



# FULTON STREET ARTISAN MARKET

## 2020 RULES + REGULATIONS

Opening Day for the 2020 Season is June 14th, and the final market of the season will be September 27th. The season consists of 16 Sundays. These rules are in effect for the above time frame.

The Fulton Street Artisans Market (FSAM) is a subsidiary of the Fulton Street Farmers Market (FSFM) and must adhere to all the rules thereof. Although FSAM is a subsidiary of FSFM, there are two separate applications and anyone vending with FSAM must be approved with a FSAM application. If a vendor is approved as an Artisan through FSFM it is only required to sign the FSAM vendor agreement upon confirmation of FSFM status. Vendors are asked not to arrive before 9AM. No vendors will be entered into the lottery and no seasonal vendors will be allowed to set up before 9AM. This also gives the committee time to prepare the facility for the day.

### 1. VENDOR REQUIREMENTS

- 1.1** Artists are to sell their own 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.
- 1.2** Any work that incorporates another vendor's work **MUST** be approved by both vendors and credit must be given. Vendors are not allowed to buy another artist's work to incorporate into their own without getting consent and giving credit.
- 1.3** The FSAM Committee reserves the right to deny any artist or item at their discretion.
- 1.4** Edible items must be pre-approved by the FSAM committee prior to sale. FSAM does allow the sale of edible goods produced under the Cottage Food Law. Please see addendum for additional rules.
- 1.5** All artists are individually responsible for collecting sales tax and submitting to proper authorities.
- 1.6** Selling of live animals of any kind will not be allowed.
- 1.7** The market is advertised as being open from 11AM until 3PM. All vendors are expected to remain "open" until 3PM. No early breakdowns are allowed without prior approval from the FSAM committee.
- 1.8** **Registration of Weekly/Seasonal Vendors:** All artisans are required to be pre-approved for vending at FSAM.
- 1.9** **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 product line that is considerably different than the one already established.
- 1.10** **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 may be rejected. A vendor identification card will be sent to you upon approval.

**1.11 E-Application Option:** Starting with the 2020 season applications will now be accepted by email as well. All sections of the application must be filled out just like with the traditional application. Completed applications can be emailed to [artisanmarket@fultonstreetmarket.org](mailto:artisanmarket@fultonstreetmarket.org) If applying for opening day or seasonal booth space a mailed application is still required because payment is needed. An emailed application will require the vendor to check in early to sign the vendor agreement and pick up their new vendor card if applicable.

**1.12** No vending at FSAM will be allowed without prior approval. Cut off for new vendor applications is the second to the last Sunday. Any application postmarked after second to last Sunday of the season, 2020 may not be accepted and the vendor may have to resubmit the application for the following season.

*New vendors please note, any application that is sent in without a work in process picture will be rejected.*

## 2. BOOTH PRICING

TYPE OF BOOTH	DAILY RATE	OPENING DAY	SEASONAL RATE
Double Stall (TWO 8ft tables)	\$25.00	\$36.00	\$350.00 / \$375.00 / \$400.00
Single Stall (ONE 8ft table)	\$13.00	\$18.00	\$182.00 / \$195.00 / \$208.00
Kiosk (must supply your own table)	\$13.00	\$18.00	N/A
FOOD TRUCKS	\$13.00	\$18.00	N/A

\*Note: Kiosk is defined as an 8x8 space set up under the roof at the Fulton end of the market.

## 3. SEASONAL LEASE

**3.1** Registration for Seasonal booth(s) is between March 1<sup>st</sup>, 2020 and May 29<sup>th</sup>, 2020. No application will be considered if postmarked after May 29<sup>th</sup>, 2020. Please note that application for a seasonal booth does not guarantee a seasonal booth will be assigned to you. If you are not accepted as a season vendor, your check or money order will be returned.

**3.2** Returning Vendors: If you already have an approved FSAM vendor card please fill the returning vendor form out and send it in with a check or money order (payable to Fulton Street Farmers Market) no later than May 29<sup>th</sup>, 2020 only if you wish to be considered for a seasonal booth.

**3.3** 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 (for opening day or seasonal booths only), and a self-addressed stamped envelope. Please make checks payable to Fulton Street Farmers Market.

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

**3.5** Booth assignments letters for Seasonal leases will be mailed to you by June 7<sup>th</sup>, 2020.

**3.6** No refunds after June 13<sup>th</sup>, 2020. Also, cancellations due to inclement weather will not be refunded. FSAM is not responsible for the weather.

**3.7** No person shall use any stall not assigned to him/her by the FSAM Committee. Any unused stalls may not be sublet. Unused stalls are forfeited to the Market Committee for reassignment.

