



## SVRC MARKETPLACE VENDOR APPLICATION, EVENTS & POP UPS

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### WHAT IS THE SVRC Marketplace?

SVRC Marketplace, LLC. is a community gathering place connecting people to fresh food, jobs and opportunity in Downtown Saginaw. The Marketplace is a vibrant mixed-use development and permanent location of the Downtown Saginaw Farmers' Market. Additionally, the Marketplace includes a year-round indoor market, mini retail center, demonstration and incubator kitchens, and entrepreneurial support services for small businesses, retail spaces and office suites.

### WHAT IS THE MISSION OF THE SVRC MARKETPLACE?

The SVRC Marketplace is a place where regional farmers and sustainable food producers sell their goods and build relationships with consumers, where residents come to see their neighbors, be fed and entertained, and participate in the Marketplace community. There are three primary goals of the Market:

- **To Increase Community Access to Fresh Food:** The Market is an outlet for delivering nutritious, conscientiously grown and locally produced foods accessible to all members of our community regardless of income level, physical disability, race, ethnicity, gender, sexual orientation or social status.
- **To Foster Entrepreneurship and Support Family and Small-Scale Food Producers:** The Market functions as an incubator for small-scale, local entrepreneurs, especially those in the food sector.
- **To Build Community:** The Market serves the community by raising the profile of the neighborhood, reinforcing a positive image of Downtown Saginaw, and creating a place for enjoyment and entertainment.

The SVRC Marketplace; Rachel Trumble, Marketplace Manager

203 South Washington, Saginaw, MI 48601  
Phone 989-770-0233 Cell Phone

[www.facebook.com/SVRCMarketplace](http://www.facebook.com/SVRCMarketplace)

### APPLICATION INSTRUCTIONS

This application is for the following groups: (1) applicants who want to be vendors in the year-round indoor market; (2) outdoor vendors in the SVRC Marketplace plaza or street; (3) pop up Marketplace vendors; (4) special event Marketplace vendors.

Please answer all applicable questions completely, attaching additional sheets of paper as necessary. All vendors will be given the rules and regulations in full prior to moving into the Marketplace. Incomplete applications will not be considered. Marketplace management reserves the right to decline any vendor. Careful consideration will be given to product and the type of business. Vendors must include certification paperwork, insurance information as applicable and proper licensing as detailed in the pages below. Supplemental documents may be sent by email to [rtrumble@svrcindustries.com](mailto:rtrumble@svrcindustries.com)

#### Application Timeline & Fees:

1. Pop-up vendors
  - a. Application fee is \$25.00 (non-refundable)
2. Permanent vendors
  - a. Application fee is \$100 (non-refundable)
3. For events, rent is due prior to the event
4. For permanent vendors coming into the Marketplace, security deposit equal to one months rent is due prior to move; rent will commence upon move in.

Applications will be reviewed by the Market Management Team. You will be notified of the status of your application after it has been processed. After the official application process has closed, the SVRC Marketplace reserves the right, in its sole discretion, to admit additional vendors to the Market at any time. We will not hold spaces without application, paid application fee and a signed lease agreement. Lease agreements must be signed immediately following acceptance of application.

#### INDOOR MARKET & MINI RETAIL

Runs year round, all vendors of the Marketplace are REQUIRED to be open during the hours of operation regardless of situation. In the event that a business does not open fines will be assessed. The Market will be closed on certain holidays. The hours for both the Indoor Market & Mini Retail are as follows:

Wednesday: 10AM-6PM

Thursday: 10AM-6PM

Friday: 10AM-6PM

Saturday: 10AM-6PM

Hours of operation are not negotiable. All vendors must be open during hours of operation.

PLEASE READ THE SVRC MARKETPLACE RULES AND REGULATIONS BEFORE COMPLETING THIS APPLICATION. ALL VENDORS ARE ACCOUNTABLE FOR THE REQUIREMENTS DESCRIBED THEREIN.

I understand I will be expected to follow Rules and Regulations Which will be supplied at a later date. (check left)

I understand that my application may not be approved.

I understand that I am responsible to be open during the hours of operation for the Marketplace and if I close I will be penalized.

I AM APPLYING AS:

Indoor Market Vendor

Pop Up Market Vendor

Event Market Vendor

Incubator Kitchen/Washpack Room/Cooler/Freezer (circle)

**I. Contact Information**

Business Name: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Township: \_\_\_\_\_ County: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website Address (If any): \_\_\_\_\_

Business Type (check one):

Individual  Family  Partnership  LLC  For-Profit Corporation

Not-for-profit Corporation  Other

Other individual(s) responsible for market-day stall management and sales, if any:

1. Name: \_\_\_\_\_ Title \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## II. Vendor Type:

Choose one of the following Vendor categories:

\_\_\_ Farmer/Producer of raw or minimally processed agricultural products

\_\_\_ Processor of raw ingredients produced by others creating a value added product

\_\_\_ Prepared Foods produced in whole or part at the Market intended primarily for immediate consumption

\_\_\_ Retail/Other (non-food) please specify \_\_\_\_\_

Are you applying as a

\_\_\_ Pop Up or Event Vendor

\_\_\_ Weekly, Year-Round Vendor (Indoor Market and Mini-Retail)

## III. COST BREAKDOWN:

All costs listed below are calculated on a monthly basis.

