

# Spiritual Market

## RULES

- Market hours of operation are 10:00 am - 3:00 pm. Vendor set up begins at 8:30 am. No vendors will be allowed on site before 8:30 am unless special arrangements have been made in advance with Pure Essence Wellness Center. Vendors may not pack up their vendor space, displays, or booths prior to 3:00 pm. Vendors may not leave the market prior to 3:00 pm. All vendors must vacate the market site by 4:00 pm.

If you are one that is committing to 10 weekends, you get to reserve your spot. “Reserved Spot” vendors need to arrive no later than 30 minutes prior to starting time and must be ready to begin selling when the market opens, unless previously arranged with Pure Essence Wellness Center. Spots will be assigned to non-reserved spot vendors after the time. Only Pure Essence Wellness Center can assign spots. A “reserved spot” vendor cannot designate who gets their spot if they are not present, nor can they sublet their spot. Pure Essence Wellness Center reserves the option to adjust spots during the season to accommodate the number of vendors, space available and market efficiency.

**Vendors who arrive late (after 9:30am) may lose their spot. Vendors must contact Pure Essence Wellness Center if they expect to arrive after 9:30 am as a courtesy, though this may not save their spot for the day.**

- All vendors must display a sign in their booth identifying the name of the business represented and the town where it is located. Vendors will have their signs displayed before sales begin. Failure to have a sign will result in a first offense warning. The second offense will result in a \$25 fine. All fines owed must be paid before vendor can occupy space at the market on subsequent market days. No vendor shall EVER use the words “last day” or any other similar terms in their signage or handout material unless approved by Pure Essence Wellness Center. If it is your last day at market, please use other language to say so (we won’t be back this season, see you next year, etc.).
- All products should be clearly marked with the price. This can be done by individually tagging items with a sign or by listing all products and prices on a large sign or blackboard. Vendors are discouraged from giving “end of the day” discounts. Vendors are expected to bring good quality products to market.
- The sale of food prepared on site is encouraged. It is highly recommended to sell “healthy” foods and advertise as such. Vendors who prepare food on-site are required to adhere to all State and local regulations including, but not limited to, licensing requirements. Each vendor is to know these rules... do not rely on Pure Essence Wellness Center to do this for you. Each vendor is responsible for the safety of their food.
- Each Vendor will be responsible for his/her own insurance.
- Space size is 10ft x 10ft (100 square feet of selling space). If a vendor wishes to use more space, they must purchase an additional vendor space. Two separate businesses may share a booth if they also share a cash drawer (so a customer will not have to pay separately for items offered at one vendor space). Vendors are responsible for providing sun or weather protection and tables to sell from. Various easy to use & setup covering products are available at local stores and are encouraged so the market can continue in inclement weather. No holes can be put in pavement areas. Vendor vehicles, tables, and overhead shades must be maintained and used in a safe manner. Legs must be firmly locked into place on the shades. Tables must have smooth edges and remain stable when loaded with items.

- All vendors who wish to erect canopies (including umbrellas) on the market site during a normal period of market operations, including the set up and break down period, are required to have their canopies sufficiently and safely weighted from the time their canopy is put up, to the time it is taken down. It is recommended that a 25# weight, that does not impose a hazard to the customer, be attached to each canopy leg. Any vendor who fails to properly anchor his or her canopy will not be allowed to sell at the market on that market day unless that vendor chooses to take down and stow their canopy and sell without it. In addition, any weights or poles used must be positioned so as to not obstruct traffic flow.
- Each vendor is expected to clean his/her assigned spot at the end of each day and to keep it neat during the period that the market is open. Developing and keeping a good community image is a key to attracting customers and continuing to receive market permits. The vendor is required to take home everything that they don't sell including boxes, bags, etc. Vendors should bring their own trash cans. Those who do not clean up at the end of the Market will be issued a written warning for the first offense and a \$25 fine for the second offense. A third offense is grounds for termination of a vendor's permit to sell. All fines owed must be paid before the vendor can occupy space at the market on subsequent market days.
- Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the Market. Any language or behavior considered deleterious to the normal operation of the Market will be grounds for denial of the vendor's permit to sell. The vendor is solely responsible for their, and their employee's safety, as well as personal and professional property. PEWC is not responsible for any injury, damage, theft, or loss that may incur. The Spiritual Market is family friendly, but we kindly ask that if vendors wish to bring small children to the market, they always remain under the watchful eye of an adult.
- PEWC shall maintain the safety of the vendors and customers to the best of their ability.
- Smoking is NOT allowed in the vendor sales areas or anywhere on the property of PEWC (including surrounding sidewalks).
- Vendors may NOT bring their dogs or pets to the market.
- Any vendor applying as the primary vendor (business owner), or who will be attending markets as the primary representative of a vendor, or non-profit organization, must be at least 16 years old and able to drive themselves to and from the market.

### ***Market Duties and Responsibilities for PEWC***

PEWC will oversee the Market set-up, space assignments, and collection of fees, providing information on market policies, and assuring vendor compliance with all market policies. PEWC has the right to deny a vendor the privilege of selling at a market. Reasons may include lack of license, misrepresentation of products, non-payment of fees, poor quality products, repeated and uncorrected violations of market rules, littering, or disorderly conduct. PEWC will make space assignment decisions based on available space in the Market and the need for specific products. PEWC will be the conduit between vendors and customers. PEWC has the complete authority to interpret and implement policy on the Market site; including the authority to rescind booth space for just cause.

- PEWC reserves the right to prohibit anyone from selling or any product from being sold.
- PEWC is NOT responsible for loss or damage of property.
- There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age, or nationality at any of the Spiritual Markets.

## **Vendor Fees**

- Vendors should complete an application form and mail it (or drop it off) along with the first Market's payment (\$35) to:

**Pure Essence Wellness Center  
1240 E. Eighth Street  
Traverse City, MI 49686**

or email it to: [puressecewc@yahoo.com](mailto:puressecewc@yahoo.com)

- Return it on or prior to the start of selling at the Markets. No refunds of seasonal fees will be given once the season starts.
- To request a specific spot for the season, seasonal fee will need to be paid with your application by May 15. After that time, spots will be determined on a first come, first serve basis. PEWC will make all efforts to accommodate requests within the limits of the market configuration and space.
- Daily rates will be assessed on all vendors not paying the seasonal market fee regardless of whether they sell any product or not. PEWC will assign daily spots on a first come, first serve basis 30 minutes before starting time. PEWC can deduct up to two normal daily fees from the seasonal rate if a daily fee vendor decides to purchase a seasonal fee after being a daily vendor twice.
- PEWC wishes to help promote the work of local non-profit organizations. Non-profit organizations may set up a booth at the markets to educate our customers about the work they do and inform them about any special projects as part of their outreach efforts. While these booths are no charge, all non-profit and community outreach booths must follow the same application pre-approval process as the other vendors and follow all market rules. Space will be assigned based on PEWC approval, space availability and if the group's mission aligns with that of PEWC. Non-profit and community outreach groups will be allowed to set up once per season, unless approved by PEWC. If a non-profit or community outreach group wishes to SELL items as a fundraiser, rather than just give information at their booths, they will be subject to the same non-refundable vendor booth fees as described above.



**Pure Essence Wellness Center**  
Alternative Therapy for Healing & Wellness

1240 E. Eighth Street | Traverse City, MI 49686  
231-499-8595