

Wednesday NIGHT MARKET

Vendor Handbook



Welcome Vendors

Thank you for being a part of the Wednesday Night Market! We appreciate your continued support of the market and your help in providing a quality show in Southwest Michigan.

The purpose of this vendor handbook is to answer any FAQs regarding show rules, regulations, layouts, logistics, etc. All vendors are responsible for following the show guidelines.

If you have any questions, please reach out to:

Daniele Crevier | Events & Operations Manager
EMAIL: daniele@stjoetoday.com | PHONE: (269) 985 1111

Kira Bucksbaum | Market Manager
EMAIL: kira@stjoetoday.com | PHONE: (269) 985 1111
Onsite contact for day of questions

We look forward to working with you this season!

2024 Season Dates, Show Hours & Fee

2024 Dates:

JULY: 17, 24, 31 **AUGUST:** 7, 14, 21, 28

Market Hours: 4:00p-8:00p

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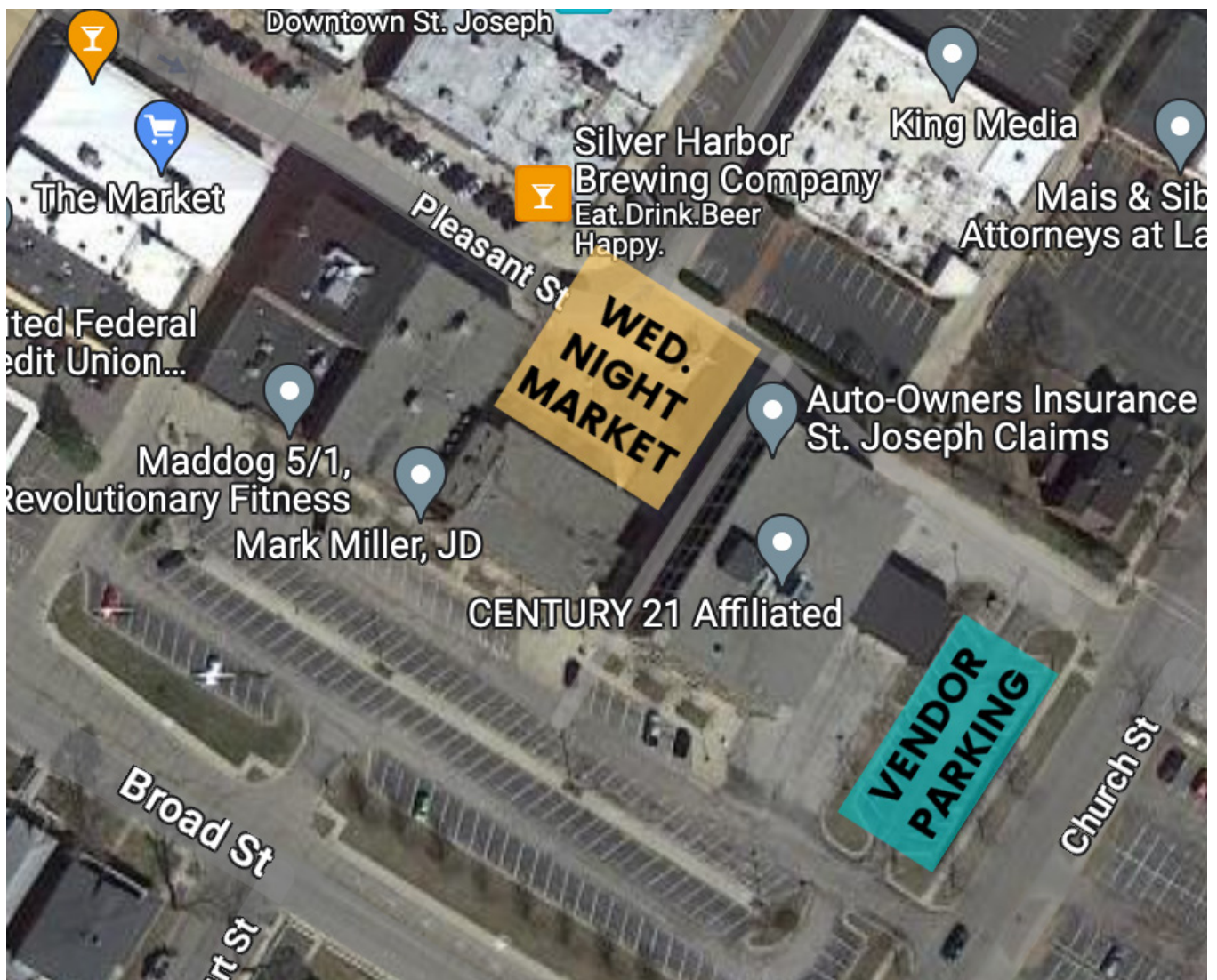
SHOW LAYOUT

