



2020 South Lansing Holiday Market Policies December 5, 2020 (10-2pm)

I. EVENT

The South Lansing Holiday Market is an eclectic mix of vendors offering a wide variety of giftable items. We strive to have a balance of home décor, jewelry, wood crafts, clothing, holiday items, bath and body products, baked goods, specialty food, etc.

II. BOOTH INFO

- A. Booth fee covers a 10x6 space. See application for fee schedule and deadlines.
- B. Vendor placement is based on paid submission date and electrical needs.
- C. Please bring your own table(s) and chair(s). A limited number of tables and chairs may be reserved for an additional fee.
- D. We have limited capacity due to safety requirements, so only one booth per vendor.

III. ATTENDANCE/CANCELLATION

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

VI. MARKET DAY LOGISTICS

- A. Vendors must check in at the welcome table for booth assignment. Check in begins at 8:00am and ends at 9:30am.
- B. Vendors must have all items at their booths no later than 9:45am and ready to sell when the market opens at 10:00am.
- C. Vendors must stay until the Holiday Market closes at 2 p.m.
- 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 and leaving their booth space clean: remove all boxes, bags, trash, and food waste.
- F. Vendors may not sublease their space without prior consent of the Event Coordinator.
- G. Vendors are 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 Holiday 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 15 minutes and need not be present to win.
 - 3. Vendors who donate receive a free raffle ticket for the drawing.
 - 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 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 are responsible for sales taxes.

X. COMMUNITY CONSIDERATIONS

- A. Vendors are expected to be honest, courteous, and professional at all times.
- B. The South Lansing Holiday 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.

XI. CORONAVIRUS SAFETY PRECAUTIONS

- A. Vendors must wear some form of mask, cloth or face shield that completely covers the nose and mouth. Customers are required to do the same.
- B. Vendors must clean and disinfect all frequently touched surfaces. Please bring adequate sanitizer/cleaning solution.

- C. The Michigan Farmers Market Association strongly recommends that vendors wear gloves for all financial transactions (cash, coin, credit card, and coupons). Never touch food products with the same gloves used to handle money.
- D. Vendors are encouraged to use touchless credit card readers that allow customers to insert and remove their own cards.
- E. The market is providing sanitizer and a hand washing station for customers. Please encourage shoppers to use them.
- F. Ideally, one person in your booth will handle financial transactions and another will handle food and products. If that's not possible, the sole vendor is expected to sanitize hands completely after handling payments and between customers.
- G. Only one shopper (or group of related shoppers from the same household) is permitted in front of each booth. Have people in 6-foot intervals for those waiting in line. Please remind shoppers not to linger.
- H. As difficult as this is at a market, please do not allow customers touch your products or displays.
- I. Food samples are not allowed at this time.
- J. Due to mask requirements, food may not be consumed at your booth. We will have a vendor dining area in one of the classrooms.
- K. Vendors with known exposure to anyone with a confirmed case of COVID-19, or exhibiting symptoms (fever over 100.4F, persistent cough, shortness of breath) may not attend the market. Immediately call to notify the Market Manager.

Thank you for your interest in our 2020 South Lansing Holiday Market. Please contact me with any questions or concerns.

Kathy Tobe, Event Coordinator
800 W. Barnes Ave. Lansing, MI 48910
(517) 374-5700
market@southlansing.org