

# Antiques **ON THE BLUFF**

## Vendor Handbook



# Welcome Vendors

Thank you for being a part of Antiques on the Bluff! We appreciate your continued support of the market and your help in providing a quality antiques show in Southwest Michigan.

The purpose of this vendor handbook is to answer any FAQs regarding show rules, regulations, layouts, logistics, etc. All vendors are responsible for following the show guidelines.

If you have any questions, please reach out to:

**Daniele Crevier** | Events & Operations Manager  
EMAIL: [daniele@stjoetoday.com](mailto:daniele@stjoetoday.com) | PHONE: (269) 985 1111  
*Onsite contact for day of questions*

**Amy Zapal** | Executive Director  
EMAIL: [amy@stjoetoday.com](mailto:amy@stjoetoday.com) | PHONE: (269) 985 1111

We look forward to working with you this season!

## 2023 Season Dates, Show Hours & Fee

### 2023 Dates:

**MAY: 7   JUNE: 4   JULY: 2   AUGUST: 6   SEPTEMBER: 3   OCTOBER: 1**

**Show Hours:** 10:00a-5:00p

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# SHOW LAYOUT

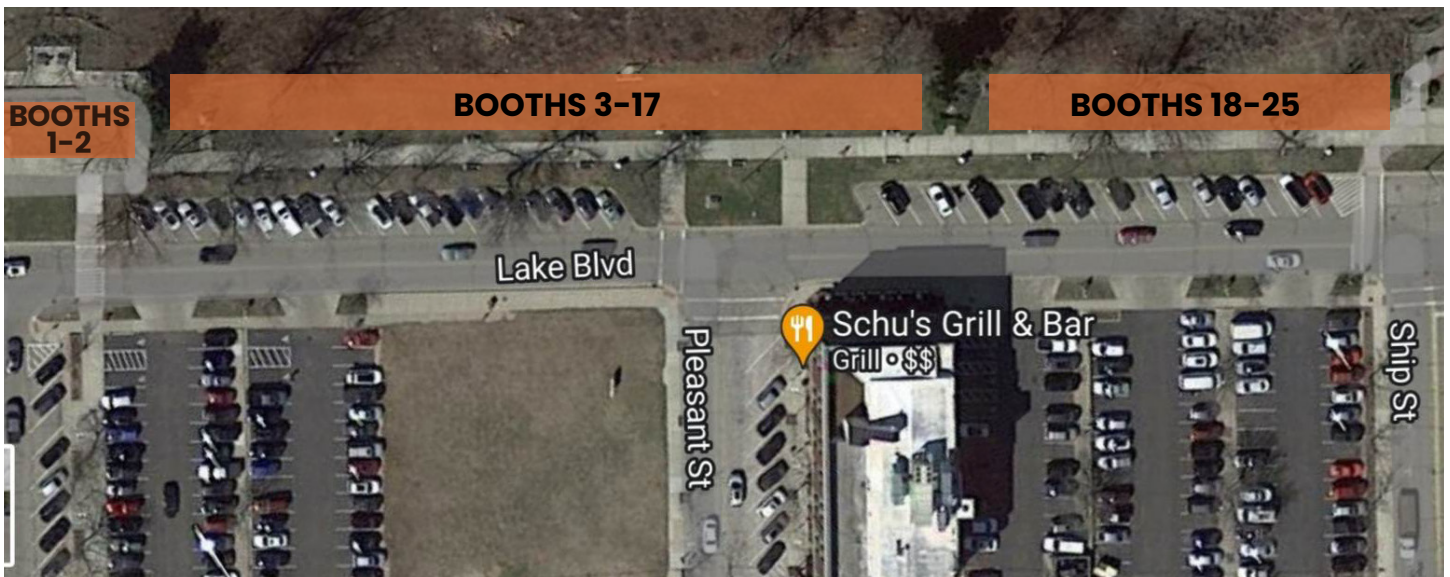
Antiques on the Bluff is located in Lake Bluff Park on both sides of the Bluff Stairs.

This is an open-air show.

