

Holiday ARTISAN MARKET 2026 Vendor Application

Name (Main Contact): _____

Business Name: _____

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

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Website: _____  _____  _____

To participate in more than one show 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) in advance and must be on hand at the show. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Tax ID!**

Tax ID Number: _____

Please provide a physical and/or digital (PDF/JPEG) copy along with application for SJT files. Must send every year.

Vendor Category & Merchandise Requirements

☐ Food/Beverage **Description of Goods:** _____

☐ Cottage Food Law ☐ Licensed Kitchen ☐ Other _____

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

☐ Artisan **Description of Goods:** _____

MERCHANDISE: Holiday and winter themed merchandise is strongly encouraged for this special holiday market! 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 that does not adhere to these guidelines.

2026 Date, Market Hours, Location

Date: Sunday, December 6 **Market Hours:** 11a-4p

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

2026 Vendor Fee & Payment

SJT will accept vendor applications for the Holiday Artisan Market until October 20. **Please DO NOT send payment with your application.**

Vendors will be notified of acceptance/waitlist on October 23. **Holiday Artisan Market application deadline: Friday, October 20.**

If you are notified of your acceptance, the booth fee will be \$75 per booth. Payment will be due **by 5p on Friday, November 20.** Unpaid booths will be opened to other applicants.

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2026 Vendor Fee & Payment Continued

Payment Methods:

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. Any SJT staff member will be able to process your payment.

CANCELLATIONS: Fees are non-refundable in the event of vendor cancellations, no shows or inclement weather. Fees are non-transferable. 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 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: _____

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DATE, TIME & LOCATION: This indoor holiday-themed show will be held on Sunday, December 6 from 11a-4p inside Union + Social (216 Court St., St. Joseph, MI).

SHOW INFORMATION: Show hours are from 11a-4p. **SETUP:** Vendors may begin setting up at 9a 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 6p. No firearms, weapons, fireworks, explosives or illegal substances of any kind are allowed.

VENDOR APPLICATION & FEE: SJT will accept vendor applications for the Holiday Artisan Market until October 20. **Please DO NOT send payment with your application.** Vendors will be notified of acceptance/waitlist on October 23.

If you are notified of your acceptance, the booth fee will be \$75 per booth. Payment is due **by 5p on Friday, November 20.** Unpaid booths will be opened to other applicants.

TABLES & CHAIRS: Vendors must provide their own tables and chairs. Tents are not permitted as this is an indoor market. Space is limited, so 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 to vendors 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. Booths will be marked prior to the show. **Vendors will receive booth assignments the week of 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 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. **Holiday and winter themed merchandise is strongly encouraged for this special holiday market!** **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.

VENDORS: NEW VENDORS (if you've never participated in an SJT event) must submit 2-3 photos of merchandise. Upon approval, payment will be accepted and once received, a booth will be assigned. Photos can be sent to daniele@stjoetoday.com or brought into the SJT office. 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: Vendors may participate in one (1) SJT event per calendar without a Michigan Sales Tax ID, FEIN or EIN. **If this is your second show with us this year, we require a physical or digital (PDF/JPEG) copy of your Michigan Sales Tax ID, FEIN or EIN – no exceptions.** 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.

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

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

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