



2023-24 South Lansing Winter Market Policies

I. EVENTS

South Lansing Winter Markets, Saturdays 10am-3pm

December 2, 2023, February 3, 2024, and March 2, 2024

Alfreda Schmidt Southside Community Center, 5815 Wise Rd., Lansing MI

II. BOOTH INFO

A. Fee Structure

- \$35 if application is approved and payment is received more than three weeks prior to event.
- \$45 if application is approved and payment is received within three weeks of event.

B. In December, the fee covers one 14' x 3' space against the wall in a hallway or one 8' x 6' space in a classroom. All hot food vendors will be in a classroom.

C. In February and March, the fee covers one 8' x 6' space in the gym. All vendors are in the gym.

D. Vendors can rent a table and chair for an additional \$15, while supplies last.

E. Electrical access is available for \$5 on a first come basis.

F. Vendor placements are prioritized according to seniority, product diversity, 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. WINTER MARKET RULES & LOGISTICS

A. Vendors may check-in as early as 7am, but no later than 9am. Vendors who fail to check in by 9am forfeit their booth space.

B. A limited number of hand trucks and flatbed carts are available 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 move their cars across the lot to make space 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 all items within their assigned space and removing and properly disposing all 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 for 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, chocolates, 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 Winter Markets via email updates, posters, published and online community calendars, neighborhood newsletters, church bulletins, social media, and word-of-mouth.
- B. We ask vendors on Facebook to "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. Everyone at our markets shall be treated 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 within the community center 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.