

# MAKERS MARKET 2023 SHOW APPLICANT RULES AND REGULATIONS

**November 25, 2023 10:00 a.m. - 6:00 p.m.**

## EVENT INFORMATION:

- Booth spaces will be approximately 100 sf; configuration of spaces varies due to Box Factory building design.
- Exhibit/booth spaces may be located on any of the three floors and are assigned at the discretion of the Box Factory for the Arts (BFFA). Members of the BFFA may choose their space. First paid application will be first considered.
- Entry Fee is non-refundable and payable upon acceptance: Box Factory Member: \$50; Non-member: \$60.

## HOW TO APPLY:

- Interested applicants/vendors must **submit an application by October 9, 2023**.
- Methods to apply: Online application at [boxfactoryforthearts.org/concerts and events/Makers Market](https://boxfactoryforthearts.org/concerts-and-events/Makers-Market). Download PDF version of application from website to email to [makersmarket@boxfactoryforthearts.org](mailto:makersmarket@boxfactoryforthearts.org) or to print off and deliver to the Box Factory for the Arts (1101 Broad Street, St. Joseph, MI 49085)
- All applications must include a minimum of three (3) maximum of five (5) photos and price ranges of all items and send the application via email to [makersmarket@boxfactoryforthearts.org](mailto:makersmarket@boxfactoryforthearts.org). All types of items to be displayed must be disclosed to maintain a balanced selection of unique market items. Digital images are required if you would like to be promoted on the Box Factory's Facebook page.
- Application does not guarantee selection. All entries will be juried to ensure quality and pricing standards are met. Selections will be announced on or about October 17, 2023.
- Booth fees are due in full when signing the contract in order to hold your space. Booth spaces will be assigned by BFFA. If chosen to exhibit you **MUST PERSONALLY** be in attendance at the Market.

## SET-UP/TEAR DOWN:

- Set-up is Friday, November 24, 4pm - 7pm and / or Saturday, November 25, 8am. You must be ready by 9:30 am.
- Tear-Down is Saturday, November 25, 6pm - 8pm
- Makers Market show applicants are responsible for their own set-up and tear-down. Your exhibits and personal items must be stored within your booth space or in your vehicle. Exhibitors must supply their own tables, displays, table coverings and electrical cords. Neither walls nor ceilings are available for hanging items.
- Set-up times are firm and vendors are not allowed to begin set-up prior to set times.
- Early tear-down by a vendor is prohibited and may result in a tear-down fee.

## SALES:

- Vendors are responsible for processing their own sales. The Box Factory for the Arts does not collect a commission on exhibitors' sales. The Box Factory for the Arts is not responsible for lost, stolen or damaged items.
- Guest WiFi will be available for use to process sales.

## EVENT PROMOTION:

The Box Factory for the Arts will promote the Makers Market at the Box Factory and through all appropriate media outlets including social media. Vendors also are encouraged to share promotional materials via social media and their own contacts.

For more information, please email Jackie Baker, Makers Market Committee, at [makersmarket@boxfactoryforthearts.org](mailto:makersmarket@boxfactoryforthearts.org)