



2018/2019 Crooked Tree Arts Center Artisans & Farmers Market

The mission of the Crooked Tree Arts Center Artisans & Farmers Market is to provide our local artisans and farmers a venue with which to sell their locally grown or handmade products and to provide a unique shopping experience for residents and visitors. The Artisans & Farmers market strives to promote a strong local economy, support small business, foster social gathering and celebrate our talented and diverse community.

The CTAC Artisans & Farmers Market is located in the upper level of the Carnegie Building at Crooked Tree Arts Center and is held every Friday from October 5, 2018 through June , 2019 (excluding December 28, 2018).

Only producers (farmers and artisans) will be allowed to be vendors at the market. A producer is a person offering for sale articles for human consumption such as fruits, vegetables, edible grains, nuts, berries, honey, maple sugars, syrups and breads, and non-edible articles such as plants and cut flowers, original handmade goods (including, but not limited to, jewelry, textiles, ceramics, paintings, woodwork, and paper goods).

All vendors must complete an application that includes a hold harmless clause prior to participating in the CTAC Artisans & Farmers Market. Returning vendors must complete the 2018/2019 application and **pay full season booth fees in full by September 15, 2018 to confirm current booth assignment.** New vendors must provide an application to the front desk at Crooked Tree Arts Center **no later than the end of business on the Wednesday before their first market.** New and daily vendors will be assigned booths on a first come, first served basis. CTAC will provide one 6-foot table and chair per vendor booth.

All farmers who have participated in any farmers market in Charlevoix or Emmet County will automatically be approved to sell, **but must still complete an application.**

Artisans are invited and encouraged to apply. CTAC will jury artisans in, and once approved can sell at any date, in same fashion as farmers. All work must be handmade and original.

Again this year, CTAC Artisans & Farmers Market vendors are invited to be a part of our Merry Makers Marketplace celebration on **Friday, November 23 and Saturday, November 24!** Merry Makers Marketplace will be held in CTAC's galleries and the Carnegie Building to accommodate over 40 vendor booths, making it *the* destination to kick-off the holiday shopping season!

Show Dates:

Friday, November 23 from 10:00 AM – 4:00 PM (Black Friday)

Saturday, November 24 from 10:00 AM – 4:00 PM (Small Business Saturday)

Booth Fees: \$30 - Includes one 6-foot table and chair in the Upper Level of the Carnegie Library Building. **(Note: If you are a full, half or quarter season vendor, you have already paid for November 24th. The balance of \$15 will be due to participate in the two-day event.)** If you are interested in a larger booth in the CTAC Galleries, you must complete an application and be juried into the show. Learn more [here](#).

Participation Deadline: Please notify Megan DeWindt (megan@crookedtree.org or 231-347-1236) of your intent to participate by **Friday, October 12.** Please indicate the following:

- You will be participating in November 23 market only. Note: If you will be attending market on November 24, we ask that you remain at your booth until 4:00 PM.
- OR-
- You will be participating in the two-day event on November 23 & 24 from 10:00 AM – 4:00 PM.
- OR-
- You will not be attending the market on either date.

Booth Fees

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| Full Season (35 Fridays): | \$275 |
| Half Season (18 Fridays): | \$165 |
| Quarter Season (8 Fridays): | \$80 |
| Daily: | \$15 |
| Merry Makers Marketplace (November 23 & 24, 2018): | \$30 |

Rules and Regulations

- All vendors must complete an application before attending the market. Copies of all appropriate license/permits must be attached and on file with Crooked Tree Arts Center.
- All sales will be conducted between the vendor and purchaser. Vendors are responsible for obtaining a State of Michigan seller's permit (when appropriate) and for collecting and paying Michigan sales tax on all sales made at the CTAC Artisans & Farmers Market.
- Vendors must be present at all times during market hours.
- All vendors are required to comply fully with the Michigan Department of Agriculture and Health Department of Food Handling & Sanitation Rules and Regulations, along with all federal, state and local law holding Crooked Tree Arts Center harmless regarding same. Vendors wishing to operate under the Cottage Law Food Industry Law must abide by all rules governing that law.
- Each vendor must supply his/her own equipment, supplies and material. CTAC will provide one 6- foot table and chair per vendor booth.
- The market will be open from 10 AM – 1 PM. Set-up will begin at 9:00 AM. Vendors must arrive by 9:15 AM the day of the market and be set up/ready to sell by 9:40 AM. If you are not present, or have not called by 9:15 AM, your space will be given to another vendor.
- CTAC, at its discretion, reserves the right to refuse any entry and to make all decisions regarding the CTAC Artisans & Farmers Market.
- No smoking is allowed on Crooked Tree Arts Center property, including alley ways, sidewalks and plaza.
- Vendors must remove all unsold products. Vendors are responsible for their own waste and may not use CTAC trash receptacles. All refuse must be taken with the vendor and disposed of off-site. Items may not be stored at CTAC.
- Children under the age of 18 may not sell products without adult supervision and are subject to CTAC approval.
- Products and signage are to be displayed within the boundaries of the vendor's space.
- The CTAC Market Liaison will oversee any violations and consequences to any of the market rules. All problems and conflicts should be directed to the CTAC Market Liaison.
- CTAC has the right to deny a vendor the privilege of selling at the market. Reasons may include lack of license, misrepresentation of products, non-payment of fees, poor quality of products, leaving area littered, or disorderly conduct.

Rules are subject to change as seen fit by Crooked Tree Arts Center Artisan & Farmers Market Committee and the CTAC Market Liaison.

For more information or questions, please call CTAC Program Director, Megan DeWindt, (231) 347-1236.