



ARTS&CRAFT COLLECTIVE PRESENTS

MAKERS MARKET

2018 Detailed Vendor's Guide

Market period. The Arts & Craft Makers' Market will take place every Friday, Saturday, and Sunday from May 11th to October 8th, 2018.

Selection process. The selection of vendors will be undertaken by the Arts & Craft Collective (A&C). Selected applicants will receive formal, written notification regarding their selection at the email address specified on the application. Preference will be given to applicants that can commit to participation in the full market.

Attendance. Once selected, vendors must commit to all dates on the weekend(s) for which they are selected. Vendors can elect to have another person operate the space on the vendor's behalf. Part-time vendors may not be selected for all market weeks requested on their application form. **Vendors must commit to attending the Market Meet & Greet and orientation on Saturday, May 5, 2018.**

Market Space. Each vendor must provide their own table and **must use the provided table covering**. The A&C team will assign the location of each vendor's space - vendors are not permitted to move or relocate from their assigned space without permission from the A&C team. The A&C team reserves the right to relocate a vendor's assigned space if deemed necessary. Vendors are not permitted to sublet their assigned space.

Displays.

- Vendors are required to keep their business activities, as well as their tables, displays, equipment, and all other materials within the boundaries of their assigned space. All public access routes must be kept clear.
- Supplies and accessories for the assigned space - with the exception of the tablecloth - are the responsibility of the vendor, including but not limited to; tables, racks, and signage.
- Vendors are not permitted to use radios, speakers, or other audio equipment.
- All signage must be professional and/or creatively prepared. The A&C team reserves the right to remove any signs deemed inappropriate. The A&C encourages vendors to take time to dress in an individualistic and expressive way that represents their own taste and style.
- Vendors are not permitted to leave their spaces set-up at the end of the market day. Vendors will be required to take down their displays immediately following



the hours of operation if they will not be taking part on the following market day. Depending on availability of space, vendors may be permitted to store their items overnight inside the shop provided they are scheduled for the next market day.

- Vendors are responsible for ensuring that their products are respectful (both culturally and politically). The A&C team reserves the right to veto any wares deemed inappropriate.

Hours of operation. Vendors must arrive to be set-up and open for business 15 minutes prior to the start of each market day. Otherwise, the A&C team reserves the right to reassign a vendor's space. Vendors must remain set-up/ open until the last market guest leaves (unless a vendor has made a previous arrangement). **As this is the first year in operation, the A&C team reserves the right to adjust the hours of operation as deemed appropriate for foot traffic.**

- Friday: 5:00pm - 8:30pm
- Saturday: 11:00am - 5:00pm
- Sunday: 11:00am - 4:00pm

Set-up & Parking. Vendors are responsible for parking, loading, and unloading. The A&C is not responsible for any parking tickets that a vendor may receive. The A&C team also asks that once a vendor is set up, vendors move their vehicles to side streets to save prime parking spaces for shoppers coming downtown.

Product sales. Vendors shall use their assigned space solely for the purpose of selling products that were identified on the vendor's Application Form and approved by A&C. Vendors accept full responsibility for all materials and goods used or displayed in their assigned space. Vendors must operate their business in compliance with applicable governing laws and regulations.

Marketing & Communications. Vendors shall adhere to the marketing guidelines provided in the Vendor Marketing Package. All participants shall adhere to the basic principles of collective good (i.e. "a rising tide lifts all boats") by cross posting and supporting the Market on social media, print and verbal communication to the best of their ability.

Donation commitment. The A&C is dedicated to giving back to the Gananoque (and greater Leeds & Grenville) community. All vendors must commit to the donation of an item to a silent auction that will run from the length of the market with 100% of proceeds going to the charity of choice (TBD).

Family Commitment. The A&C is dedicated to a welcoming and family-friendly atmosphere. Infants and children are welcome. **Vendors with young children will be eligible to enroll their children in Art at the Market free of charge.** Unfortunately,



due to health and safety regulations dogs are unable to attend as food and drink is served on the patio.

Payment of fees. A&C will invoice all vendors electronically upon the receipt of the signed agreement and waiver. Payment of fees for the A&C must be made by e-mail money transfer, credit card, debit or certified cheque. Processing fees for the credit card and debit transactions are the responsibility of the vendor. Vendors will be required to pay a deposit of 50% to reserve their space.

Cancellations and refunds. Due to the nature of this event - we are unable to offer a refund of deposits. We ask that those needing to cancel for any circumstances please contact the A&C as soon as possible.

Losses & damages. A&C shall not be responsible for any losses, damages, costs and/or expenses of any kind whatsoever resulting from, arising out of, or incidental to the vendor's participation in Arts at the Market or the vendor's use of the Permitted Space or Equipment.

Insurance. Vendors are **strongly encouraged** to provide proof of insurance upon acceptance into A&C Makers' Market. A&C is able to assist vendors with this process if required. All vendors are required to sign a liability waiver releasing Arts & Craft Collective from losses and damages as part of the vendor agreement.

Comments & complaints. All comments, complaints, and concerns should be directed to hello@artsandcraftcollective.com. There is a zero-tolerance harassment policy at the market and violation of this policy may result in revoked vendor privileges at the vendor's expense.

Non-compliance. All vendors are to comply with the A&C regulations. Any non-compliance may result in the suspension and/or removal of the vendor from the Arts & Craft Collective Maker Market without refund of fees.

ARTS&CRAFT COLLECTIVE

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