

Wednesday NIGHT MARKET 2024 Vendor Application

Name (Main Contact): _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

To participate in this market, 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) in advance and must be on hand at the show. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Tax ID!**

Tax ID Number: _____

Please provide a physical and/or digital copy along with application for SJT files. Must send every year.

ONSITE MARKET CONTACT

Name (Main Day Of Contact): _____


Phone: _____ Email: _____

MEET THE VENDORS LISTING - Public Listing on stjoetoday.com/nightmarket

Business Name: _____

City/State/Zip: _____

Phone: _____ Email: _____

Website: _____  _____  _____

Vendor Category

Food/Beverage

Artisan

2024 Season Dates, Market Hours, Location

JULY: 17, 24, 31 **AUGUST:** 7, 14, 21, 28

Market Hours: 4:00p-8:00p

Market Location: Court Place Plaza - east side of Main Street (across from Silver Harbor Brewing in downtown St. Joe)

2024 Season Fee & Payment

2024 Season Fee - \$100 (includes all dates) | Booth fees must be paid in full by July 1, 2024.

2024 Weekly Fee - \$20/week | Booth fees must be paid in full by 5:00p the Monday before the market.

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2024 Season Fee & Payment Cont.

Payment Methods:

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. Any SJT staff member will be able to process your payment.

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 + the Wednesday Night Market Vendor Handbook 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 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 or (269) 985 1111.

OFFICE USE ONLY: Application Approved **YES** **NO** **Approved By:** _____

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LOCATION: The show is located in the Court Place Plaza – east side of Main Street, across from Silver Harbor Brewing, in downtown St. Joe. **This is an open air show which takes place rain or shine (no rain date).** SJT adheres to St. Joe Public Safety's assessment of weather conditions.

TENTS | TABLES | CHAIRS: Vendors must provide their own tents, tables and chairs. Tents **MUST** be secured. Since this is an open air show, it is advised to have some sort of cover for your merchandise but it is not mandatory.

ELECTRICITY: There is no power available in Court Place Plaza.

SHOW INFORMATION: Show hours are from 4:00p–8:00p. **SETUP:** Vendors may begin setting up at 2:00p the day of the event. **TEAR DOWN:** Vendors are responsible for removal of all boxes, trash, etc. All vendors must vacate the plaza by 10:00p or be subject to fines from St. Joe Public Safety. No firearms, weapons, fireworks, explosives or illegal substances of any kind. **Vehicles ARE NOT allowed on the sidewalks or grass, even for loading and unloading.**

BOOTH INFORMATION: Booth spaces are approximately 10' x 10' but vary in shape due to the geography of the event zone. Booths will be numbered and hash marks will indicate the perimeter of the booth. Booths are marked weekly and boundaries may shift slightly show to show. Vendors will not be assigned until payment is received in full.

MERCHANDISE: Merchandise for sale should consist of handcrafted, homemade goods (made by the vendor themselves, no resale allowed) including but not limited to home decor, furniture, 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, 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. Please do not display merchandise on any historic monuments, plants, benches or permanent signs.

VENDORS: NEW VENDORS must submit 2–3 photos of merchandise. Upon approval, payment will be accepted and once received, a booth will be assigned. Photos can be sent to daniele@stjoetoday.com or brought into the Welcome Center. Subletting is not allowed. **Any vendor selling items must be listed on the application. If they are a new vendor, they must submit photos prior to the show.**

TAX ID: To participate in this market, vendors must provide SJT with **a physical or digital copy of their Michigan Sales Tax ID, FEIN or EIN – no exceptions.** 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 or by calling the Michigan Department of Treasury (517) 636 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.

PARKING: Due to limited availability, each booth is only allowed ONE (1) parking space in the designated vendor parking lot. Vendors will receive parking passes day of from SJT staff onsite. Passes must be placed on the driver's side windshield of the vehicle. If you have a vehicle and a trailer you must CHOOSE ONE to park in the designated vendor parking lot. **Additional vehicles must be moved to an all-day parking lot (please note the hour limit of the lot – hourly lots are subject to tickets).** Please be respectful of other vendors. These spaces are not reserved by booth and are on a first-come, first serve basis. Vehicles that lack a parking pass will be subject to towing and/or tickets issued by St. Joe Public Safety. Double parking on Pleasant Street is not permitted and subject to fines.

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