

2024-25

## Winter Market Policies

### I. DATES & TIMES

South Lansing Winter Markets, Saturdays 10am-3pm

December 7, 2024, February 1, 2025, and March 1, 2025

Location TBD – Our prior winter market location now has recreation programming on Saturdays in the gym, so we’re searching for another South Lansing venue with ample parking and space for up to 70 vendors. If this is not possible, the markets will be at Gier Community Center, on Lansing’s north side.

### 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. If you want the \$35 rate, do not apply unless you are able to pay within 7 days of approval.

B. Vendors may rent a table and chair for \$10 (very limited availability).

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

D. FREE payment options include:

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

E. PayPal and manual credit card payments will be charged 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. We expect spaces will be 10'(w) x 7'(d), but there may be slight variation in the depth depending on the layout of the venue we choose.

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 7:00, but no later than 9:00. Vendors who are not checked in by 9:00 forfeit their booth space.
- B. We cannot guarantee the new venue will have hand trucks or flatbed carts available for vendors to use during set up and tear down. Please bring your own.
- C. After unloading, all vehicles must be moved away from the entrance to make space 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 removing and properly disposing all trash and food waste.
- K. Vendors may not sublease their booth 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.

#### 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 net volume (including metric equivalent), and the Cottage Food disclaimer (see 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.
- C. 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](#).
- D. 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."
- E. 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](mailto:market@southlansing.org).