

# Fulton Street Artisans Market

## Rules and Regulations

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Opening Day for the 2012 Season is June 10<sup>th</sup>, and the final market of the season will be September 30<sup>th</sup>. The season consists of 17 Sundays.

The Fulton Street Artisans Market is a subsidiary of the Fulton Street Farmers Market and the Midtown Neighborhood Association and must adhere to all the rules thereof. Being on the property prior to 9:00am will cause the artisan to lose their privilege of showing that day. FSAM has deliberately changed the process of renting booths in order to remove any incentive to arrive early; so we fully expect everyone to be able to adhere to these rules.

### Vendor Requirements –

Artists are to sell handmade items only. These items need to be made locally, sold by their creator. Artists **will be asked** to provide proof of items being made locally and that they are handmade.

The FSAM Committee reserves the right to deny any artist or item at its discretion.

Edible items must be pre-approved by the committee prior to sale. FSAM does not allow the sale of edible goods produced under the Cottage Food Law unless pre-approved.

All artists are individually responsible for collecting sales tax and submitting to proper authorities.

Selling of live animals of any kind will not be allowed.

### Registration Weekly/Seasonal –

All artisans are required to be pre-approved for vending at FSAM.

**Established FSAM Vendors:** For those that already have an approved FSAM Vendor Card, a signed Returning Vendor Agreement form must be filed with the FSAM committee prior to the beginning of the FSAM season. You are not required to submit new pictures unless you have added a line that is considerably different than the one already established.

**New Vendors:** If you have not previously vended at FSAM, please send your signed application with pictures (hard copies only, no digital copies) of both finished product and a work in progress picture (FSAM strongly suggests simply copying 3-4 pictures onto a single sheet of paper and printing on plain paper -snapshots are not required). Please **include a self addressed stamped envelope** with your application as there are items that we need to mail back to you. **Any application that is sent in without a self addressed stamped envelope will be rejected.** A vendor identification card will be sent to you. No vending at FSAM will be allowed without prior approval.

Note: The new facility will have a roof, so tarp/tent set up is not required, and will have wifi available. Plaza spots, if available, will require tables and tents, if desired

Price –

<u>Type of Booth</u>	<u>Daily Rate</u>	<u>Seasonal Rate</u>
Full (2 –8’ tables)	\$22.00	\$330.00
Half (1-8’ table)	\$10.00	\$150.00
Plaza (must supply own table)*	\$15.00	\$225.00

\*Tents are not required for Plaza, but it is encouraged.

Seasonal Lease –

Registration for Seasonal booths is between February 15<sup>th</sup>, 2012 and March 14<sup>th</sup>, 2012. No application will be considered if postmarked after March 14<sup>th</sup>, 2012.

**Returning Vendors:** If you already have an approved FSAM vendor card you will receive a Returning Vendor Agreement in the mail. Fill this form out and send it in with a check or money order (payable to Fulton Street Farmers Market) no later than March 14<sup>th</sup>, 2012.

**New FSAM Vendors without a FSAM Vendor Card:** Please send your signed application, pictures of finished product and work in progress, a check or money order for the booth fee, and a self **addressed stamped envelope**. Please make checks payable to Fulton Street Farmers Market.

When registering for seasonal lease, please state booth preference on the application form. This can be East/West, aisle, electricity, etc. FSAM makes no guarantees that you will be assigned that booth, but we will do our best to accommodate you.

Booth assignments for Seasonal leases will be mailed to you by April 2<sup>st</sup>, 2012. Note: Booth assignments may be delayed due to construction of the new facility. If delayed, FSAM will get this information to you as soon as possible.

No refunds after May 1<sup>st</sup>, 2012. Also, cancellations due to inclement weather will not be refunded. FSAM is not responsible for the weather.

Timesharing of seasonal booths -

In order to accommodate vendors who might not otherwise be able to reserve a seasonal booth due to other summer obligations, and to enhance market diversity for customers, FSAM is allowing vendors to “time share” their booths in 2012. Only pre-approved vendors will be able to “time-share” their seasonal booth; no exceptions. You will not be allowed to share on the same day, but can split the season up any way you like. The full booth fee will be required to be sent to FSAM at the time of registration (February 15<sup>th</sup> – March 14<sup>th</sup>), along with applications and pictures for both artisans (if new vendors). Vendors who sign up for “time sharing” must submit a schedule of days when each will be at the market for approval by May 1<sup>st</sup>, 2012. IF BOTH ARTISANS SHOW UP ON THE SAME DAY, ONLY ONE WILL BE ALLOWED TO VEND ON THAT DAY!!!

