

# Holiday ARTISAN FAIR 2024 Vendor Application

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):**

*NEW VENDORS (if you've never participated in an SJT event) must submit 2-3 photos of their merchandise*

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 November 15 and must be on hand at the show.

Tax ID Number: \_\_\_\_\_

**Date, Time & Location:**

Sunday, December 8

11:00a-4:00p

**INDOOR BOOTHS:** Union + Social (216 Court St., St. Joseph, MI 49085)

**NEW FOR 2024! OUTDOOR BOOTHS:** Court Place Plaza (across from Silver Harbor Brewing) - see rules and regulations for additional information!

**Location Preference:**

Indoor Only

Outdoor Only

Indoor/Outdoor

**Vendor Application, Fee & Payment:**

SJT will accept vendor applications for the Holiday Artisan Fair until October 18. **Please DO NOT send payment with your application.**

Vendors will be notified of acceptance/waitlist by October 25. **Holiday Artisan Fair application deadline: Friday, October 18.**

If you are notified of your acceptance, the booth fee will be \$75 per booth (INDOOR) and \$50 per booth (OUTDOOR). Payment is due **by 5:00p on Friday, November 15**. Unpaid booths will be opened to other applicants.

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## Vendor Application, Fee & Payment – Continued:

**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 Holiday Artisan Fair and give your first/last name.

**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](mailto:daniele@stjoetoday.com) or (269) 985 1111.

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**OFFICE USE ONLY: Application Approved**  YES  NO **Approved By:** \_\_\_\_\_

**Approved Date:** \_\_\_\_\_ **Vendor Notified:**  YES  NO

# Holiday ARTISAN FAIR Rules & Regulations

**DATE, TIME & LOCATION:** This indoor/outdoor holiday-themed show will be held on Sunday, December 8 from 11:00a-4:00p inside Union + Social (216 Court St., St. Joseph, MI) and outdoors in Court Place Plaza.

**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 Holiday Artisan Fair until October 18. **Please DO NOT send payment with your application.** Vendors will be notified of acceptance by October 25.

If you are notified of your acceptance, the booth fee will be \$75 per booth (INDOOR) and \$50 per booth (OUTDOOR). Vendors will be notified if they will be located indoor/outdoor upon acceptance. Payment is due **by 5:00p on Friday, November 15.** Unpaid booths will be opened to other applicants.

**TABLES, CHAIRS, TENTS & SPACE HEATERS:** Vendors must provide their own tables, chairs, tents and space heaters. Tents and space heaters are not permitted for indoor vendors. Tents are **required** and space heaters are **strongly suggested** for outdoor booths. Space is limited both indoors and outdoors, so please be mindful of your neighbors!

**ELECTRICITY: INDOOR VENDORS:** There is limited power inside the event space. SJT does not guarantee electricity to vendors. Please make note of electricity needs when applying. **OUTDOOR VENDORS:** SJT will partner with Beaudoin Electric to provide electricity for vendors to plug in space heaters.

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

**BOOTH INFORMATION: INDOOR VENDORS:** Indoor 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. **OUTDOOR VENDORS:** Outdoor booth spaces are approximately 10' x 10'. **ALL VENDORS:** Booths will be marked 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 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 with your application.** Upon approval, payment will be accepted and space will be reserved. Photos can be sent to [daniele@stjoetoday.com](mailto: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 an 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 November 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](http://michigan.gov/taxes) or by calling the Michigan Department of Treasury (517) 635 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. Shows will take place rain or shine.

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

St. Joe Today | 301 State St. | St. Joseph, MI 49085 | [stjoetoday.com](http://stjoetoday.com)

St. Joe  
**TODAY**