

Spring ARTISAN FAIR 2024 Vendor Application

Saturday, March 9, 2024 | 11:00a-4:00p | Union + Social

Name (Main Contact): _____

Please note that due to limited space at this event, we will not allow booth sharing.

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Vendor Category:

☐ Food/Beverage

☐ I adhere to all MDARD and BCHD licensing requirements, guidelines and procedures.

☐ Artisan

Description of Goods (Please be specific):

Website: _____



To participate in more than one St. Joe Today event with us per calendar year, vendors **MUST HAVE** a **Michigan Sales Tax ID, FEIN or EIN**. There are no exceptions. A physical or digital copy of the vendors, Michigan Sales Tax ID, FEIN or EIN must be provided to SJT by February 15 and must be on hand at the show.

Tax ID Number: _____

Date, Time & Location:

Saturday, March 9

11:00a-4:00p

Union + Social (216 Court St., St. Joseph, MI 49085)

Vendor Application, Fee & Payment:

SJT will accept vendor applications for the Spring Artisan Fair until January 12. **Please DO NOT send payment with your application.** Vendors will be notified of acceptance by January 19.

Holiday Artisan Fair application deadline: Friday, January 12.

If you are notified of your acceptance, the booth fee will be \$75 per booth. Payment is due **by 5:00p on Thursday, February 15**. Booths unpaid by this date will be opened to other applicants.

Payment Methods: *Please do not send payment until notified of your acceptance.*

Mail In: Checks and money orders should be made payable to St. Joe Today.

Mailing Address: St. Joe Today | 301 State Street | St. Joseph, MI 49085

In-Person: Cash, checks and credit card payments are accepted at the SJT office.

St. Joe Today | 301 State Street | St. Joseph, MI 49085

Phone: Credit card payments are accepted over the phone by calling the SJT office at (269) 985 1111. *Please mention that you're calling to make a payment for the Spring Artisan Fair and give your first/last name.*

St. Joe Today | 301 State St. | St. Joseph, MI 49085 | stjoetoday.com

St. Joe
TODAY

Spring ARTISAN FAIR 2024 Vendor Application

Saturday, March 9, 2024 | 11:00a-4:00p | Union + Social

CANCELLATIONS: Fees are non-refundable in the event of vendor cancellations, no shows or weather. Shows will take place rain or shine.

☐ I have received a copy of the rules and regulations and agree to abide by these rules or face expulsion from the show and possible fines. *Please note these are subject to change at the guidance of the MDHHS, BCHD and CDC regulations regarding COVID-19 regulations at the time of the show.*

I hereby give consent to SJT to photograph, videotape, or otherwise digitally record and use images and/or sound recordings of myself and/or employees to use in any public media, including radio, television, internet, social media, print or in any of the organization's or its partners' publications, productions, or posts.

Signature: _____ **Date:** _____

QUESTIONS? Please contact Daniele Crevier at daniele@stjoetoday.com or (269) 985 1111.

OFFICE USE ONLY: Application Approved ☐ YES ☐ NO **Approved By:** _____

Approved Date: _____ **Vendor Notified:** ☐ YES ☐ NO

Spring **ARTISAN FAIR** Rules & Regulations

DATE, TIME & LOCATION: This indoor spring-themed show will be held on Saturday, March 9, 2024 from 11:00a-4:00p inside Union + Social (216 Court St., St. Joseph, MI).

SHOW INFORMATION: Show hours are from 11:00a-4:00p. **SETUP:** Vendors may begin setting up at 9:00a the day of the event. **TEAR DOWN:** Vendors are responsible for removal of all boxes, trash, etc. All vendors must be out of the venue by 6:00p. No firearms, weapons, fireworks, explosives or illegal substances of any kind are allowed.

VENDOR APPLICATION & FEE: SJT will accept vendor applications for the Spring Artisan Fair until January 12. **Please DO NOT send payment with your application.** Vendors will be notified of acceptance by January 19.

If you are notified of your acceptance, the booth fee will be \$75 per booth. Payment is due **by 5:00p on Thursday, February 15.** Booths unpaid by this date will be opened to other applicants.

TABLES & CHAIRS: Dealers must provide their own tables and chairs. Tents are not permitted as this is an indoor show. Space is limited, please be mindful of your neighbors!

ELECTRICITY: There is limited power inside the event space. SJT does not guarantee electricity to vendors. Please make note of electricity needs when applying.

WIFI: Wifi will be available through Union + Social. Please inquire day of for the guest login.

BOOTH INFORMATION: Booth spaces are approximately 8' x 8' but may vary slightly due to the layout of the venue. Booths will be marked by painters tape and numbered prior to the show. Vendors will receive booth assignments one week prior to the show. Due to limited space, vendors will only be allowed to reserve one booth space. Please be respectful of your neighbors!

MERCHANDISE: Merchandise for sale should consist of ONLY handcrafted, homemade goods (made by the vendor themselves, no resale allowed) including, but not limited to home decor, 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 and/or items offensive in nature.** SJT reserves the right to ask a vendor to remove merchandise from their booth based on staff discretion.

VENDORS: NEW VENDORS (if you've never participated in an SJT event) must submit 2-3 photos of merchandise with your application. Upon approval, payment will be accepted and space will be reserved. Photos can be sent to daniele@stjoetoday.com or brought into the Welcome Center. Due to limited space, booth sharing and/or subletting is not allowed.

PARKING & UNLOADING: Due to limited parking, vendors are asked to park at 811 Broad St., St. Joseph, MI. A map will be attached in a vendor information email sent out prior to event. There is a limited number of parking spaces on Court St. that will **only** be used as a Loading Zone. We ask that you unload in a timely manner, and promptly move your vehicle to allow other vendors to use the Loading Zone.

TAX ID: To participate in more than one show with us per calendar year, vendors **MUST HAVE** a **Michigan Sales Tax ID, FEIN or EIN.** There are no exceptions. A physical or digital copy of the vendors, Michigan Sales Tax ID, FEIN or EIN must be provided to St. Joe Today (SJT) by February 15 and must be on hand at the show. 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 at (517) 635 6925.

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

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QUESTIONS? Please contact Daniele Crevier at daniele@stjoetoday.com or (269) 985 1111.