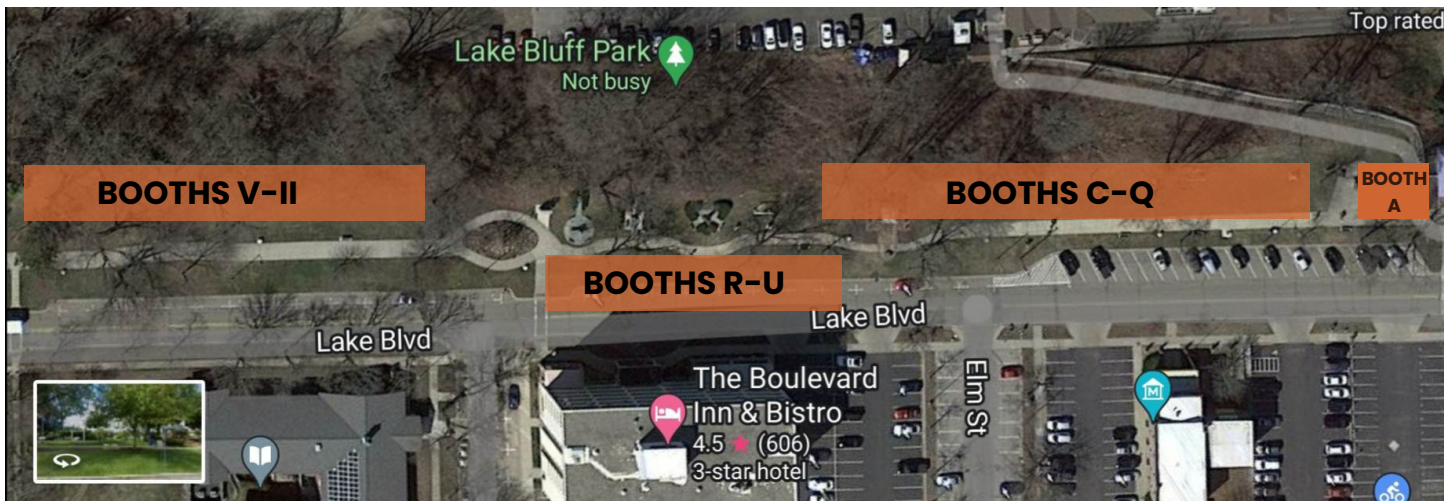
Booth spaces are approximately 20' x 20' but vary in shape due to the geography of Lake Bluff Park.

Booths will be marked and hash marks will indicate the perimeter of the booth. Booths are marked monthly and boundaries may shift slightly show to show.

## BLUFF STAIRS TO SHIP ST.



## BLUFF STAIRS TO PEARL ST.



# ABOUT THE SHOW

Something old is new to you! Find hidden treasures along Lake Bluff Park at this premier antique show that overlooks Lake Michigan. This event features over 50 vendors and runs the first Sunday of the month, May through October.

## VENDOR CRITERIA

Antiques on the Bluff, produced by St. Joe Today (SJT), is committed to providing a quality antiques show in Southwest Michigan (SWMI).

Merchandise for sale should consist of antique, vintage and out of production collectible items. Antique merchandise is defined as 100+ years old; Vintage merchandise is defined at 50+ years old (1980s accepted).

**PROHIBITED ITEMS INCLUDE: Reproductions, repurposed items, metal yard art, modern crafts, working firearms, new merchandise, direct sales or MLM, sales of live animals, food or beverages.** War relics are accepted if not offensive in nature.

**SJT reserves the right to ask a vendor to remove merchandise from their booth that does not adhere to these guidelines.** Failure to comply may result in expulsion from the show without refund.

## VENDOR RESOURCES

Vendors can find links and resources at the Michigan Department Treasury website - [michigan.gov/treasury](http://michigan.gov/treasury), or call (517) 636 6925.

Visit [michigan.gov/treasury](http://michigan.gov/treasury) for specific resources, a few examples are listed below:

- [Business Tax Info](#)
- [Sales Tax FAQs](#)
- [Michigan Treasury Online \(MTO\)](#)

# GENERAL VENDOR INFORMATION

**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 limited power in Lake Bluff Park. Vendors must provide their own outdoor extension cords and they must not run over the sidewalks or high traffic walking areas. SJT does not guarantee electricity to vendors. Lake Bluff Park and all it's infrastructure are city property. SJT communicates all vendor needs to the city.

**SHOW INFORMATION:** Show hours are from 10:00a-5:00p. **SETUP:** Vendors may begin setting up at 7:00a the day of the event. **TEAR DOWN:** Vendors are responsible for removal of all boxes, trash, etc. All vendors must be off the bluff by 6:00p 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 20' x 20' but vary in size due to the geography of Lake Bluff Park. Booths will be numbered and hash marks will indicate the perimeter of the booth. Booths are marked monthly and boundaries may shift slightly show to show. Vendors will not be assigned until payment is received in full. Prepaid seasonal vendors maintain the first right of refusal for guaranteed booth locations. **SJT reserves the right to sell any booth space that has not been paid in full by the 15th of the month prior to the show.**

**DISPLAY:** Please do not display merchandise on any historic monuments, plants, benches or permanent signs. SJT asks that vendors refrain from smoking while in the immediate show area.

**LOAD IN/OUT:** While loading in and out, please be respectful of pedestrians. **Parking and/or driving on the sidewalk/grass is prohibited.** Vendors are responsible for removal of all boxes, trash, etc.

