



# 2020 South Lansing Pop-up Market Policies

## **I. EVENT**

- A. Setup will be from 8:00-9:45am. Vendors must be ready for sales promptly at 10:00am.
- B. Vendor placements are prioritized based on paid submission date and electrical needs.

## **II. BOOTH INFO**

- A. Fee Structure
  - See application for dates and rates.
- B. Booth fees cover 10'x 6' space with one table and chair. Vendors may reserve and prepay for more than one space if needed.

## **III. ATTENDANCE/CANCELLATION**

- A. Only approved, prepaid vendors may attend. Drop-in vendors are not permitted.
- B. Vendor fees are not reimbursed for no-shows or cancellations.

## **VI. MARKET DAY LOGISTICS**

- A. Vendors may check in with the Event Coordinator for booth assignment as early as 8:00am, and no later than 9:30am.
- B. Vendors must have all items at their booth no later than 9:45am and ready to sell when the Pop-up Market opens at 10:00am.
- C. Sales are not permitted before the market opens, and vendors must stay until the Pop-up Market closes.
- D. Vendors requesting electrical hook-up must provide their own power cords. Electrical hook-ups are limited, and vendor placement may change to accommodate access.
- E. Vendors are responsible for keeping their booth space clean: remove all boxes, bags, trash, and food waste. Dumping of any kind is prohibited.
- F. Vendors may not sublease their space without prior consent of the Event Coordinator.
- G. Vendors will be responsible for their own credit card transactions.

## **VII. PRODUCTS**

- A. Prices must be clearly displayed for all products.
- B. All arts and crafts must be an individual's own creative effort and be sold by the artist or representative thereof.
- C. Baked products must be baked by the vendor following all state laws.

## **VIII. PROMOTION**

- A. South Lansing CDA will promote the Pop-up Market via email updates, posters, ads and articles in neighborhood newsletters and church bulletins, online social networking and word-of-mouth.
- B. We ask that vendors on Facebook “like” the South Lansing CDA page so we can feature links to your pages and cross promote. We know many of our vendors have loyal fans who follow them, and we should all do our part to cast a wide net to attract customers.
- C. Vendors are encouraged to display signage promoting unique aspects of their wares.
- D. Raffle drawings.
  - 1. Vendors are encouraged to donate items typically sold at their booth for the raffle.
  - 2. Winners are announced every half hour and need not be present to win.
  - 3. Vendors who donate receive a free raffle ticket for the drawing. Feel free to purchase more.
  - 4. Proceeds from the raffles benefit South Lansing CDA’s nonprofit programs.

## **IX. LICENCES 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. Each vendor must submit to the Event Coordinator, a valid copy of any and all licenses and permits required to comply with Michigan Department of Agriculture & Rural Development (MDARD) Rules and Regulations.
- C. Food products exempt from licensure under the Cottage Food Law must be labeled with the following: “Processed in a facility not inspected by the Michigan Department of Agriculture & Rural Development.”
- D. Vendors are highly encouraged to obtain their own insurance against all liabilities.
- E. Non-food vendors will be responsible for sales taxes.

## **X. COMMUNITY CONSIDERATIONS**

- A. Vendors are expected to be honest, courteous, and professional at all times.
- B. The South Lansing Spring Market is a safe and welcoming space for all. We value the social, economic, political, religious, and cultural diversity of our vendors, volunteers, and customers. We expect everyone will be treated with dignity and respect and discrimination of any kind will not be tolerated.
- C. Applicable local, state, and federal laws must be followed all times.
- D. Smoking is strictly prohibited within the Market and surrounding parking lot.

Thank you for your interest in our 2020 South Lansing Pop-up Markets. Please contact me with any questions or concerns. I pledge to do everything I can to support you in making this a successful event.

Kathy Tobe, Event Coordinator  
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