

Thank you for participating in our Spring 2024 South Bend Artisan Market, we appreciate you and look forward to another great show! Please read the following information carefully.

Setup

Setup will be Friday, November 15, 2024, starting at 2PM (EST) and running through 7PM (EST).

- There will be **no** early admittance for setup before 2PM.
 - Exception: trucks & trailers must arrange setup in advance to be able to get into the building.
- Upon arrival, please check in with a staff member to ensure you have the correct booth space prior to setup, as changes may happen at the last minute.
- Setup on Saturday, November 16th is available to a limited number of vendors only and must be pre-arranged. (The Century Center will open at 7AM Saturday morning.)
- Setup **MUST** be completed no later than 9:00AM Saturday, November 16th or you will forfeit your booth space with no refund.
- The Artisan Market opens to the public promptly at 10AM on Saturday and Sunday, if you have not arrived or notified us by 9:00AM we will remove your space – with no refund.
- Vendors are responsible for all their own setup and breakdown needs. Should you need to bring additional help with load-in or tear-down you are welcome to bring any help you need.
- No booths or displays may be taken down or removed prior to 3PM, Sunday, November 17th. Like any other business, hours of operation are vital, we ask that you keep your commitment to us as well as the customers attending the South Bend Artisan Market.
- Booths **MUST** be paid for prior to setup. Pay online here: <https://square.link/u/43BxcsBa>
- Cancellations after 11/2/24 or no-show vendors will be responsible for the full invoiced amount with no refund.

Parking

Vendor parking during the show is available in the Crowe parking lot across the street starting Saturday morning at no charge. Otherwise, it is \$5 per vehicle during show hours per the Century Center policy. Additionally, free parking is available in the surrounding downtown South Bend area.

- **We ask that Vendors utilize the Crowe Parking Lot during the event so that shoppers will be able to park close to the event.**
- There is no overnight parking in the Century Center lot.



Food Vendors a reminder:

All Food Vendors must check with the St. Joseph Co. Health Department prior to the event to obtain proper permits for what they are selling. If you are selling food items that need to be kept cold or hot, you must contact St. Joseph County Health Department at 574-235-9750. You have 7 days prior to the event to obtain your proper permits to sell at the South Bend Artisan Market. Home Based Vendor Law (Indiana) and Cottage Law (Michigan) applies. Please bring proof of your paperwork to the market in case you are asked for it by the Health Department. If you are selling any type of food items, please just double check with the St. Joseph Co. Health Department to make sure you have the proper permits for the South Bend Artisan Market.

Please let us know if you have any questions.