

Spooktacular **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 vendor's, 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: Halloween-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: Saturday, October 17 **Market Hours:** 11:00a-4:00p

Market Location: Grassy Lot on the corner of Pleasant St. & Lake Blvd. (across from Schu's). **Pending construction of The Marquette.** Alternative location(s): Lake Bluff Park and/or Whirlpool Centennial Park.

2026 Vendor Fee & Payment

SJT will accept vendor applications for the Spooktacular Market until September 15. **Please DO NOT send payment with your application.**

Spooktacular Market application deadline: Tuesday, September 15. Vendors will be notified of acceptance/waitlist on September 18.

If you are notified of your acceptance, the booth fee will be \$40 per booth. Payment will be due **by 5:00p on Thursday, October 1.** Unpaid booths will be opened to other applicants.

Spooktacular **MARKET** 2026 Vendor Application

2026 Vendor Fee & Payment Cont.

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 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:** _____

Spooktacular **MARKET** 2026 Vendor Application

DATE, TIME & LOCATION: This Halloween-themed show will be held on Saturday, October 17 from 11:00a–4:00p in the Grassy Lot on the corner of Pleasant St. & Lake Blvd. (across from Schu's). **Pending construction of The Marquette.** Alternative location(s): Lake Bluff Park and/or Whirlpool Centennial Park. **This is an open air show which takes place rain or shine (no rain date).** SJT adheres to St. Joe Public Safety's assessment of weather conditions.

TENTS | TABLES | CHAIRS: Vendors must provide their own tents, tables and chairs. Tents **MUST** be secured. **Tent stakes are NOT ALLOWED, please use sandbags, weights, water jugs, etc.** 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 for this show. If you'd like to bring a generator please coordinate with SJT.

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 vacate the lot by 6:00p 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 will be marked the Friday before the event. Booth assignments will be sent out the week of October 12.

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. **Halloween-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.** Please do not display merchandise on any historic monuments, plants, benches, permanent signs or sculptures.

VENDORS: NEW VENDORS (if you've never participated in an SJT event) must submit 2–3 photos of merchandise. 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. Upon approval, payment will be accepted and once received, a booth will be assigned.

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.

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

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 a free all-day parking spot. Please note the time limits associated with specified lots or street parking (subject to change per the City of St. Joseph). Visit the City of St. Joseph's website for more information – sjcity.com/downtownparking.** Please be respectful of other vendors. Parking spaces are not reserved and are available 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 Lake Boulevard or Pleasant Street is not permitted and is subject to fines.

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