

WINTER ADDENDUM
Rules of Operation
WINTER MARKET (rev. 10/2018)



1. MARKET OVERVIEW

- 1.1 Only the following items may be sold in the Market: farm produce (fruits, vegetables, flowers, fresh meat, poultry, eggs, cheese, etc.), flowers and bedding plants, baked goods and other processed food items, and arts & crafts. All products requiring licensing must have a copy of appropriate license on file with the Market. All vendors selling edible products must submit proof of liability insurance (minimum \$500,000 policy with FSFM named as additional insured).
- 1.2 Priority goes to producers of farm goods and all vendors must produce a minimum of 80% of what they sell. Any other items (20% maximum) that are not produced by the vendor **must be from Michigan**. Non-homegrown items must be clearly marked with a sign stating where item is from.
- 1.3 The Fulton Street Farmers Market Winter Market shall be open from 10:00 a.m. to 1:00 p.m. from the first Saturday in January (with the exception of New Year's Day) to the last Saturday in April. Supervision and access to office/restrooms will be provided while the market is open.
- 1.4 The *Winter Market Rules are an addendum to the overall Market Rules*. Vendors must adhere to both sets of rules. Full copies of overall Market Rules are available online or in the market office.
- 1.5 Vendors that attend the Fulton Street Farmers Market Winter Market are subject to inspection to confirm adherence to market regulations.

2. WINTER MARKET STALL RENTAL PROCEDURE

- 2.1 A producer is defined as a market vendor selling products grown on his/her farm or food products made by the seller in a state certified facility. A copy of applicable licenses must be on file in market office along with a signed vendor application or registration form.
- 2.2 Stall renters must register with Market Manager or agent, who will determine eligibility. Daily stall renters must see Market Manager before taking a stall or entering selling area.
- 2.3 Entry into the Market with intent to sell is prohibited unless the proper Market fee is paid to the Market Manager or agent. Payment of the seasonal stall fee entitles the seller to one market session. Daily Stall rates are as written:
 - 2.3.1 Daily Outdoor Market - \$10 per stall per market day during January, February, and March. \$20 per stall per market day during March and April.
 - 2.3.2 Seasonal Winter Market Vendor Rates are as written: \$150 per season for outdoor stall, \$300 per season for Indoor Market stall. OR if an outdoor stall becomes available, it will cost \$20/stall/day [JAN, FEB, MARCH] \$30/stall/day [April]
- 2.4 Seasonal FSFM stall renters will be given priority in stall placements, Winter Market vendors will be placed according to seniority and consideration of product mix for the market layout.
- 2.5 Indoor Market space is limited, and generally reserved for Seasonal Winter Vendors only. Occupancy of building will be based on this order of preference: 1) necessity for indoor space, and 2) seniority on Winter Market.
- 2.6 Vendors will be responsible for clearing their own area of snow and ice.
- 2.7 No vendors materials may be left in the Market Building on non-market days. This includes any signage, tables, or structures.

3 CRAFTSPERSON/ARTISAN STALL RENTAL

- 3.1 A craftsperson/artisan is defined as a person creating a product such as apparel, toys, jewelry, home decoration, furniture, dried flowers, pottery, candles, photography, or other fine arts. All products sold must be created by the person selling the product or a family member of that person. All vendors of such items must be pre-approved by the Market Manager and it is recommended to have a sales tax license on file with the Market. Service items such as massage, acupuncture, etc. are not allowed at the market.

WINTER MARKET APPLICATION

2019 SEASON

(January 5th, 2019 – April 27th, 2019)
MARKET HOURS: 10AM-1PM



NAME: _____

BUSINESS NAME: _____

ADDRESS _____

PHONE: _____ EMAIL: _____

EMERGENCY CONTACT + PHONE NUMBER

Please Check Your FSFM Status: ___ RETURNING Market Vendor ___ 1ST TIME Market Vendor*

If you are a first time vendor, you will need to fill out a FSFM New Vendor Application on our website

VENDOR CATEGORY (Check all that apply)

___ FARMER (100% grower) ___ FARMER/RESELLER*
(with locally purchased supplemental products- **Michigan Only**)

___ PRODUCER (100% producer) ___ PRODUCER/RESELLER
(purchased supplemental products that align with
your product offering)

___ Other _____

PLEASE NOTE: Producers of farm goods and all vendors must produce a minimum of 80% of what they sell, by revenue over the course of the winter market season. Any other items that are not produced by the vendor must be from Michigan. Non-homegrown items must be clearly marked with a sign stating where the item is from.

