



GREAT LAKES MARKET
7850 Mentor Ave, Mentor, Oh
44060

Vendor/Business Name: _____ DIRECT SALES : YES _____ NO _____

Your Name: _____

Address: _____

Contact phone number(s): _____

Website/Email address: _____

Type of Service or Product(s): _____

Date you are interested in: _____

(Application will be valid for this calendar year)

Number of spaces: _____ Total due: \$ _____

Food Trucks: \$150 (depending on event & availability)

GUIDELINES

1. **SHARE, SHARE, SHARE! The success of any event takes effort and dedication from all involved!**
2. **VENDORS AND DIRECT SALES REPRESENTATIVES:**
 - a. Do not mail your check or pay through PayPal/CashApp before talking to Danielle.
 - b. Please make sure that product or service has not already been filled.
 - c. [Danielle 440-289-3781](tel:440-289-3781)
3. Depending on the event, you may need to bring your own table(s), chairs, booth setup, display racks, tents, coverings etc.
4. There is No burning, nailing, taping, tacking to walls or fixtures.
5. Set up must fit in the space purchased. Please do not try and take extra space as you will be asked pack up & leave. Please keep the area clean and discard all trash. Return you Table Sign once you've set up
6. Please unload and move vehicles to the furthest parking spaces to allow customers ample parking.
7. If mailing a check, please inform Danielle, we allow 14 days from the date indicated the check was mailed. If not received, the spot will be offered to the next person on the waiting list.
8. Payment Options: PayPal (tokdpat35@aol.com) **YOU MUST PAY THROUGH FRIENDS AND FAMILY. No exceptions.** CASH (must be received at least 7 days in advance of Event (we do NOT hold spaces) Zelle (440-289-3781) Check (see item #7) Payment must be received within 48 hours along with application. You may email a screenshot of your application to greatlakesmarketteam@gmail.com
9. **NO REFUNDS, NO HOLDS, NO COMPS, NO TABLE SHARING, NO CHECKS ACCEPTED 14 DAYS PRIOR TO THE EVENT, NO PAYMENTS ACCEPTED THE DAY OF EVENT**
10. If you sign up for multiple events and cancel **NO REFUNDS.**

**** A Raffle Basket/Item donation MAY be requested for you to bring as it's' a great way to get your product or service noticed! ****

How did you hear about us?

Signature _____

Date _____

We appreciate you wanting to use our Venue to promote your Business.

We have a few house rules to make the Market Day a successful place to be.

* Currently, while using the Great Lakes Mall as our Venue, we will provide you with (1) 8-ft table and 2 chairs. One space equals an 8 ft. table (No additional space on either sides/ends of the table) Display can not exceed more than 36" high unless approved in advance of Event. (picture of set up is suggested in advance)

