

SECOND SEASON ADDENDUM
Rules of Operation
SECOND SEASON MARKET (REV. 9/2019)
November 2nd, 2019- April 25th 2020:
Saturdays + Pop up Market Dates



1. MARKET OVERVIEW

- 1.1 Only the following items may be sold in the Market: farm produce (fruits, vegetables, flowers, 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 Producers selling 100% homegrown products are given priority. Management strongly encourages a minimum of 80% to be homegrown. Accurate signage is a must and will be enforced. Any other items that are not produced by the vendor **must be from Michigan from January through April**. Non-homegrown produce must be clearly marked with a sign stating where it is from.
- 1.2.1 Given the 2019 Second Season transition, non-Michigan produce may be sold in November and December so long as all supplemental produce is listed on vendor's application.**
- 1.3 The Fulton Street Farmers Market Second Season Market shall be open from 10:00 a.m. to 1:00 p.m. from the first Saturday in November to the last Saturday in April. Supervision and access to office/restrooms will be provided while the market is open. The Second Season Market will be *closed on any Saturday between Christmas Eve and New Years Day*.
- 1.4 The *Second Season 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 Second Season Market are subject to inspection to confirm adherence to market regulations.

2. SECOND SEASON 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. Approval of application entitles the seller to designated market season.
- 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. Vendors selling on days in which the market is not open will be subject to violation and fine. Payment of the seasonal stall fee entitles the seller to one market season.

SECOND SEASON MARKET + POP UP MARKETS DATES:

SATURDAYS (10AM-1PM): NOVEMBER 2nd, 2019- APRIL 25th, 2020)- **Closed 12/28/19**

POP-UP MARKETS (9AM-2PM): Wednesday 11/27 - (Pre Thanksgiving Market)

Fridays between Holidays: 11/29, 12/6, 12/13, 12/20

Holiday Shop Hop: 12/5 (4-9PM)

SECOND SEASON DAILY + SEASONAL STALL RATES *are as written:*

2.3.1 **Second Season Daily OUTDOOR Market** - \$15 per market day (Fee includes up to TWO stalls per day) throughout the entire season (Saturdays + Pop up Market Dates): November-April.

2.3.1.1 If an **INDOOR** stall becomes available, it will cost \$25/stall/day

2.3.2 **Second Season SEASONAL Market Vendor Rates** *are as written:*

\$270 per Season for Outdoor Stall (Fee grants vendor up to two stalls/rate):

25% Discount from Daily Fee's with 5 additional pop up market opportunities included

\$450 per season for Indoor Market Stall (one designated stall: 8ftx8ft).

25% Discount from Daily Fee's with 5 additional pop up market opportunities included

2.4 Seasonal FSFM stall renters will be given priority in stall placements, Second Season 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 Second Season Seasonal Vendors only. Occupancy of building will be based on this order of preference: 1) necessity for indoor space, and 2) seniority on Second Season 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, pet food, 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.

SECOND SEASON MARKET APPLICATION

2019-2020 SEASON



SECOND SEASON MARKET DATES + POP UP MARKETS:

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NAME: _____

BUSINESS NAME: _____

ADDRESS _____

PHONE: _____ EMAIL: _____

EMERGENCY CONTACT + PHONE NUMBER

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

VENDOR CATEGORY (Check all that apply)

___ FARMER (100% grower)

___ FARMER/RESELLER*
(with locally purchased supplemental products)

___ PRODUCER (100% producer)

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

___ Other _____

Producers selling 100% homegrown products are given priority. Management strongly encourages a minimum of 80% to be homegrown. Accurate signage is a must and will be enforced. Any other items that are not produced by the vendor **must be from Michigan from January through April**. Non-homegrown produce must be clearly marked with a sign stating where it is from. **Given the 2019 Second Season transition, non-Michigan produce may be sold in November and December so long as all supplemental produce is listed on vendor's application.**

PRODUCT CATEGORY (Check all that apply)

___ FRUITS ___ VEGETABLES ___ BEVERAGE ___ JAMS/HONEY/SYRUPS/SAUCES

___ PLANTS ___ FLOWERS ___ NURSERY STOCK ___ VALUE ADDED

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

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Given the 2019 Second Season transition, non-Michigan produce may be sold in November and December so long as all supplemental produce is listed on vendor's application..

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 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 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 Second Season market. To be considered for an indoor stall, applications **must be in by October 16th, 2019**. If you request indoor space, you will be notified no later than October 18th, 2019 of stall availability.

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

Please indicate your location preference at the market:

____ **OUTDOOR SEASONAL STALL: \$270 per Season for Outdoor Stall** (Fee grants vendor up to TWO stalls/rate) Seasonal rate includes the entire season (Saturdays + Pop up Market Dates): November-April.

25% Discount from Daily Fee's with 5 additional pop up market opportunities included

____ **OUTDOOR DAILY STALL: \$15 per market day** (Fee grants vendor up to TWO stalls/rate) Rates are throughout the entire season (Saturdays + Pop up Market Dates): November-April.

____ **INDOOR SEASONAL STALL: \$450 per season for Indoor Market Stall** (one designated stall: 8ftx8ft). Seasonal rate includes the entire season (Saturdays + Pop up Market Dates): November-April.

25% Discount from Daily Fee's with 5 additional pop up market opportunities included

____ **INDOOR DAILY STALL:** *Indoor stall are reserved for seasonal vendors however, when indoor stall becomes available as a daily* :it will cost **\$25/stall/day**

Rates are throughout the entire season (Saturdays + Pop up Market Dates): November-April.

CHECK YOUR SECOND SEASON VENDOR STATUS

___ I wish to pay for the Second Season as a SEASONAL VENDOR in FULL - due 1/25/2020
(Applicable for both INDOOR/OUTDOOR Seasonal Vendors)

___ I wish to pay by the day (Collected Daily- OUTDOOR/INDOOR as available)

COMMENTS/NOTES

Please list any special needs or requests pertaining to the Second Season Market.

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 2/19). In addition, failure to agree to the provisions below may affect your approval to participate in 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 (2/19)** and **SECOND SEASON ADDENDUM (9/19)** The market rules can be accessed in the market office or online.

- I understand the rules set forth for bringing in any produce that is non homegrown and accept the dates in which non-Michigan produce may be sold. Non-homegrown items must be clearly marked with a sign stating where said item is from.

Signature: _____ Date _____