The Wednesday Night Market is located in Court Place Plaza, across from Silver Harbor Brewing.

This is an open-air show.

Booth spaces are approximately 10' x 10' but vary in shape due to the geography of the event zone.

Booths will be marked with chalk and/or painters tape and will indicate the perimeter of the booth. Booths are marked weekly and boundaries may shift slightly show to show.



ABOUT THE SHOW

This event will feature a mix of artisans and farmers and their handcrafted goods + food/ beverages. There's something for everyone—anything from home decor and furniture to jewelry, baked goods, candles, soaps and more!

VENDOR CRITERIA

The Wednesday Night Market, produced by St. Joe Today (SJT), is committed to providing a quality show in Southwest Michigan (SWMI).

Merchandise for sale should consist of handcrafted, homemade goods (made by the vendor themselves, no resale allowed) including but not limited to home decor, furniture, jewelry, candles, clothing, etc. and/or food and beverage items.

PROHIBITED ITEMS INCLUDE: Manufactured or mass produced goods, working firearms, new merchandise, direct sales or MLM, sales of live animals, items offensive in nature.

SJT reserves the right to ask a vendor to remove merchandise from their booth that does not adhere to these guidelines.

VENDOR RESOURCES

Vendors can find links and resources at the Michigan Department Treasury website - michigan.gov/treasury, or call (517) 636 6925.

Visit michigan.gov/treasury for specific resources, a few examples are listed below:

- [Business Tax Info](#)
- [Sales Tax FAQs](#)
- [Michigan Treasury Online \(MTO\)](#)

GENERAL VENDOR INFORMATION

TENTS | TABLES | CHAIRS: Vendors must provide their own tents, tables and chairs. Tents **MUST** be secured. Since this is an open air show, it is advised to have some sort of cover for your merchandise but it is not mandatory.

ELECTRICITY: There is no power available in Court Place Plaza.

SHOW INFORMATION: Show hours are from 4:00p-8:00p. **SETUP:** Vendors may begin setting up at 2:00p the day of the event. **TEAR DOWN:** Vendors are responsible for removal of all boxes, trash, etc. All vendors must vacate the plaza by 10:00p or be subject to fines from St. Joe Public Safety. No firearms, weapons, fireworks, explosives or illegal substances of any kind. **Vehicles ARE NOT allowed on the sidewalks or grass, even for loading and unloading.**

BOOTH INFORMATION: Booth spaces are approximately 10' x 10' but vary in shape due to the geography of the event zone. Booths will be numbered and hash marks will indicate the perimeter of the booth. Booths are marked weekly and boundaries may shift slightly show to show. Vendors will not be assigned until payment is received in full.

DISPLAY: Please do not display merchandise on any historic monuments, plants, benches or permanent signs. SJT asks that vendors refrain from smoking while in the immediate show area.

LOAD IN/OUT: While loading in and out, please be respectful of pedestrians. **Parking and/or driving on the sidewalk/grass is prohibited.** Vendors are responsible for removal of all boxes, trash, etc.

PARKING: Due to limited availability, each booth is only allowed ONE (1) parking space in the designated vendor parking lot. Vendors will receive parking passes day of from SJT staff onsite. Passes must be placed on the driver's side windshield of the vehicle. If you have a vehicle and a trailer you must CHOOSE ONE to park in the designated vendor parking lot. **Additional vehicles must be moved to an all-day parking lot (please note the hour limit of the lot - hourly lots are subject to tickets).** Please be respectful of other vendors. These spaces are not reserved by booth and are on a first-come, first serve basis. Vehicles that lack a parking pass will be subject to towing and/or tickets issued by St. Joe Public Safety. Double parking on Pleasant Street is not permitted and subject to fines.