**3.8 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 risk forfeiting their seasonal booth and will not be issued a refund.

**3.9 TIME SHARING 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 2020. 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 (March 3 - May 29, 2020), 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 29, 2020. *IF BOTH ARTISANS SHOW UP ON THE SAME DAY, ONLY ONE WILL BE ALLOWED TO USE THE BOOTH SPACE ON THAT DAY!!! (The other vendor can choose to rent a booth at the regular weekly rate.)*

**3.10 SEASONAL PAYMENT OPTIONS** This year there are three payment options for seasonal booths. The least expensive is the traditional full payment upon registration. The next option is a quarterly payment option. For this option the first 25% is due upon registration, second 25% is due the first Sunday of July, the third 25% is due the first Sunday of August, final 25% is due the first Sunday of September. The final option allows for a weekly payment. Any missed payments will result in forfeiture of your seasonal perks. With all payment options seasonal vendors must still alert FSAM staff if they will not be attending before 10AM each Sunday.

## 4. WEEKLY LEASE

**4.1** Opening Day is the only market day that pre-registration is done. Registration for Opening Day is between March 3, 2020 and June 7, 2020. An application, check or money order for \$18.00 (for a single booth) or \$36.00 (for a double booth), and a self-addressed stamped envelope must be postmarked no later than June 7, 2020 in order to be considered for Opening Day placement.

**4.2** All other Sundays booths 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. If the market is not full, we will allow for late check in.

**4.3** 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. (Usually sooner than that) Please remember that your application must be filled out completely (address, phone, email), including pictures, and a self-addressed stamped envelope.

## 5. CANCELLATIONS

**5.1** 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.

## **6. CHARITABLE CONTRIBUTIONS AND NON-PROFIT GROUPS**

**6.1** Vendors can 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.

**6.2** Charitable groups may apply to vend under a single vendor number. Groups must provide proof of non-profit status and a short explanation of what proceeds are used for. It is not required to submit pictures of ALL items planned to sell, but a sample of work is still required to evaluate quality and appropriateness.

## **7. INTERPRETATION + ENFORCEMENT PROCEDURES**

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

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

**7.3** 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.

**7.4** 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.

**7.5** 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 FSAM Committee based on the severity of the offense.

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

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

**7.8** The directions of the FSAM Committee, authorized representative, or the Market Committee must be complied with 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.

**7.9** Disrespect toward market staff or other vendors may be subject to discipline without the "three-strike rule."

## **8. GRIEVANCE PROCEDURES**

**8.1** All market participants are encouraged to resolve difficulties on a one-on-one basis. A member of the Fulton Street Artisans Market (hereafter referred to as FSAM) Committee may facilitate a discussion if needed.

**8.2** If the dispute continues the grievance should be documented in writing and submitted to the FSAM Committee. The FSAM Committee will attempt to resolve the dispute and they should document any actions at resolving the dispute.

**8.3** Should the grievance persist; the market participant may appeal to the Farmers Market Manager. If the dispute is not resolved within 30 days after submitting the grievance to the Farmers Market Manager, the grievance shall then be submitted to the Fulton Street Farmers Market Board of Directors which shall convene a subcommittee. This subcommittee shall receive the grievance document, along with any written reports from the Farmers Market Manager and the FSAM Committee describing their disposition of the grievance. Within 30 days of receiving the grievance document the subcommittee shall render a decision on the merits of the grievance and any remedies.

**8.4** Appeal of the subcommittee decision may be made to the entire Board, which may choose to consider the grievance. Decisions of the entire Board of Directors are final.

**8.5** During the grievance process, the violator must adhere to the original penalty with no right to restitution for any losses.

**8.6** In any case where a conflict remains unresolved the FSAM Committee or any member thereof may prohibit some or all the involved parties from participating at the market until such time as the FSAM Committee and/or Committee member determines such participation will not be detrimental to the market.

## **9. VENDOR EXPECTATIONS:**

### **Please Do:**

- 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. Any visitors/guests at a booth are expected to abide by the same rules as the vendors. The vendor is responsible and accountable for their guests.
- Keep their pets at home (This is to help maintain a professional shopping environment and prevent potential liabilities.)

### **Please Do Not:**

- Refuse to pay proper Market fees.
- Throw trash anywhere other than designated trash cans.
- 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).
- Smoke in aisles or vending areas. Smoking is allowed 20 feet behind booth area.