Weekly Lease –

A limited number of booths are available for a weekly lease. These are assigned via a lottery on the morning of each market. Tickets for the lottery will be given out between 9:00am and until exactly 9:30am. You **must** check in and have a vendor ID card. Lottery numbers will be called starting at 9:30am sharp. If your number is

called, you will be assigned a booth, and payment will be required at that time. No tickets will be given out after 9:30am. In the event that the market is not full, we will allow for late check in.

You may mail in or drop off your application during the season on any Sunday. However, we will NOT process your application on-site. Your application will be processed and your vendor card will be mailed to you within 2-3 weeks. Please remember that your application must be filled out completely (address, phone, email), including pictures, and a **self address stamped envelope**.

#### Seasonal Check in –

Each Seasonal Vendor will need to check in before setting up their booth. There will only be one Check-in Booth. Seasonal Vendors must check in or call by 10:00 am, or the FSAM Committee reserves the right to lease said booth to a Weekly Vendor. If you are going to arrive after then 10:00am, please call us and we will hold your spot. Please notify Artist Relations via phone if you will be absent by 9:30am so that we can serve others in a timely manner. The number for FSAM is 616-258-4424.

**PLEASE NOTE: Seasonal vendors who don't call and don't show 3 times forfeit their seasonal booth and will not be issued a refund. There will be no exceptions.** So, if you can't make it, just call.

#### Cancellations Due to Weather –

FSAM will only be cancelled in case of severe weather, i.e. lightning, severe thunderstorm warnings, tornado. Please call if you have a question regarding cancellations.

#### Charitable Contributions –

Vendors are allowed to donate a portion of their sales to a charity. However, the vendor agrees to notify the FSAM committee of any charitable contributions prior to sale. Each vendor agrees to provide proof of contribution to FSAM in case of dispute. All contributions are the responsibility of the individual vendor, and FSAM assumes no responsibility for any contributions collected by the vendor.

#### Interpretation & Enforcement Procedure –

The FSAM Committee shall have the authority to interpret and enforce the Market rules.

The FSAM Committee shall resolve any disputes that arise regarding Market operation and may require that descriptions of disputes be submitted in writing.

The FSAM Committee may deny a vendor the privilege of selling at the Market on any given Market day for misrepresentation of products, poor quality of products, nonpayment of fees, failure to comply with a direction of the FSAM Committee, disrupting the operation of the Market, or any other violation of the Market Rules.

The FSAM Committee reserves the right to reject a vendor application if, in the FSAM Committee Market's opinion, the goods or items are not compatible with the overall concept of the Market, or the product mix currently offered at the Market.

The enforcement procedure will follow a "three-strike rule": the first violation will result in a verbal warning, the second violation will result in a written warning, the third violation will result in suspension of Market privileges for an amount of time to be determined by Market Committee based on the severity of the offense.

Vendors who have been suspended shall forfeit rental of stall(s) during suspension and may be reassigned to different stalls after the suspension is lifted. These reassigned stalls (if a seasonal vendor) then become this vendor's seasonal stalls until such time that the vendor may change market location through application of his/her seniority to occupy previously vacated stalls.

The FSAM Committee and other authorized representative of the Market or the City of Grand Rapids shall have the authority to cite violators.

The directions of the FSAM Committee, authorized representative, or the Market Committee must be complied within all matters pertaining to the operation of the Market. Complaints or appeals concerning disciplinary actions may be made in writing to members of the Market Committee. The directions of Market Management must be complied with until the final resolution of appeals has been made.

Vendors Shall:

- Follow the policies provided.
- Comply with current City, County and State and Federal laws governing their business.
- File an FSAM Vendor Agreement annually.
- Follow the direction of the FSAM Committee.
- Allow the FSAM Committee to inspect their booth and products if asked.
- Conduct their business with respect for the customer, the Market and each other.
- Be self-sufficient.
- Clean up after themselves and take trash with them.
- Display only items appropriate for a family venue.
- Make sure that any children in their care behave with the same respect expected from artists.
- Comply with the FSFM rule of "No Dogs Allowed" and keep their pets at home.

Vendors Shall Not:

- Refuse to pay proper Market fees.
- Throw trash anywhere.
- Participate in illegal activities or possess alcoholic beverages or any controlled substance.
- Use obscene language or discourtesy toward any customers, the Market or each other.
- Hawk, which is defined as calling attention to products in a loud, repetitive manner or selling ones' wares in an aggressive way.
- Sell craft making supplies unless they are made by the artisan (blown glass beads, for example).
- Shall not smoke in aisles or vending areas. Smoking is allowed 20 feet behind booth area.