the information on this form

	COMPANY	TIME	PRODUCT	AMOUNT
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

OVERALL OBSERVATIONS:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Market Inspector Signature: \_\_\_\_\_ DATE: \_\_\_\_\_