



2023 South Lansing Holiday Market Policies

I. EVENT

South Lansing Holiday Market: December 2, 2023, from 10am-3pm.
Alfreda Schmidt Southside Community Center, 5815 Wise Rd., Lansing MI

II. BOOTH INFO

- A. Fee Structure
 - Application approved and payment received by November 10, 2023 - **\$35.00**
 - Application approved and payment received on or after November 11, 2023 - **\$45.00**
- B. Booth fee covers one 14' x 3' space against the wall in a hallway or an 8' x 6' space in a classroom. All hot food vendors will be in a classroom. Vendors provide tables and chairs.
- C. Vendors can rent a table and chair for \$15, while supplies last.
- D. Electrical access is available for \$5 on a first come basis.
- E. Vendor placements are prioritized based on seniority, paid submission date, and electrical needs.

III. ATTENDANCE/CANCELLATION

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

IV. HOLIDAY MARKET DAY RULES & LOGISTICS

- A. Vendors may check-in as early as 7:30am, but no later than 9:00am. Barring extreme circumstances, if you haven't checked in by 9:00am, your space may be forfeited.
- B. A limited number of hand trucks and flatbed carts are available for vendors during set up and tear down. To avoid waiting for access, it's best to bring your own.
- C. All items (tables, chairs, merchandise, supplies) must be at your booth by 9:30am.
- D. After unloading, vendors must park away from the entrance to free up spaces for shoppers.
- E. This event draws up to 1,000 visitors each year. Customers will be lined up before the market opens at 10am. Be ready for them.
- F. Vendors may not tear down their space until the market closes at 3pm.
- G. Vendors requesting electrical access must provide their own power cords/strips.
- H. Vendors are responsible for keeping their booth space clean. Remove and properly dispose of all boxes, trash, and food waste.
- I. Vendors may not sublease or share their space with another seller without prior written consent.
- 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 credit cards, vendors are encouraged to accept electronic payment options like CashApp, Venmo, Zelle, etc. To facilitate payments, please have signage with QR codes to your payment accounts.

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, etc.) must be individually labeled with the vendor's name, physical address where items were 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 Holiday Market via email updates, posters, published and online community calendars, neighborhood newsletters, church bulletins, social media, and word-of-mouth.
- B. We ask that vendors on Facebook "like" the South Lansing Farmers Market page so we can tag your pages and cross promote. We know 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.

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. Each vendor must submit to the Event Coordinator a valid copy of 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.

VIII. RAFFLE

- A. Vendors are asked to donate one item sold at their booth for the raffle.
- B. Vendors receive raffle tickets 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 programs.

IX. COMMUNITY CONSIDERATIONS

- A. South Lansing CDA values the diversity of our vendors and community.
- B. Everyone at our markets shall be treated with dignity and respect. Discrimination of any kind will not be tolerated.
- C. Applicable local, state, and federal laws must be followed at all times.
- D. Smoking is strictly prohibited within the community center and surrounding area.

In 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.