TAX ID: Vendors may participate in one (1) show per calendar year without a Michigan Sales Tax ID, FEIN or EIN - no exceptions. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Michigan Sales Tax ID, FEIN or EIN!** This requirement is in effort to protect our vendors as well as the show. Learn more about how to obtain a Michigan Sales Tax ID by visiting michigan.gov/taxes or by calling the Michigan Department of Treasury (517) 636 6925.

GENERAL VENDOR INFORMATION

LIABILITY: SJT accepts no responsibility for loss, damage, or theft of merchandise.

CANCELLATIONS & REFUNDS: Fees are non-refundable in the event of vendor cancellations, no shows or weather. Shows will take place rain or shine. If for any reason you can't attend, please contact SJT.

BOOTH SUBLETTING / TRANSFER: Booth subletting and/or transferring is not allowed.

BOOTH SHARING: ALL vendors that sell merchandise must be listed on the application and provide a Michigan Sales Tax ID, FEIN or EIN if participating in more than one show per calendar year. ALL NEW VENDORS must adhere to the new vendor guidelines (see application).

VENDOR CONDUCT: All vendors are expected to act in a courteous and professional manner. SJT asks vendors to bring any day of market concerns to the Events & Operations Manager, Daniele, so that items may be addressed in a timely manner.

SHOW POLICIES

PETS: Leashed pets are allowed in Court Place Plaza. Vendors may bring pets, we ask that they remain leashed and at the back of the booth.

NO SMOKING: SJT asks that vendors refrain from smoking while in the immediate show area.

RADIOS/MUSIC: SJT asks vendors refrain from playing music during set up and/or the event, due to live music performances that will be held weekly from 5:00p-8:00p in the event zone.

BUSKERS: Busking is permitted in the City of St. Joseph, however, SJT controls the event zone of the market and asks that buskers do not perform during this event. SJT works with Silver Harbor Brewing and regularly hosts music during the market.

UNAUTHORIZED VENDORS: ALL vendors must be approved by SJT. Unauthorized vendors are not allowed to set up within the market and will be asked to leave.

INCLEMENT WEATHER: SJT adheres to St. Joe Public Safety's assessment of weather conditions.

SJT & MAJOR COMMUNITY EVENT DATES

Please note, not all community events are listed - these are some of the larger ones that coincide with the 2024 Wednesday Night Market season.

Wednesdays, July 17 – August 28, Wednesday Brown Bag Concert Series: 12:00p, at the John E.N. Howard Bandshell.

Wednesdays, July 17 – August 28, Wednesday Night Market: 4:00p–8:00p, in Court Place Plaza (across from Silver Harbor Brewing).

Friday, July 19 – Sunday, July 21, Love Local Weekend: EAT, SHOP, STAY, PLAY in SWMI.

Friday, July 19, Mike Yore Memorial Car Show: 4:00p–8:00p, Lake Boulevard.

Fridays, July 19 – August 30, Friday Night Concert Series: 7:00p, at the John E.N. Howard Bandshell.

Saturday, July 20, Lake Bluff Artisan Fair: 10:00a–5:00p, in Lake Bluff Park.

Friday, August 2 – Sunday, August 4, Chalk the Block: All Weekend Long.

Sunday, August 4, Antiques on the Bluff: 10:00a–5:00p, in Lake Bluff Park.

Friday, August 16 – Sunday, August 18, Love Local Weekend: EAT, SHOP, STAY, PLAY in SWMI.

Saturday, August 17, Lake Bluff Artisan Fair: 10:00a–5:00p, in Lake Bluff Park.

Saturday, August 31, Lake Bluff Artisan Fair: 10:00a–5:00p, in Lake Bluff Park.

Sunday, September 1, Antiques on the Bluff: 10:00a–5:00p, in Lake Bluff Park.

For a full list of SJT and community events, visit stjoetoday.com!