

2024-25 Winter Market Policies

I. DATES, TIMES, LOCATION

Saturdays 10am-3pm

December 7, 2024 (Holiday Market)

February 1 and March 1, 2025 (Winter Artisan Markets)

Pleasant View School, 4501 Pleasant Grove Rd., Lansing 48910.

II. VENDOR PAYMENT

A. Booth Fee

1. \$35 if application is received more than 30 days prior to market AND payment is received within 7 days of approval.
2. \$45 if application is received less than 30 days prior to market OR payment is received more than 7 days after approval.
3. Fees will be invoiced according to the timeline above.

B. Vendors may rent a table and chair for \$10.

C. Electrical access is \$5 (limited).

D. FREE payment options include:

1. CashApp
2. Venmo
3. MSUFCU M2M
4. Cash or Check (includes bank bill pay)

E. PayPal and credit card payments include a service fee:

1. \$35 booth fee becomes \$36.40
2. \$45 booth fee becomes \$46.80

F. Vendor fees are nonrefundable.

III. BOOTH INFO

A. Spaces are 9-10' wide x 6' deep.

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 placements are prioritized according to seniority, product diversity, paid submission date, and electrical needs.

IV. RULES & LOGISTICS

A. Vendors may check-in as early as 7am, but no later than 9am. Vendors who are not checked in by 9am forfeit their booth space.

- B. There are a limited number of flatbed carts available for vendors to use during set up and tear down. Please bring your own so you don't have to wait
- C. After unloading, vendors must move their vehicles across Pleasant Grove Rd to Risdale Park. We need all spaces adjacent to the school for shoppers.
- D. Tables, chairs, merchandise, signage, and supplies must be inside the building by 9:30, at which time we lock the doors to prepare for customers.
- E. Vendors requesting electrical access must provide their own extension cords and power strips.
- F. We expect booths to be set up and vendors ready to sell by 9:45.
- G. Winter markets draw up to 1,000 visitors each Saturday. Customers will be lined up before the market opens at 10:00. Be ready for them.
- H. 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.
- I. Vendors may not tear down their space until the market closes at 3:00.
- J. Vendors are responsible for proper disposal of all trash and food waste.
- K. Vendors may not sublease their booth to or share their space with another vendor without prior written approval from the market manager.
- L. 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.
- M. In addition to cash and credit cards, vendors are encouraged to accept electronic payment options like CashApp, Venmo, Zelle, etc. To facilitate payments, please have signage with QR codes for your payment accounts.
- N. 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.
- O. ONLY vendors who sell foods eligible for purchase with EBT benefits can accept EBT tokens as payment. Vendors who accept EBT tokens as payment for hot foods, hot beverages, arts, crafts, or services will NOT be reimbursed.

V. PRODUCTS

- A. All items must be produced by an individual's own creative effort and sold by the maker or representative thereof. Direct sale, wholesale and resale products are not permitted.
- B. 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.
- C. Prices must be clearly displayed for all products.
- D. [Cottage food products](#) (baked items, jams, chocolates, etc.) must be individually labeled with the vendor's name, physical address where items are prepared, product name, a complete list of ingredients with highlighted food allergens, net weight or volume (including metric equivalent), and the Cottage Food disclaimer (see VII.E below).

VI. PROMOTION

- A. South Lansing CDA will promote the Winter Markets via email to listservs, posters, community calendars, neighborhood newsletters, social media, and word-of-mouth.
- B. Vendors on FB are encouraged to like and follow the South Lansing Farmers Market page (personally and from your business page) so we can feature links to your pages and cross promote. We know many of our vendors have loyal fans who follow them from market to market, and we ask everyone to cast a wide net to attract customers.

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 be licensed by the Michigan Department of Agriculture and Rural Development or the County Health Department.
- C. Vendors who require licensure must submit a valid copy of their license AND proof of general liability insurance coverage before approval is granted to vend at the market.
- D. The state requires hot food and non-food vendors to obtain and keep current a Michigan Sales Tax License. Vendors are responsible for collecting and submitting sales tax on all prepared food and art/craft transactions. For more information: [Sales and Use Tax FAQs](#), [How to Apply for a Michigan Sales Tax License](#).
- 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. All vendors are encouraged to obtain insurance against all liabilities.

VIII. RAFFLE

- A. Vendors are asked to donate one item sold at their booth for the customer raffle.
- B. Vendors are entered into the raffle for each item donated.
- C. Winners are posted every 15 minutes and do not need to be present to win.
- D. Event proceeds benefit South Lansing CDA's nonprofit healthy food access programs.

IX. COMMUNITY CONSIDERATIONS

- A. South Lansing CDA values the diversity of our vendors and our community. We expect everyone 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.
- C. Smoking is strictly prohibited in the market venue and surrounding area.

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