

Fulton Street Artisans Market

Rules and Regulations

Opening Day for the 2017 Season is June 11th, and the final market of the season will be October 1st. The season consists of 17 Sundays. These rules are in effect for the above time frame.

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 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.

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 product 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. Cut off for new vendor application is September 1st, 2017. Any application postmarked after September 1st, 2017 will not be accepted and the vendor will have to resubmit the application for the following season.

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

Price-

<u>Type of Booth</u>	<u>Daily Rate</u>	<u>Seasonal Rate</u>
Full (two 8 foot tables)	\$25.00	\$375.00
Half (one 8 foot table)	\$12.00	\$180.00
Kiosk (must supply own table)	\$15.00	\$225.00
Opening Day (if not a seasonal vendor)	\$17.00	N/A

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

Seasonal Lease –

Registration for Seasonal booths is between February 28th, 2017 and April 1st, 2017. No application will be considered if postmarked after April 1st, 2017. 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.

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 April 1st, 2017 if you wish to be considered for a seasonal booth.

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, etc. FSAM makes no guarantees that you will be assigned that booth, but we will do our best to accommodate you. Note that with the inception of the new facility, all booths have access to electricity and water.

Booth assignments letters for Seasonal leases will be mailed to you by April 18th, 2017.

No refunds after May 1st, 2017. Also, cancellations due to inclement weather will not be refunded. FSAM is not responsible for the weather.

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.

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 2017. 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 28th – April 1st), 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 1st, 2017. IF BOTH ARTISANS SHOW UP ON THE SAME DAY, ONLY ONE WILL BE ALLOWED TO VEND ON THAT DAY!!!

Weekly Lease –

Opening Day is the only market day that pre-registration is done. Registration for Opening Day is the same as for seasonal lease between February 28th, 2017 and April 1st, 2017. An application, check or money order for \$17.00, and a self addressed stamped envelope must be postmarked no later than April 1st, 2017 in order to be considered for Opening Day placement. Note: In order to accommodate as many artisans as possible, full (double) booths will be unavailable for Opening Day (with seasonal double booth holders as the exception).

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. 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.

Grievance Procedure

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.

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.

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 Midtown Neighborhood Association 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.

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.

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

In any case where a conflict remains unresolved the FSAM Committee or any member thereof may prohibit some or all of 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.

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.

Fulton Street Artisans Market Vendor Agreement

***Product Category** (please circle at least one, more than one can apply)

Fiber Glass Jewelry Pottery/Ceramic Garden Art Painting/Drawing Photography Baby/Child
Bath/Body Wood Other

Vendor Information

*Name _____

Business Name _____

*Address _____

*City _____ *Zip _____ *Phone _____

Email _____

Website (if applicable) _____

*What you will be selling (be specific): _____

*Applying for:

Seasonal. Seasonal Booth Preference? _____
(FSAM will do it's best to accommodate booth preference, but can make no guarantees)

Opening Day (Note: if assigned a Seasonal Booth, you are automatically signed up for Opening Day)

Weekly Booth only (Do not send payment unless signing up for Seasonal or Opening Day)

* * I have read the FSAM Rules and Regulations and agree to the terms (please check):

*Signature: _____ Date _____

Please mail completed application, pictures of completed work and work in progress, and a self addressed stamped envelope to (this applies to everyone applying to sell at the Sunday ART market):

FSAM
P.O. Box 2234
Grand Rapids, MI 49501

Checks should be payable to: Fulton Street **Farmers** Market.

Note: Applications that are incomplete will be returned and/or not processed. (*) Denotes required field.

For FSAM use only:

Received on: _____ Vendor # assigned: _____ Booth: _____ Check # _____