

# **Downtown Artisan Market 2018**

## **Types of Vendors accepted:**

The focus of the Downtown Artisan market is to feature local artisan/makers/bakers who handmade pieces. This market is set up to support local vendors and small businesses.

## **Dates/Times of Market**

- A. The Downtown Artisan Market will run from 5:30pm to 8:30pm downtown Tuscola. In case of rain, the event will be rescheduled.
- B. All vendors are required to be set up and ready for business by 5:20pm
- C. Dates of the market are: 5/18, 6/15, 7/20, 8/17

## **Location/Vendor Spaces**

- A. The Downtown Artisan Market will take place in Downtown Tuscola. Vendors will line Main street.
- B. Parking is available throughout the Downtown area, but vendors must park away from the gazebo during open hours (5:30pm- end of movie) to ensure enough parking for patrons.
- C. Vendors are responsible for providing their own tables, equipment, signs, tents, chairs, etc.
- D. Spaces will be reserved and on a first come, first serve basis (as applications are received). Each vendor will be assigned a 10 x 10 space (approximately).
- E. Vendors will be assigned spots on a first come first serve basis.
- F. Because we advertise before each market what products will be available to patrons and reserve the space each vendor requested, we would appreciate at least 24 hours notice if you are unable to attend a market you had previously signed up for.
- G. If you would like to change your space at any time throughout the season, you can do so by contacting the City of Tuscola. Changes can be made as long as no other vendor has already reserved the space requested.

## **Fees**

There will be no vendor fee for your space.

All vendor applicants must have their forms before the scheduled market and approved by the City of Tuscola. Applicants will be notified of approval (to sell at the market & the space) once the City of Tuscola and the Tuscola Arts Alliance has reviewed the submitted application.

## **Policies**

- 1. Driving over sidewalks and medians is prohibited.
- 2. Waste Disposal – Prior to leaving your area, you are responsible to take any leftovers or garbage with you.
- 3. Load In/Out – Vehicles must load in/out of their spaces as quickly as possible, leaving clearance for other vehicles. Please do not unload and set up at the same time.

4. Setup/Teardown – During setup and teardown, vendors must utilize caution at all times, respect neighboring spaces, and leave clearance for other vehicles. **No vehicles will be allowed in the blocked off area when tearing down.**
5. Vendors may begin leaving by 8:30 pm.
6. Booth spaces should be consistently lined up with neighboring vendors.
7. Electricity is extremely limited, but may be available upon request.
8. Vendors may not purchase items from a supplier and resell in the market unless Tuscola Tourism has approved the product line.
9. Liability – Each vendor is liable for any incidents, accidents, or injuries resulting during setup, teardown, and during the hours of operation at the market.
10. Volunteers – Vendors are responsible for the actions of their volunteers at the market.
11. Signage – Signs prominently displaying the vendor name and price ranges of product(s) are required. Please keep the signage within your booth space(s).
12. Interference – Vendors shall not interfere with pedestrian traffic to, from or within the market, nor shall a vendor interfere with the business of other vendors.
13. Courtesy and respect is expected at all times between vendors. Vendors shall refrain from disorderly, disruptive or impolite conduct, including refraining from hawking, soliciting, shouting, or use of loud, obscene, coercive or disruptive activities/language. Use of sound amplification and sound producing equipment to attract shoppers is prohibited, and soliciting outside of the assigned booth space is prohibited. Vendors persisting in this activity, after a verbal warning, will be asked to leave the market for the season. There will be no refunds.
14. **All food items and food preparation must comply with appropriate local, state, and federal health regulations. For local regulations, contact the Douglas County Health Department at 217-253-4137.** All local, state, and federal food/health safety requirements must be met prior to applying for the market. **Food license, permit, and certification copies must be attached to the Vendor Application.** Growers and produce vendors are responsible for meeting health standards and clarifying to customers the origins of products. Contact the Douglas County Health Department for more information.
15. Food vendors/growers - If your products are advertised as being state inspected, certified or organic then you will be requested to provide documentation of the same. Growers who sell products by weight will be required to provide a documentation of an inspected scale. Products sold by weight must adhere to State of Illinois standards and use a certified small scale.
16. All vendors are required to adhere to any local, state, or federal tax requirements.

City of Tuscola, 214 N. Main Street, Tuscola, IL 61953 Phone: 217-253-2112; Email: [info@tuscola.org](mailto:info@tuscola.org)