2025-26 Winter Market
Vendor Policies & Guidelines

I. DATES, TIMES, LOCATION

Saturdays 10am-3pm
November 29, 2025 (Holiday Market on Small Business Saturday)
January 31, February 28 and March 28, 2026 (Winter Artisan Markets)
Locations to be determined

II. VENDOR PAYMENT

A. Booth Fee
   1. $50/booth if application is received at least 45 days prior to 1st market requested AND the fees for all markets requested are paid in full within 14 days of approval (prepay discount).
   2. $60/booth if application is received less than 45 days prior to 1st market requested OR payment for any market date requested is received more than 14 days after approval.
   3. $70/booth if payment is received less than 7 days prior to any market.
   4. Spaces are NOT reserved until fees are paid.

B. Vendors may rent a table and chair for $10.

C. Electrical access is $5 (limited).

D. FREE payment options include:
   1. CashApp
   2. Venmo
   3. MSUFCU M2M
   4. Cash or Check (includes bank bill pay)
   1. NOTE: PayPal and credit card payments must add $3 service fee: $50 booth fee becomes $53, $60 becomes $63, etc.

E. Vendor fees are nonrefundable but may be transferred to a later date.

III. BOOTH INFO

A. Spaces are 10’ wide x at least 6’ deep.

B. Vendors may request up to 2 spaces, but depending on the number of applicants, we reserve the right to limit spaces to 1 per vendor.

C. Vendor placements are prioritized according to seniority, product diversity, paid submission date, and electrical needs.

IV. RULES & LOGISTICS

A. Vendors may check-in as early as 7am, but no later than 9am. Vendors who are not checked in by 9am forfeit their booth space.

B. There are a limited number of flatbed carts available for vendors to use during set up and tear down. Please bring your own so you don’t have to wait

C. After unloading, vendors must move their vehicles to the opposite side of the parking lot. We need all spaces adjacent to the venue for shoppers.
D. Tables, chairs, merchandise, signage, and supplies must be inside the building by 9:30, at which time we lock the doors to prepare for customers.
E. Vendors requesting electrical access must provide their own extension cords and power strips.
F. Booth space must be set up and vendors ready to sell by 9:45.
G. Winter markets draw up to 1,000 visitors each Saturday. Customers will be lined up before the market opens at 10:00. Be ready for them.
H. All tables, displays, signage, equipment storage bins, and seating must fit within the assigned booth space and may not restrict access to or visibility of another vendor's booth.
I. Vendors may not tear down their space until the market closes at 3:00.
J. Vendors are responsible for proper disposal of all trash and food waste.
K. Vendors may not sublease their booth to or share their space with another vendor without prior written approval from the market manager.
L. 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.
M. 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.
N. Vendors who sell foods eligible for purchase with EBT benefits must accept EBT tokens as payment. Vendors turn in tokens at the end of the market, and reimbursements are processed within 7 days.
O. ONLY vendors who sell foods eligible for purchase with EBT benefits may accept EBT tokens as payment. Vendors who accept EBT tokens as payment for hot foods, hot beverages, arts, crafts, or services will NOT be reimbursed.

V. PRODUCTS/LABLES

A. Vendors are expected to know and comply with all applicable city, state, and federal health and safety requirements related to the products they sell.
B. Only Michigan-grown agricultural, value-added, handmade, and homemade products are permitted.
C. 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.
D. 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.
E. Vendors without an online presence (website, Facebook, etc.) must email photos of items to be sold for review during the application process. This does not apply to returning vendors.
F. Prices of all items must be clearly displayed. Individual unit pricing is not required if signage clearly lists prices for all items available.
G. All processed, value-added food products must be individually labeled with the vendor's name, physical address where items are prepared, product name, a complete list of ingredients with highlighted food allergens, net weight or volume (including metric equivalent). Cottage Food labels must include the MDARD disclaimer (see VII.E below).

VI. PROMOTION

A. South Lansing CDA promotes the Winter Markets via email to listservs, community calendars, neighborhood newsletters and church bulletins, social media, and broadcast media.
B. Vendors on FB are encouraged to like and follow the South Lansing Farmers Market page (personally and from your business page) so we can feature links to your pages and cross promote. We know many of our vendors have loyal fans who follow them from market to market, and we ask everyone to cast a wide net to attract customers.

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. Vendors selling meat, dairy, pickled or processed foods, foods that require refrigeration, cold or frozen craft beverages, and hot ready to eat foods or beverages must submit a copy of their current license from the Michigan Department of Agriculture and Rural Development or the County Health Department.
C. Vendors subject to licensing requirements must also keep a copy of necessary documents onsite to prove compliance during random inspector visits.
D. Vendors are responsible for collecting and submitting sales tax on all prepared food and art/craft transactions.
E. Food products exempt from licensure under the Cottage Food Law must be properly labeled and include the following disclaimer: "Processed in a facility not inspected by the Michigan Department of Agriculture & Rural Development."
F. Vendors selling items for human or animal consumption (licensed or cottage food) are required to carry insurance that covers general/product liability (1M/2M) and medical payments (5K).
G. Vendors selling food items must submit a certificate of insurance with required coverage limits AND list the market (South Lansing Community Development Association /dba South Lansing Farmers Market) as an additional insured.

VIII. RAFFLE

A. Vendors are asked to donate one item sold at their booth for the customer raffle.
B. Vendors are entered into the raffle 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 healthy food access programs.

IX. COMMUNITY CONSIDERATIONS

A. South Lansing CDA values the diversity of our vendors and our community. We expect everyone to treat others 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 in the market venue 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.