**Please join our FSAM Artists group on Facebook for the most current updates regarding weather, rules, and events.**

## 10. COTTAGE FOOD ADDENDUM:

All regular FSAM rules apply with the following changes:

- 10.1 Vendors that are licensed to sell food with the City of Grand Rapids can supply a copy of their license in the place of the cottage food requirements.
- 10.2 To sell under cottage food law a current Certificate of Insurance must be supplied with Fulton Street Farmers Market named as additionally insured.
- 10.3 Follow all rules regarding Michigan Cottage Food Law including (but not limited to) the items listed below:

Cottage Food Information:

[https://www.michigan.gov/mdard/0,4610,7-125-50772\\_45851-240577--,00.html](https://www.michigan.gov/mdard/0,4610,7-125-50772_45851-240577--,00.html)

Cottage Foods Product List: What Qualifies and What Doesn't

The rules under Michigan's Food Law were developed to protect the health and safety of Michigan citizens and to reduce the risk of foodborne illness. Foods allowed for sale under the Cottage Food Law are allowed based on their relatively low risk for foodborne illness. Cottage food producers can help reduce the risk of foodborne illness even further by following safe food handling and storage practices and maintaining good hygiene in their home kitchens. Proper labeling is also important, especially for people who may be allergic to certain ingredients.

The following lists show examples of foods that meet the requirements for Cottage Foods and those that do not.

*What Food Products Meet the Requirements for Cottage Foods?*

Select non-potentially hazardous foods (time and/or temperature controls not required to assure food safety - meaning foods can safely be kept at room temperature and do not require refrigeration) meet the requirements for cottage foods and can be prepared in a home kitchen and sold directly to consumers without a license. Many of these items are identified by MDARD. Examples include:

- Breads
- Baked goods
- Cookies
- Cakes, including celebration cakes (birthday, anniversary, wedding)
- Quick breads and muffins (e.g., pumpkin or zucchini bread, blueberry muffins)
- Cooked fruit pies, including pie crusts made with butter, lard, or shortening
- Fruit jams and jellies (as defined in 21 CFR part 150) in glass jars that can be stored at room temperature (except vegetable and other non-fruit based jams/jellies)
- Confections and candies (made without alcohol)
- Granola
- Dry herbs and dry herb mixtures
- Dry baking mixes
- Dry dip mixes
- Dry soup mixes
- Dehydrated vegetables or fruits
- Popcorn
- Cotton Candy
- Non-potentially hazardous dry bulk mixes sold wholesale can be repackaged into a Cottage Food product. Similar items already packaged and labeled for retail sale cannot be repackaged and/or relabeled.
- Chocolate covered pretzels, marshmallows, graham crackers, Rice Krispies treats, strawberries, pineapple, bananas, or other non-TCS foods
- Coated or uncoated nuts
- Dried pasta made with or without eggs
- Roasted coffee beans or ground roasted coffee

- Vinegar and flavored vinegars

#### *What Food Products Are NOT ALLOWED to Be Produced in My Home?*

Potentially hazardous foods that require time and/or temperature control for safety are NOT ALLOWED to be produced in a home kitchen and must be produced in a licensed kitchen. Examples include:

- Meat and meat products like fresh and dried meats (jerky)
- Fish and fish products like smoked fish
- Raw seed sprouts
- Vegetable jams/jellies (e.g., hot pepper jelly)
- Canned fruits or vegetables like salsa or canned peaches
- Canned fruit or vegetable butters like pumpkin or apple butter
- Canned pickled products like corn relish, pickles, or sauerkraut
- Pies or cakes that require refrigeration to assure safety like banana cream, pumpkin, lemon meringue or custard pies; cheesecake; and cakes with glaze or frosting that requires refrigeration (e.g., cream cheese frosting)
- Milk and dairy products like cheese or yogurt
- Cut melons
- Caramel apples
- Hummus
- Garlic in oil mixtures
- All beverages, including fruit/vegetable juices, Kombucha tea, and apple cider
- Ice and ice products
- Cut tomatoes or chopped/shredded leafy greens
- Confections that contain alcohol, like truffles or liqueur-filled chocolates
- Focaccia style breads with fresh vegetables and/or cheeses
- Food products made from fresh cut tomatoes, cut melons or cut leafy greens
- Food products made with cooked vegetable products that are not canned
- Sauces and condiments, including barbeque sauce, hot sauce, ketchup, or mustard
- Salad dressings
- Pet food or treats **\*\* NOTE: A commercial feed license is required to make in a home kitchen \*\***

If you have questions about a specific product not listed here or in the "*Cottage Foods: Frequently Asked Questions, Section 2 - Product/Production Related Questions*", please contact the Michigan Department of Agriculture & Rural Development at 800-292-3939 or [MDA-Info@michigan.gov](mailto:MDA-Info@michigan.gov). Please include your zip code and a telephone number with your request for information.