Location	Single Booth (8x8) Cost & Size	Double Booth (16x8) Cost & Size	Triple Booth (24x8) Cost & Size
Pop Up/Event	\$30	\$60	\$90
Indoor Market	\$137 (8' x 8') 64 SF	\$274 (8' x 16') 128 SF	\$411 (8' x 24') 192 SF
Indoor Market Food Court Commons	\$164 (10' x 8') 80 SF	\$328 (20' x 8') 160 SF	\$492 (30' x 8') 240 SF
Mini Retail	\$148 (9' x 8') 72 SF	\$296 (18' x 8') 144 SF	\$444 (27' x 8') 216 SF

All vendors who plan to sell hot-to-go food in the marketplace must prepare their food using electronic instruments or licensed kitchen facilities are available to rent in the lower level.

V. Insurance: All applicants opening a permanent business must have a Commercial General Liability Insurance Policy naming the SVRC Marketplace, LLC, 203 S. Washington, Ave., Saginaw, MI 48601 as additional insured. **A current Certificate of Liability Insurance**

where applicable for permanent business vendors must be submitted with this application or mailed prior to the event

Insurance Co. \_\_\_\_\_

Policy # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**AFFIDAVIT**

I have read this application, I understand the SVRC Marketplace 2019-20 Market Rules and Regulations will be supplied prior to the event, I hereby agree to abide by all Rules and Regulations of the SVRC Marketplace and accept all decisions and interpretations made by the SVRC Marketplace, as final.

I agree to sell at the Market only those products listed in this application. I also acknowledge those products must be of my own production or produced at the location described on my application (I understand products can be made at the SVRC Marketplace by renting the incubator kitchen). I agree to comply with all relevant government rules and regulations related to this business. I acknowledge full responsibility for actions taken at the Market by myself and all those employed by or assisting me.

I acknowledge the sole authority of the SVRC Marketplace, LLC, its Market Management and staff, to enforce and interpret the Rules of the Market, to immediately settle any disputes regarding product legitimacy, procedural or vendor conduct violations and impose any penalties, including possible suspension or removal from the market. I acknowledge that my business must be open and under operation during all days and hours the market is open for business to the public. I understand that participation in this market is for the benefit of my own business as well as the collective whole.

I agree to allow the Market Management and/or representatives of the Market at any time to inspect the premises where the products offered for sale are produced, and acknowledge that failure to allow an inspection will constitute a violation of Market rules. I understand that the SVRC Marketplace, LLC. does not carry insurance covering individual participants and that I am required to carry such insurance.

Indemnification and Hold-Harmless Agreement: The undersigned, for himself and, if different, for the person, business or organization on behalf of whom this application is submitted, hereby agrees to indemnify the SVRC Marketplace, LLC. and the venue and their officers, agents, employees and assigns, for, and to hold them harmless from, any liability and/or for any contractual or quasi-contractual obligations to third parties in connection with any activity, event(s), use or occurrence at the Market.

I understand that market fees are due and payable upon receipt of bills therefore, and that non- payment may, at the sole discretion of the SVRC Marketplace, result in

suspension or removal from the Market; and that final fee payment is due no more than 30 days after the last market day.

I certify that the information contained in this application is true and accurate.

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Signee: \_\_\_\_\_

**APPLICATION CHECK LIST**

- \_\_\_ Application, with details regarding additional submissions below
- \_\_\_ \$25 for pop-up vendors non-refundable application fee
- \_\_\_ \$100 for permanent vendors non-refundable application fee
- \_\_\_ Signed Affidavit
- \_\_\_ *Menu/or Product List*

**IMPORTANT:** Incomplete Applications will not be accepted.

Check the appropriate items for submission below- To be sent & received before the event.

\_\_\_ Certificate of Liability Insurance with SVRC Marketplace, LLC. as named insured.

You are responsible for the following (if applicable)

- \_\_\_ Product List
- \_\_\_ Permanent Vendors Only; Health Department Plan Review of your booth spaces (there is a fee you are responsible to pay)
- \_\_\_ Permanent Vendors; Health Department Permit and/or certifications (there is a fee you are responsible to pay)
- \_\_\_ Health Inspection (within last six months\*) (Prepared food vendors only, if available)
- \_\_\_ Copies of applicable licenses ServSafe, Allergens, business license and otherwise)
- \_\_\_ Other: \_\_\_\_\_

Please send completed application, supporting documents and check made payable to the SVRC Marketplace, LLC.

SVRC Marketplace, LLC.

203 S. Washington Ave; Suite 210; Saginaw, MI 48607

All questions and inquiries should be addressed to:

Rachel Trumble, Marketplace Director

[rtrumble@svrcindustries.com](mailto:rtrumble@svrcindustries.com) • 989.770.0233