

# Artisan Vendor Guide

This guide exists to help artisan vendors understand how to participate in the different types of markets and events hosted by Fulton Street Market.

It contains a lot of helpful information, so please save and refer to it when you have questions.

## 1. General Artisan Information

- **Artisan vendors can only sell their own handmade arts and crafts.** Exceptions include prints, t-shirts, stickers, etc. featuring the artists' work but printed by another company for the artist.
- Artisan vendors are held to the same standards as all other vendors and should read the **Rules of Operations** to understand what is expected of them as participants in the Market.
- **Artisan vendors cannot accept food assistance tokens (\$1 SNAP/EBT and \$2 Double Up Food Bucks tokens).** If found to be accepting these tokens in exchange for their products, an artisan vendor will be permanently banned from the market as this puts our ability to continue running these programs at risk.
- Artisan vendors may decide for themselves if they want to accept the \$5 Market Tokens that customers can purchase in the front office using a credit or debit card. **Please note that artisan vendors will not receive redemption payments from Fulton Street Market in exchange for these tokens.** This means that the market will not pay you back for them. If you accept them, you can use them to buy products from other vendors or trade them with other vendors for cash.
- **Once approved, artisan vendors are eligible to sign up for weekly farmers markets and our artisan specific events.** The processes for signing up for *markets* and *events* are different and described in detail below.
- **All vendors are required to reapply for each new season at the market, Main Season (May-October) and Second Season (November-April).** Acceptance for one season does not guarantee acceptance into future seasons. The market assesses applications of returning vendors based on a number of factors and decides whether or not to readmit them.

## 2. Main Season Farmers Markets

**Main Season:** May - October / Wednesdays, Fridays, Saturdays / 8:00 AM - 2:00 PM

**Stall Fees: Wednesday:** \$10/stall, **Friday:** \$25/stall, **Saturday:** \$35/stall

Stall fees are collected during market at the vendor's stall by Market Management. You will receive a dated receipt for your records. Cash and checks are the only acceptable forms of payment.

## **Wednesdays and Fridays**

Approved artisan vendors will receive a **Booth Request Form** each week and should use it to indicate if they plan to attend the following Wednesday and/or Friday markets.

You will not receive a response confirming your acceptance into weekday markets; if you request a stall on the form, we will expect you to be at market on time that day. The only case in which you will hear back from us about weekday markets is if we are full and cannot accommodate your business.

If you sign up to attend a Wednesday or Friday market and need to cancel, you should let us know as soon as possible via text to the market phone (616-454-4118) or email to [info@fultonstreetmarket.org](mailto:info@fultonstreetmarket.org). There are no penalties for canceling. However, vendors who "no call / no show" may lose vending privileges.

## **Saturdays**

Fulton Street Market prioritizes food and farming businesses on Saturdays. Artisan vendors are not guaranteed to be able to participate on Saturdays and do not have the ability to pre-request a Saturday Market stall during Main Season.

### **Artisan Lottery**

To participate in Saturdays during Main Season, artisans must arrive on the morning of the market between 7 and 7:30 AM to put their name in for a lottery that will take place if there are unoccupied stalls.

The lottery will occur shortly after 7:30 AM, once management determines the number of available stalls. To be eligible for the lottery, artisans must arrive with their products and be ready to set up immediately upon being awarded a stall.

It is up to each individual to decide if it is worth their time to show up for the Saturday lottery. There is no guarantee that any artisan vendor will receive a stall as availability in most cases is dependent on a food/farming vendor canceling at the last minute.

### 3. ART! at the Market Event Series

ART! at the Market is back in 2024! Thank you to everyone who participated in the inaugural 2023 season. We have been working hard to make these events even better this year.

#### **ART! at the Market 2024 Event Series**

Second Sundays / June - October / 11 - 4 PM

June 9 / July 14 / August 11 / September 8 / October 13

This event series highlights local artists, makers, and crafters. Unlike our weekly farmers markets, these events are focused on handmade arts and crafts. In addition to artisan vendors, there will be a variety of concessions and artist-led workshops and kids activities. Locally grown flowers and a few hand-selected artisan food products will also be available to increase the availability of products and make it more enticing for customers.

#### **Signup**

Vendors who are approved for Main Season 2024 will receive a form to sign up for ART! at the Market events. These events filled up very quickly last year and we had extensive waiting lists. We anticipate even higher demand this time around. Vendors who participated last year and those who frequently participate in our weekday and Second Season markets will be given priority in acceptance to ART! at the Market events.

#### **Payment**

ART! at the Market events cost \$50/booth. Payment will be due 1 month prior to each event and can be made online via our secure website.

#### **Additional Events**

Fulton Street Market will host two holiday events: a **Black Friday Sale** (*November 29, 11-3 PM*) and **Winter Holiday Market** (*December 15, 11-3 PM*). Signup for these holiday events will occur late summer / early fall. In total, there will be 7 artisan events in 2024.

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Please direct questions to [info@fultonstreetmarket.org](mailto:info@fultonstreetmarket.org)