#### D. Cottage Food Sample Label and Labeling Guidelines

The basic information that must be on the label is as follows:

- Name and physical address of the Cottage Food operation. (You must use the physical address of your home kitchen; Post Office Box addresses are not adequate).
- Name of the Cottage Food product (All capital letters or upper/lower case are both acceptable).
- The ingredients of the Cottage Food product, in descending order of predominance by weight. If you use a prepared item in your recipe, you must list the sub ingredients as well. For example: soy sauce is not acceptable, soy sauce (wheat, soybeans, salt) would be acceptable, please see the label below for further examples.
- The net weight or net volume of the Cottage Food product (must also include the metric equivalent - conversion charts are available online).
- Allergen labeling as specified in federal labeling requirements.
- The following statement: "*Made in a home kitchen that has not been inspected by the Michigan Department of Agriculture & Rural Development*" in at least the equivalent of 11-point font (about 1/8" tall) and in a color that provides a clear contrast to the background (All capital letters or upper/lower case are both acceptable).

Hand-printed labels are acceptable if they are clearly legible, written with durable, permanent ink, and printed large enough to



equal the font size requirements listed above.

Here is an example of a label that should help you develop your own labels:

MADE IN A HOME KITCHEN THAT HAS NOT BEEN INSPECTED BY THE

MICHIGAN DEPARTMENT OF AGRICULTURE  
& RURAL DEVELOPMENT

Chocolate Chip Cookie

Artie Pinkster  
123 Foodstuff Lane  
Casserole City, MI 82682

Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, cocoa butter, butterfat (milk), Soy lecithin as an emulsifier), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda

Contains: wheat, eggs, milk, soy, walnuts

Net Wt. 3 oz

#### E. Michigan Maple Syrup and Honey Licensing Exemptions

Under the Michigan Food Law, honey or maple syrup retail outlets and processing facilities operated by the producer are exempt from licensure, if gross sales are \$15,001 or less.

Honey and maple syrup are not considered cottage foods, because the regulatory requirements and exemptions have some significant differences. They do, however, have their own set of licensing exemptions under the law. Here are some of the basic differences and similarities between honey and maple syrup regulations and those for cottage foods:

- Honey and maple syrup producers who meet licensing exemptions must follow the same labeling requirements for their honey and maple syrup as those outlined for cottage food products (Note: because honey and maple syrup typically cannot be processed in a home kitchen, the labeling requirement should read, "*Processed in a facility not inspected by the Michigan Department of Agriculture & Rural Development*").
- Honey and maple syrup producers who meet the licensing exemptions still must meet all requirements of the Michigan Food Law, including sanitation, building construct and design, employee hygiene, etc.
- Honey and maple syrup must be produced in a facility that meets basic processing requirements, as outlined in the Michigan Food Law.
- Honey and maple syrup producers can wholesale their products, including to grocery stores and other retailers who will then resell them, as long as they are labeled correctly. Honey and maple syrup producers are not limited to direct sales as cottage food products are.

#### F. Ready to Move Beyond Cottage Foods: How to Become a Licensed Food Processor

Although the Cottage Food Law is a great opportunity for food entrepreneurs in Michigan to "test the waters" as a food business, there are some limitations to what can and can't be done under the law.

Many food entrepreneurs have products or plans for their food businesses that require them to become a licensed food processor. For instance, if you decide you would like to wholesale your products, which is not allowed under the Cottage Food Law, you are ready to move to the next step and become a licensed food processor.

Others may reach the \$25,000 threshold for gross annual sales allowed under the Cottage Food Law and need to become licensed to allow for continued growth and success.

If you are ready to become a licensed food processor, congratulations!

The Michigan Department of Agriculture & Rural Development has resources and tools to help food entrepreneurs establish and grow their businesses in Michigan. [Click here to get started on your way to becoming a licensed food processor.](#)

## **11. VINTAGE MARKET ADDENDUM:**

All regular FSAM rules apply with the following changes:

- 11.1** Items must fit with an era of 20 or more years old
- 11.2** Vendors are only approved to vend on specified "Vintage Market" days, not in the general Sunday Artisan's Market
- 11.3** Preference will be given to vendors with "upcycled" items as these items could also be sold at regular FSAM events. Please indicate on your application if you are applying for a regular FSAM vendor spot in addition to the vintage event(s).
- 11.4** Regarding rule 1.9 in the primary rules, vintage vendors must supply photos of their typical stock and/or display to verify quality/appropriateness for FSAM events