

EASTERN MARKET CORPORATION

ARTISAN VILLAGE

2008/2009

GUIDELINES

RULES & REGULATIONS

The Eastern Market Artisan Village is managed by the Eastern Market Corporation

Phone: (313) 833-9300 Fax: (313) 833-9309

Email khill@detroiteasternmarket.com – www.detroiteasternmarket.com

Dear Artisan:

We want to be the place that helps you showcase your special talents. Artists, designers, and crafters are encouraged to sell their unique, one-of-a-kind items in Artisan Village at Eastern Market.

ARTISAN RESPONSIBILITIES

Each vendor must submit a craft vendor application along with photos of the items to be sold for review and approval by the Artisan Village Committee. We will accept applications until we develop an inventory of sixty (60) participants that allows for a monthly rotation among the fifteen (15) vendor spaces that will be filled each week.

Each year beginning in January we will accept new applications for that year and determine the total number of craft vendors and rotation schedules for the coming year.

Applicants will be notified as soon as possible, usually within one week of receiving the application whether they have been selected as an Artisan Village vendor.

Vendors will be charged \$40 for a 10 foot x 10 foot space for each day the artisan participates in the Artisan Village. Due to limited space we are not able to accommodate spaces larger than 10x10.

Payments must be received the Wednesday prior to the Saturday in which the artisan is vending. If payment has not been received by that time we reserve the right to lease your space to another artisan.

We will not accept cash. Checks or Money Orders made payable to Eastern Market Corporation should be mailed to EMC-Artisan Village at 2934 Russell, Detroit, MI 48207. You may also make payments by Visa or Master Card at the Market office or by phone.

The vendor is required to keep their space, including the surrounding area, clean and free of debris. Before the vendor leaves, their space should be clean and free of personal effects and debris.

Vendors are responsible for bringing their own tables, chairs, and any other equipment needed. Vendors are required to provide approved shelter such as a tent or decorative umbrellas.

No pets are allowed in the market area with the exception of guide dogs.

Each vendor must have a clearly visible sign identifying their business and location. Informational signs listing prices and other product information are strongly encouraged.

No Shows

We need a full complement of artisans to make the Village an interesting destination on Market Saturdays. If a vendor notifies the EMC office 48 hours in advance that they will not be selling on a date in which the vendor has been awarded a space there is no penalty and every attempt will be given to assign the artisan an alternate date, but no guarantees will be made.

If a vendor does not notify the Artisan Manager at least 48 hours in advance they will not be attending on a scheduled day, they will be fined \$25.00. Chronic no-shows will be removed from the list of approved artisan vendors and not allowed into the Village.

Outstanding fines must be paid before a vendor can occupy space at the Market on subsequent market days.

LOGISTICS

The Artisan Village is located next to the Market office on Russell Street adjacent to the gazebo. For the 2008 season, the market will operate from 7:00 am to 5:00 pm on Saturdays.

Vendors must arrive at 6:00 am to set up and cannot begin to breakdown until 4:30 pm.

Spaces in parking lot 5 located on Russell Street will be reserved for craft vendors to park while unloading. Several nearby parking lots are available for crafters to park after unloading.

These regulations are to be reviewed annually by the Eastern Market Artisan Village Committee and are subject to change to ensure the growth, quality and success of the village.

RULES AND REGULATIONS

- Do not arrive for set up before 6:00 A.M. Set up must be completed by 7:00A.M.
- Displays and Tables: Vendors must furnish their own tables, chairs and displays. The artisan location does not afford protection from rain and vendors should plan accordingly.
- In case of rain all vendors are expected to come rain or shine except in the case of hazardous weather as determined by the EMC staff.
- The exhibitor's booth must remain open and staffed the entire day.
- No exhibitor may dismantle his/her booth before closing time.
- Exhibitors must not interfere with adjacent booths in any way.
- No exhibitor may sell his/her assigned space to another craftsperson or share his/her booth with any non-applicant.
- No changing or swapping assigned spaces.
- You must unload your goods and remove your vehicle from the exhibitor area to the exhibitor parking area before setting up. This will be strictly enforced.
- Booths must be dismantled and ready to load before vehicles are brought into the exhibit area.
- Exhibitors are responsible for their own trash removal. Please leave the area as clean as you found it.
- Vendors will not be supplied with any electric and/or water services.
- Insurance, if required, must be purchased at the exhibitor's own expense.
- Smoking is not permitted in the Artisan Village during Market hours.
- Restrooms are available in the Annex located next to the Market office.
- Failure to notify the Eastern Market Corporation in advance of any cancellation, as well as failure to comply with all show rules, will be grounds for termination and participation rights.
- A \$25 fee will be assessed for all returned checks.
- The Eastern Market Corporation reserves the right to relocate any participant or selling activity.
- There is no guarantee of booth space from year-to-year.

All questions and correspondence should be addressed to:

**Eastern Market Corporation
2934 Russell Street
Detroit, MI 48207
Attention: Kimberly Hill**

PLEASE REVIEW ALL INFORMATION ON THIS PAGE BEFORE APPLYING. SIGNING THE APPLICATION INDICATES THAT YOU HAVE READ THE CONTENTS OF THIS CRAFT VENDOR INFORMATION PAGE AND AGREE TO ABIDE BY THIS INFORMATION.

Vendor Signature

Date:

EASTERN MARKET ARTISAN VILLAGE APPLICATION

NAME _____

BUSINESS NAME OR ORGANIZATION _____

Address: _____ **City** _____ **State** _____ **Zip** _____

Business Telephone # (____) _____ **Fax #** (____) _____

Email address: _____

SELECT NO MORE THAN 3 CATEGORIES PER BOOTH

| | | | |
|---------------------------------------|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> FLORAL | <input type="checkbox"/> POTTERY/CERAMIC | <input type="checkbox"/> WOOD | <input type="checkbox"/> BASKETS |
| <input type="checkbox"/> HAND PAINTED | <input type="checkbox"/> SCENT | <input type="checkbox"/> CLOTHING | <input type="checkbox"/> PICTURES |
| <input type="checkbox"/> FABRIC | <input type="checkbox"/> JEWELRY | <input type="checkbox"/> WEAVING | <input type="checkbox"/> LEATHER |
| <input type="checkbox"/> OTHER | | | |

REQUESTED RESERVATION SATURDAY

| | | | |
|--------------|-------------|-------------|--------------|
| July 5 | July 12 | July 19 | July 26 |
| August 2 | August 9 | August 16 | August 23 |
| August 30 | September 6 | September 1 | September 20 |
| September 27 | October 4 | October 11 | October 18 |
| October 25 | November 1 | November 8 | November 15 |
| November 22 | November 29 | December 6 | December 1 |
| December 20 | December 27 | | |

Please give a brief description if the other box is checked: (Send photographs of crafts and display table)

GENERAL RELEASE AND ACCEPTANCE OF RULES AND REGULATIONS:

The applicant(s) have read the rules and regulations and agree to abide by said rules. In addition, the applicant(s) do expressly release Eastern Market Corporation, the City of Detroit, and their assigns from all liability for injury, damage or loss to persons or property. If accepted, we understand the enclosed entry fee shall not be refunded in the event that the show is cancelled due to fire calamity of any other act of God, public enemy, strikes, statues or ordinances or any legal authority or any cause beyond the control of Eastern Market Corporation. We hereby agree to the enforcement of all rules and regulations of the show as set forth in this application

Signature _____ **Date** _____

PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN THE ORIGINAL SIGNED APPLICATION ALONG WITH YOUR PAYMENT AND PHOTOGRAPHS OF CRAFTS AND DISPLAY AREA.