



Fall Festival & Farmers Market Vendor Policies & Guidelines



Sponsored by Best Furniture Outlet of Lansing, in collaboration with South Lansing Farmers Market, Greater Lansing Junior Achievement, Mikey 23 Foundation, and Capital City Muscle Cars/Wash n Go, this outdoor event celebrates Fall with a Farmers Market, food trucks, hay rides, cider and donuts, pumpkin painting, bounce houses, kids games, trunk or treat, and Halloween costume contest.

NOTE: 2-3pm is reserved for persons with disabilities (including anyone who struggles with sensory overwhelm) and their families. Walkways are wide to accommodate wheelchairs and other mobility devices. Restrooms are wheelchair accessible. There will be no loud music or flashing lights during the first hour. Fidget/stim toys and a calming area are available for anyone stimming. The general public is welcome from 3-6pm.

These policies and guidelines pertain to the Farmers Market, which will feature produce, artisan foods, arts and crafts, local restaurants, food trucks, and nonprofits.

I. DATE, TIME, LOCATION

Sunday, October 19, 2-6pm.

2-3pm is reserved for persons with disabilities and their families (less anxiety for kids and caregivers).

3-6pm is open to the general public.

5700 W. Saginaw Hwy, Lansing MI 48917 (parking area outside Best Furniture at the Lansing Mall).

II. VENDOR PAYMENT

A. Booth Fee

1. \$50 if application if application is received by September 30 AND payment is received within seven days of acceptance.
2. \$60 if application is received on or after October 1 OR payment is received more than seven days after acceptance.
3. \$70 if payment is received after October 12.
4. Spaces are NOT reserved until fees are paid.

B. There are no chair/table/canopy rentals at this event.

C. Electrical access is available for restaurants and food trucks only.

D. FREE payment options include: CashApp, Venmo, MSUFCU M2M, cash or check.

E. PayPal and credit card payments are subject to a \$3 service fee.

F. Vendor fees are nonrefundable, but may be transferable to upcoming winter artisan markets.

III. BOOTH INFO

A. Spaces are 10' x 10'.

B. Vendors may request up to 2 spaces, but depending on the number of applicants, we reserve the right to limit spaces to 1 per vendor.

C. Vendor placement is prioritized according to seniority, product diversity, paid submission date.

IV. RULES & LOGISTICS

- A. Vendor check-in is 11am to 1pm. Vendors who have not checked in by 1pm forfeit their space.
- B. Vehicles are not permitted in the market area after 1pm. If you intend to unload at your booth space, you must arrive early enough to unload all items and remove your vehicle by 1pm.
- C. Vendors who arrive later will need to transport items on carts or dollies to their booth space.
- D. Vendor spaces (tables, chairs, canopies, merchandise, signage, displays) must be set up and ready to serve customers by 1:45pm.
- E. All tables, displays, signage, equipment storage bins, and seating must fit within the assigned booth space and may not restrict access to or visibility of another vendor's booth.
- F. Vendors may not tear down their space until the event ends at 6pm.
- G. For the safety of families who may linger after closing, vehicles are not allowed back in the market area until after 6:30pm. You may pull up outside the event perimeter to load.
- H. Vendors are responsible for proper disposal of all trash and food waste.
- I. Vendors may not sublease their booth to or share their space with another vendor without prior written approval from the market manager.
- J. Vendors are responsible for processing their own credit card transactions. Wi-Fi may be weak or unavailable. Be prepared to use your phone's data or set up a hotspot.
- K. In addition to cash and cards, vendors are encouraged to accept e-payment options like CashApp and Venmo. To facilitate payments, please have signage with QR codes for your payment accounts.
- L. To improve visibility for folks with disabilities, please display all signage regarding products and payment options upright (not flat on your table) and in large print.
- M. Vendors who sell foods eligible for purchase with EBT benefits must accept EBT tokens as payment. Vendors turn in tokens at the end of the market, and reimbursements are processed within 7 days.
- N. ONLY vendors who sell foods eligible for purchase with EBT benefits may accept EBT tokens as payment. Vendors who accept EBT tokens as payment for hot foods, hot beverages, arts, crafts, or services CANNOT be reimbursed.
- O. Vendors are highly encouraged to dress in Halloween costumes and pass out candy at their booths.

V. PRODUCTS/LABELS

- A. Vendors are expected to know and comply with all applicable city, state, and federal health and safety requirements related to the products they sell.
- B. Only Michigan-grown agricultural, value-added, handmade, and homemade products are permitted.
- C. Vendors may only sell items or services listed on their application. Items not previously disclosed must be approved in writing prior to selling at the market.
- D. Vendors with no online presence (website, Facebook, etc.) must email photos of items to be sold for review during the application process. This does not apply to returning vendors.
- E. Prices of all items must be clearly displayed. Individual unit pricing is not required if signage clearly lists prices for all items available.
- F. All processed, value-added food products must be individually labeled with the vendor's name, physical address where items are prepared, product name, a complete list of ingredients, highlighted food allergens, net weight or volume (including metric equivalent). Cottage Food labels must include the MDARD disclaimer (see VII.E below).

VI. PROMOTION

- A. This event is promoted via email to community listservs, posted on community calendars, neighborhood newsletters, and social media, and will be featured in radio PSAs and television spotlights.
- B. The raffle is designed to support our vendors. Visitors earn raffle tickets by talking with nonprofits and purchasing from vendors. Vendors receive tickets at check-in to share with their customers.
- C. Vendors on FB are encouraged to like and follow the [South Lansing Farmers Market](#) page and the [FB event page](#) so we can feature links to your pages and cross promote.

VII. LICENSES AND INSURANCE

- A. Vendors are expected to know and comply with all applicable city, state, and federal health [regulations and certification requirements](#) related to the products they sell.
- B. Vendors selling meat, dairy, pickled or processed foods, foods that require refrigeration, cold or frozen craft beverages, and hot ready to eat foods or beverages must submit a copy of their current license from the Michigan Department of Agriculture and Rural Development or the County Health Department.
- C. Vendors subject to licensing requirements must also keep a copy of necessary documents onsite to prove compliance during random inspector visits.
- D. Vendors are responsible for collecting and submitting sales tax on all prepared food and art/craft transactions.
- E. Food products exempt from licensure under the [Cottage Food Law](#) must be [properly labeled](#) and include the following disclaimer: "Processed in a facility not inspected by the Michigan Department of Agriculture & Rural Development."
- F. Vendors selling items for human or animal consumption (licensed or cottage food) are required to carry insurance that covers general/product liability (1M/2M) and medical payments (5K).
- G. Vendors selling food items must submit a certificate of insurance with required coverage limits AND list the market (South Lansing Community Development Association /dba South Lansing Farmers Market) as an additional insured.

VIII. COMMUNITY CONSIDERATIONS

- A. Organizers of this event value the diversity of our vendors and our community, and we expect everyone involved to treat others with dignity and respect. Discrimination of any kind will not be tolerated.
- B. Applicable local, state, and federal laws must be followed at all times. Smoking is strictly prohibited within the perimeter of this event.
- C. Fully accessible restrooms are available inside the mall entrance just east of the event space.
- D. Walkways in the vendor area and trunk or treat space are ample width to accommodate foot traffic in two directions, including persons using assistive mobility devices, without crowding.
- E. Music, announcements, and sponsor/vendor shout-outs will be broadcast over the PA between 3-6pm.
- F. Service animals are welcome throughout the event. Non-service animals are permitted from 3-6pm.

At the end of the application, vendors must attest to their understanding of and willingness to comply with these policies and guidelines. If you have any questions, please email market@southlansing.org.