

# Concession Vendor

## REGULATIONS + APPLICATION



### STATEMENT OF PURPOSE

In order to enhance the atmosphere of the market and to give customers and vendors an option to purchase “ready-to-eat” foods on the market grounds, the Fulton Street Farmers Market (FSFM) is releasing its annual application for concession vendors to participate in the market subject to certain terms and conditions. For the market’s purposes, any applicant intending to sell any kind of “ready-to-eat” foods will be termed a “concession vendor”.

### BACKGROUND INFORMATION

Established in 1922, FSFM is the city’s largest and oldest Farmers Market. Overseen by the Grand Rapids Department of Parks and Recreation, FSFM resides in the Midtown Neighborhood. In 2013, operations of the Market obtained its own Board of Directors.

The market is open Tuesdays, Wednesdays, Fridays and Saturdays from 8:00 am to 3:00 pm from the first Saturday in May through the Saturday before Christmas Eve AND January through April on Saturdays from 10:00 am to 1:00 pm. In addition, the market is open on Sundays for its ARTisans market from 11:00am to 3:00pm. The Market hosts roughly 11,000 shoppers on a typical week and sees more than 200 different vendors throughout the year.

### SCOPE OF WORK

If selected, a concession vendor will be **expected to attend all agreed upon market days**, unless other arrangements have been made prior to absence with the FSFM staff. The concession vendor will be bound by the rules of the FSFM (which can be found online or requested electronically), and will operate under the direction of the market staff. Days and hours of operation are negotiable and will be negotiated on approval of proposal. FSFM is responsible for advertising and promotion of the market as a whole, and if accepted, your business will be included on related materials. You will also be able to promote your presence at the market on your own.

### TERMS OF CONTRACT

Your participation in the market will be for one market season (May 5, 2018 through December 22, 2018), with the option to negotiate end of season vending fees and dates past September in consideration of weather and customer volume. **Concession vendors will be required to pay for their space on a daily basis. Concession Vendors are only allowed to park in their designated spot. No additional vehicles may be parked on the premises. Additional parking is available off site.** The FSFM reserves the right to repeal the invitation to participate in the market at any time without cause. Concession vendors will be responsible for following the FSFM rules and regulations as well as being compliance with all federal, state and local regulations and a failure to abide by such regulations will require FSFM to rescind any invitations to participate in the market.. In considering participation for future seasons, some preference will be given to vendors who have successfully completed a market season although FSFM always maintains sole discretion in awarding invitations for participants.

### STATED TERMS OF DAILY CONCESSION VENDOR FEES

Concession Vendor fees will be collected daily at the beginning of each market day. A stamped receipt will be provided once payment is collect. Please keep these receipts for your records. The following vending fees are determined as detailed:

**Tuesday Market - FEE WAIVED**      **Wednesday Market - FEE WAIVED**  
**Friday Market - \$40/day**      **Saturday Market - \$60/day**

\* Fees for Tuesday + Wednesday have been waived for concessions vendors who are interested in building a lunch crowd at FSFM. The vendor fees for dates after September 30th will go down to \$20/day for FRIDAYS + SATURDAY

## REQUIREMENT FOR APPLICATION SUBMISSION

Please answer the following questions in their entirety. You may mail in or drop off your application to FSM or you can email your submission to the Management Staff:

1145 Fulton Street East- Grand Rapids, MI 49503

[info@fultonstreetmarket.org](mailto:info@fultonstreetmarket.org)

### GENERAL CONTACT INFORMATION

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PREFERRED METHOD OF CONTACT:(Circle all that apply) **PHONE CALL** **TEXT** **EMAIL**

WEBSITE (if applicable): \_\_\_\_\_

FACEBOOK (if applicable) : \_\_\_\_\_

### CONCESSION REQUIREMENTS

Briefly describe your business (ownership, duration of operation, plans for future) – essentially, what is your Strategic Business Plan?

What spatial needs and infrastructure (electricity, etc.) would your business require? – Pictures of set up are extremely helpful. (Those wanting to examine market space should contact market staff to schedule a meeting)

LENGTH + DIMENSION OF TRUCK/ SPACE NEEDED TO VEND:

GENERATOR(circle): **YES** **NO** ELECTRICAL NEEDS(circle): **110W** **220W** **NONE**

Additional Comments:

WHAT SIDE IS YOUR ORDERING WINDOW(circle, if applicable) **DRIVER'S SIDE** **PASSENGERS SIDE**

Are you currently licensed to vend in the City of Grand Rapids? **YES** **NO** **IN PROCESS**

If not, what are your plans for obtaining licensing?

Please *attach* a sample menu with price points: \_\_\_\_\_ ATTACHED \_\_\_\_\_ NOT ATTACHED

What would you like us to know about your business?

What would make you an asset to the Fulton Street Farmers Market?

The Market is open four days a week (Tuesday, Wednesday, Friday and Saturday from 8:00 am to 3:00 pm).

**WHAT MONTHS, DAYS + HOURS ARE YOU INTERESTED IN HAVING YOUR BUSINESS AT MARKET?**

**CIRCLE ALL THAT APPLY**

<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
-	-	May	May
June	June	June	June
July	July	July	July
August	August	August	August
September	September	September	September
-	-	POST SEPTEMBER	POST SEPTEMBER

**Are there any specific dates that you know that you will not be able to vend in advance ( i.e other events, festivals, etc) Please list all to your working knowledge**

**ADDITIONAL OPPORTUNITIES**

The Fulton Street Farmers Market also runs a **Sunday ARTisans Market;** June through September from 11:00 am to 3:00 pm.

Would you be interested in vending at this market? **YES NO I WOULD LIKE MORE INFORMATION**  
(This will not affect our review of your proposal, but if interested, you may be contacted by the ARTisans Market Committee for scheduling).

**EVALUATION + AWARD PROCESS/SCHEDULE**

Market staff will review all proposals and make award decisions. Applicants will be chosen based on these following criteria with an emphasis on availability to attend weekday market days but will also consider: the complementary nature of foods offered to the general operation of the market, emphasis on local food sourcing, and pricing of foods offered.

The application is open to any interested vendors from the general public and will be available for review and submission from February 1st, 2018 to February 26th, 2018. The deadline for proposal submission is February 26th, 2018. Proposals are required to be received by February 26th at 5:00 p.m. to be considered. Applications submitted after the deadline will not be reviewed. Decisions will be made and applicants will be notified no later than March 10th, 2018.

Questions or correspondence should be directed to:

Joe Lesausky, Support Staff : (616)454-4118  
[info@fultonstreetmarket.org](mailto:info@fultonstreetmarket.org)/ [Joe.Fultonstreet@gmail.com](mailto:Joe.Fultonstreet@gmail.com)

**\*email is the preferred method of correspondence and will result in a quicker response\***

**Subject Heading: Concession 2018-(Business Name)**

**ACKNOWLEDGEMENT OF CONCESSION REGULATIONS + APPLICATION**

I have read and agreed to all the terms of concessions at the Fulton Street Farmers Market

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date