PRODUCT CATEGORY (Check all that apply)

___ FRUITS ___ VEGETABLES ___ BEVERAGE

___ PLANTS ___ FLOWERS ___ NURSERY STOCK

___ BAKED GOODS ___ DAIRY/EGGS ___ MEAT/SEAFOOD/POULTRY

___ JAMS/JELLIES/HONEY/SYRUPS/SAUCES ___ VALUE ADDED

___ OTHER _____

PLEASE NOTE: Producers of farm goods and all vendors must produce a minimum of 80% of what they sell, by revenue over the course of the winter market season. Any other items that are not produced by the vendor must be from Michigan. Non-homegrown items must be clearly marked with a sign stating where the item is from.

***100% RESELLERS ARE NOT ALLOWED.**

LIABILITY INSURANCE

All vendors are required to have liability insurance. We are also requesting that vendors add the Fulton Street Farmers Market, 1145 Fulton Street East, Grand Rapids MI 49503 to your Liability Insurance and provide us with documentation showing this addition along with a copy of your Liability Insurance Declaration Page. Please contact us if you have any questions regarding liability insurance.

All products requiring licensing must have copy of appropriate license on file with the Market. All vendors selling edible products must submit proof of liability insurance (minimum \$500,000 policy with Fulton Street Farmers Market named as additional insured.)

Insurance Agent (General Liability) Name: _____

Phone: _____ Type of Insurance: _____

CHECK HERE IF BELIEVE THAT YOUR INSURANCE IS ALREADY ON FILE WITH FSFM

INDOOR VS OUTDOOR STALLS

Indoor market space is limited and occupancy will be based on 1) necessity for indoor space and 2) seniority on the Winter market. To be considered for an indoor stall, applications **must be in by October 31, 2018**. If you request indoor space, you will be notified no later than December 7th, 2018 of stall availability.

Outdoor market space is always available during the Winter Market and applications for outdoors stalls are reviewed on a continual basis.

Please indicate your location preference at the market:

____ OUTDOOR STALL (**\$10/day [JAN, FEB & MARCH] \$20/day [APRIL] \$150 Season–17 weeks**)

____ INDOOR STALL (**Rate available by Season, \$300/stall**)

OR if stall becomes available \$20/stall/day [JAN, FEB, MARCH] \$30/stall/day [April]

____ I wish to pay for the Winter Season in full - due 1/26/2019 (INDOOR/OUTDOOR)

____ I wish to pay by the day (Collected Daily- OUTDOOR)

AGREEMENTS

Initial all that you agree to and then sign below. Your signature indicates that you have read, understand and agree to the following as outlined as well as the 2019 Fulton Street Farmers Market Rules of Operations (REV 2/18). In addition, failure to agree to the provisions below may affect your approval to participate at the market.

_____ Photography and Publishing Consent: The undersigned allows photographs to be taken of individuals and the market stall by staff/volunteers of the Fulton Street Farmers Market team and understands these photos may be published for print or internet advertising.

_____ Hold Harmless/Signature/Waiver of liability: The undersigned does hereby release from all liability and agree to hold harmless the Fulton Street Farmers Market and the Market's Management Team for any injury or damage suffered or incurred by the undersigned or by employees, volunteers, or representatives of the undersigned in their activities upon the premises of the Fulton Street Farmers Market including but not limited to, any costs, including attorneys' fees, incurred by Fulton Street Farmers Market in defense thereof.

_____ Food Assistance Programs: The undersigned will participate and adhere to guidelines regarding the SNAP/EBT and DUFEB programs that apply to my organization. I will fill out the appropriate forms that are necessary for me to participate in the applicable programs listed above. I will display the accurate signage that is required of vendors to display provided by Market Management.

CHECK REIMBURSEMENT INFORMATION

For payments related to SNAP/EBT, DUFEB + Credit Card Tokens

Make Checks Payable To:	
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- I verify that the above information is complete and correct. I have read, understand and agree to all provisions in the **MARKET RULES (2/18)** and **WINTER ADDENDUM (10/18)** The market rules can be accessed in the market office or online.

- I understand that Any other items (20% maximum) that are not produced by the vendor **must be from Michigan.** Non-homegrown items must be clearly marked with a sign stating where item is from.

Signature: _____ Date _____