- (1) additional tablespace is \$20 per day (limited availability)
- Set up is on Saturday between 9:30am-10:45am (January 1 - November 15) (December Set Up time TBA)
- **NO cars are to be 'parked' in front of any of the Mall Entrances during set up or tear down.**
- We suggest using a cart or dolly to transport your items from the parking lot to inside the Mall.
- The Market ends at 3pm. Do **NOT** tear down your setup prior to 3p.m.
- **Your table & chair(s) needs to be placed back on the Table Cart & Chair Rack. If you need assistance, please advise**
- The Great Lakes Mall is open & operating at their scheduled hours, therefore people will be driving and walking through the parking lot and we highly suggest using absolute caution when loading, unloading, or crossing the parking lot
- You are expected to be at the Market for the entire time
- All vehicles are to be parked in the suggested area to allow the Malls & Great Lakes Market customers a good parking option. If you are unsure what that designated area is, when you check in with an admin they will advise
- Occasionally, we will require a Chinese Raffle Basket or Raffle Item (valued TBD) for a raffle that will be drawn on an assigned Saturday(s)
- Please return all Table Card Signs once you're set up
- We ask YOU to promote the Great Lakes Market Event to all your social media outlets
- **Only 1 Business per Vendor Space**
- **ALL** Registrations need to be completed by the Thursday prior to the Saturday Event you've chosen
- Registration is complete when payment in full is made
- To guarantee space, payment must be received by Thursdays @ 12pm.
- \$10 late registration fee (after 12:01pm Thursdays)
- Because we are inside Great Lakes Mall, they expect each approved Vendor to act and look professional. We need to make sure that all personal belongings are tucked away under your table. Also, any carts/dollies, bags, containers, boxes or extra product is also tucked under the table.
- We reserve the right to ask you to remove or take down products or displays if they haven't been preapproved.
- Per the Great Lakes Mall, everything is to be family friendly
- For informational purposes, we are limited on Tables & have sold out prior to our cut off date of that week therefore we suggest reaching out in advance.
- **Any Food Vendors must follow Cottage Laws..... see below**
- A "Cottage Food Production Operation" is required to label all of their food products properly, which include the following information on the label of each unit of food product offered or distributed for sale:
 - 1. Statement of Identity - the name of the food product;
 - 2. Net Quantity of Contents - the net weight, in both U.S. Customary System (inch-pound system) and International System (metric)
 - 3. Ingredient List - ingredients of the food product, listed in descending order of predominance by weight;
 - 4. Statement of Responsibility – the name and address of the business;
 - 5. The following statement in ten-point type: "This Product is Home Produced."
- Note: If nutrient content claims (i.e. low fat, salt free, etc.) or health claims (i.e. may reduce heart disease) are made, the product must bear all required nutritional information in the form of the Nutrition Facts panel. All labeling

components are to comply with 21 CFR Part 101, Food Labeling. The FDA Food Labeling Guide is an excellent resource of the proper labeling of food products.

- See the downloadable Fact Sheet on Cottage Food for an example of proper labeling.
- For more information on Cottage Laws, please look up at:
- <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>

Great Lakes Market Fee:

This Fee is for the use of (1) 8 ft table, table covering and 2 chairs

1- 5 Days = \$35 per Day (pay as you go)

6+ Days = \$30 per Day (when PREPAID in advance)

Select Saturdays 11-3pm (Typically the 1st & 3rd Saturdays of the Month)

Must Contact Danielle 440-289-3781

Payments can be made by CASH, PayPal, Zelle, Check (Checks must be approved before sending and made 14 days in advance)

PayPal/Zelle Payments must be processed as Friends and Family. After you've been approved by the Great Lakes Market Team, you can process your payment.

In the notes section, please indicate YOUR first name & Dates paying for (ex: Danielle 1/20 & 4/20)

PayPal: tokdpat35@aol.com Zelle: greatlakesmarketteam@gmail.com or 440-289-3781

- **Discount is ONLY applied when paying for multiple dates at one time. (6+)**
- **Once you've processed payment, screenshot and send to me**
- **You must get approval by the admin that you've been accepted. You cannot just show up, call/text the night before or process a payment without confirmation of the dates you're participating in**
- **Disrespecting ANY of the Admins or other Vendors will NOT be tolerated and can be grounds for dismissal from the Event as well as any future Events with Lake Events Group**
- **Any space unattended is solely at your own risk. Great Lakes Market or Great Lakes Mall is NOT responsible for any lost, damaged or stolen items.**
- **This Application is subject to change based on Business/Venue needs**
- **If you call off or no show more than 2 times, GLM Team reserves the right to ask you not to come back**
- **You are not allowed to sublease your Space**
- **You agree to follow all current COVID Health & Safety guidelines set by the CDC, The State of Ohio & County Health Dept, including Venue guidelines**
- **Lastly, if you are on Facebook, please friend request me (Danielle Paterakis-Torok) and make sure you Join/Like the 2 Great Lakes Market Pages as well as the Lake Events Page.**
- **We will then Tag you/Invite you to the Event so you as well can share it to all your friends, family and customers.**
- **Once payment is sent, watch for the Group Chat as that will have ALL the instructions leading up to the Event & it is the quickest way to get any questions answered. If you do NOT have access to Messenger, please immediately send me a text message advising as such and you will receive your info via TEXT**

We appreciate your cooperation in making the Great Lakes Market a successful Market

Thank you kindly, Great Lakes Market Team