



# SVRC MARKETPLACE VENDOR APPLICATION

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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; Audra Davis, Marketplace Manager  
919 Veterans Memorial Parkway, Saginaw, MI 48601  
Phone 989-860-0219 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.

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 and proper licensing as detailed in the pages below. (Supplemental documents may be sent by email to [adavis@svrcindustries.com](mailto:adavis@svrcindustries.com) or mailed 919 Veterans Memorial Parkway, Saginaw, MI 48601).

### Application Timeline:

1. Submit your application and \$25.00 application fee. Once your application is approved we will contact you to discuss options to lease.
2. An application does not secure a space inside the Marketplace, only a signed and fully executed lease agreement secures a space(s).
3. Rent to commence when space is tenantable.

Under current construction timelines, the opening of the SVRC Marketplace is slated for June 2018.

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, signed and fully executed lease agreement and paid security deposit. Without a fully executed lease the Marketplace will not hold any space.

### INDOOR MARKET & MINI RETAIL

Runs year round, opening is slated for June 2018 (or once SVRC receives a certificate of occupancy). 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. A complete calendar will come with the vendor move in packet. The hours for both the Indoor Market & Mini Retail are as follows:

Monday:	9am to 6pm
Wednesday:	9am to 6pm
Friday:	9am to 6pm
Saturday:	8am to 5pm

**Hours of operation are not negotiable.**

**All vendors must be open during hours of operation.**

Please fill out the below information and return with the non-refudable fee of \$25.00

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

Incubator Kitchen

Washpack Room

Cooler/Freezer

Outdoor (Seasonal) Plaza/Street Vendor (food or retail)

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

\_\_\_ **Weekly, Seasonal Vendor** (Outdoor Food Truck) (May – October 2018)

\_\_\_ **Biweekly or Short Season Vendor**

**III. Market Participation:**

**Please list any other markets you have sold at in the past and those you intend to sell at for 2018-2019.**

**Previously:**

\_\_\_\_\_

**Anticipated:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Stalls in the **Indoor Market** are *8' x 8' (64 SF)*. The maximum number of stalls for any individual vendor is three.

How many stalls do you need? \_\_\_ 1 \_\_\_ 2 \_\_\_ 3

Spaces in the **Food Court Common** area are *10' x 8' (80 SF, food court side)*. The maximum number of spaces for any individual vendor is three.

How many spaces do you need? \_\_\_ 1 \_\_\_ 2 \_\_\_ 3

Spaces in the **Mini Retail Center** are *9' x 8' (72 SF)*. The maximum number of spaces for any individual vendor is three. There are a total of 25 spaces in the mini retail center.

How many spaces do you need? \_\_\_ 1 \_\_\_ 2 \_\_\_ 3

Vendors in the Marketplace will be allowed to store their items in their assigned space after each day. Additional storage is available for rental in the basement of the Marketplace.

Vendors are expected to commit to the entire year-round market.

#### IV. COST BREAKDOWN:

All costs listed below are calculated on a monthly basis.

**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.**

Location	Single Booth Cost & Size	Double Booth Cost & Size	Triple Booth Cost & Size
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

**V. Insurance: All applicants 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 must be submitted with this application or mailed to the SVRC Marketplace by April 30, 2018**

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

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

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**AFFIDAVIT**

**I have read this application, I understand the SVRC Marketplace 2018-19 Market Rules and Regulations will be supplied prior to the SVRC Marketplace opening, 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 non-refundable application fee
- \_\_\_ Signed Affidavit
- \_\_\_ *Menu/or Product List*

### Incomplete Applications will not qualify to hold space(s)

Check the appropriate items for submission below:

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

You are responsible for the following (if applicable)

- \_\_\_ Certificates from any 3<sup>rd</sup> party certifying agencies
- \_\_\_ Product List
- \_\_\_ Health Department/MDARD Plan Review of your booth spaces (there is a fee)
- \_\_\_ Health Department/MDARD Permit and/or certifications (there is a fee)
- \_\_\_ Health Inspection (within last six months\*) (Prepared food vendors only, if available)
- \_\_\_ Copies of applicable licenses (ServSafe, business license and otherwise)
- \_\_\_ Other: \_\_\_\_\_

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

**SVRC Marketplace, LLC.  
919 Veterans Memorial Parkway, Saginaw, MI 48601**

**All questions and inquiries should be addressed to:  
Audra Davis; Marketplace Manager  
email: [adavis@svrcindustries.com](mailto:adavis@svrcindustries.com)  
989.860.0219**