**PARKING:** Due to limited availability, each booth is only allowed ONE (1) parking space in the angled or parallel parking on Lake Boulevard. Vendors will receive parking passes day of from SJT staff onsite. Passes must be placed on the driver's side windshield of the vehicle or the left-hand side of the trailer. If parking in an angled space, please park with the windshield facing Lake Boulevard. If you have a vehicle and a trailer you must CHOOSE ONE to park on Lake Boulevard. **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 Lake Boulevard is not permitted and subject to fines.

**TAX ID:** Vendors may participate in one (1) show per calendar year without a Michigan Sales Tax ID, FEIN or EIN - no exceptions. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Michigan Sales Tax ID, FEIN or EIN!** 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.

# GENERAL VENDOR INFORMATION

**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. If for any reason you can't attend, please contact SJT.

**BOOTH SUBLETTING / TRANSFER:** Due to the shows popularity, booth subletting and/or transferring is not allowed.

**BOOTH SHARING:** ALL vendors that sell merchandise must be listed on the application and provide a Michigan Sales Tax ID, FEIN or EIN if participating in more than one show per calendar year. ALL NEW VENDORS must adhere to the new vendor guidelines (see application).

**VENDOR CONDUCT:** All vendors are expected to act in a courteous and professional manner. SJT asks vendors to bring any day of market concerns to the Events & Operations Manager, Daniele, so that items may be addressed in a timely manner.

## SHOW POLICIES

**PETS:** Leashed pets are allowed in Lake Bluff Park. Vendors may bring pets, we ask that they remain leashed and at the back of the booth.

**NO SMOKING:** SJT asks that vendors refrain from smoking while in the immediate show area.

**RADIOS/MUSIC:** Music is permitted, however, please be respectful of the market attendees and other vendors.

**BUSKERS:** Busking is permitted in the City of St. Joseph, however, SJT controls the event zone of the market. SJT works with SJPS to support band fundraisers and regularly hosts music during the market.

We kindly ask that any buskers not scheduled through SJT set up outside of the event zone, down past the Maids of the Mist or the Berrien County Law Enforcement Memorial.

**UNAUTHORIZED VENDORS:** ALL vendors must be approved by SJT. Unauthorized vendors are not allowed to set up within the market and will be asked to leave.

**INCLEMENT WEATHER:** SJT adheres to St. Joe Public Safety's assessment of weather conditions.

# SJT & MAJOR COMMUNITY EVENT DATES

*Please note, not all community events are listed – these are some of the larger ones that coincide with the 2023 Antiques on the Bluff season.*

**Saturday, June 3, Lake Bluff Artisan Fair:** 10:00a–5:00p, in Lake Bluff Park.

**Sunday, June 4, Antiques on the Bluff:** 10:00a–5:00p, in Lake Bluff Park.

**Friday, June 16 – Sunday, June 18, Love Local Weekend:** EAT, SHOP, STAY, PLAY in SWMI.

**Sunday, July 2, Antiques on the Bluff:** 10:00a–5:00p, in Lake Bluff Park.

**Sunday, July 3, Fourth of July Fireworks:** At Dusk.

**Saturday, July 8 – Sunday, July 9, Krasl Art Fair** presented by the **Krasl Art Center:** Saturday & Sunday in Lake Bluff Park.

**Friday, July 14 – Sunday, July 16, Love Local Weekend:** EAT, SHOP, STAY, PLAY in SWMI, Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, July 14, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, July 14, Mike Yore Memorial Car Show:** 4:00p–8:00p, Lake Boulevard.

**Saturday, July 15, Lake Bluff Artisan Fair:** 10:00a–5:00p, in Lake Bluff Park.

**Friday, July 21, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, July 28, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, August 4 – Sunday, August 6, Chalk the Block:** All Weekend Long.

**Friday, August 4, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Sunday, August 6, Antiques on the Bluff:** 10:00a–5:00p, in Lake Bluff Park.

**Friday, August 11, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, August 18 – Sunday, August 20, Love Local Weekend:** EAT, SHOP, STAY, PLAY in SWMI, Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, August 18, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Saturday, August 19, Lake Bluff Artisan Fair:** 10:00a–5:00p, in Lake Bluff Park.

**Friday, August 25, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Friday, September 1, Friday Night Concert:** Friday Night Concert at the John E.N. Howard Bandshell, 7:00p.

**Saturday, September 2, Lake Bluff Artisan Fair:** 10:00a–5:00p, in Lake Bluff Park.

**Sunday, September 3, Antiques on the Bluff:** 10:00a–5:00p, in Lake Bluff Park.

**Friday, September 15 – Sunday, September 17, Love Local Weekend:** EAT, SHOP, STAY, PLAY in SWMI.

**Saturday, September 16, Fall Fest:** 10:00a–3:00p, in Lake Bluff Park.

**Sunday, October 1, Antiques on the Bluff:** 10:00a–5:00p, in Lake Bluff Park.

**For a full list of SJT and community events, visit [stjoetoday.com](http://stjoetoday.com)!**