# A logo with a dolphin and palm tree AI-generated content may be incorrect.Downtown Fort Pierce ARTISAN OUTPOST

# Market Guidelines

Artisan Outpost is a “unique gifts” focused artisan marketplace for local crafters, cottage industry bakers, jewelry designers, local artists, authors, or others to display their work for sale and to host makers' workshops and demonstrations.

We include leatherwork, woodwork, glass items, unique gifts, antiques, vintage treasures, tea, candles, lotions, accessories, sculpture & pottery, paper goods, not forgetting doggy treats, and much more!

## HOURS OF OPERATION:

* **TUESDAY - FRIDAY** 11:30 AM – 5:00 PM
  + - * Open 5:00 PM until 7:00 PM for advertised market events
* **SATURDAY**  7:30 AM – 2:30PM

**WHO MAY SELL AT THE Downtown Fort Pierce ARTISAN OUTPOST Market:**

Artisan Outpost participation requires vendor registration and is open to:

* Artisans/Vendors
  + When Applicable: Florida registration and/or appropriate licensing as required (See information/links regarding vendor responsibility to have the correct licensing & compliance with state/local laws.)
* Authors
* Non-profit organizations
* Preference is given to artisans of the Treasure Coast in times of limited availability.

## PRODUCT/ ITEMS:

* All items to be displayed for sale on a Downtown Fort Pierce **ARTISAN OUTPOST** Market shelf should be one of the following categories:
* Unique Gifts, Artisan or Cottage Industry Goods, Jewelry, Pottery, Sculpture, Antiques, Paintings, Books, Photography, Soaps, Knitted/Crochet/Lace or other Crafted Goods, Waxworks, Ceramics, Handmade Goods & Accessories, Woodwork, Paper Goods, Glass, Honey, Jams/Jellies, Cottage Bakery, Lotions, Dog & Cat Treats/Accessories, Metal Works, Other Miscellaneous Items.
* Weapons are not permitted.
* The Downtown Fort Pierce **ARTISAN OUTPOST** Market Manager reserves the final judgment of the suitability of any specific vendor’s operation and items sold.

**Monthly Pre-Paid/Reserved Spaces**: The Market Manager designates pre-paid display shelf spaces. Shelf reservation fees are collected on a monthly basis and each space is first offered to the vendor currently occupying the space. Non-payment of monthly fees will result in immediate reallocation of space.

**SHELF DISPLAY Appearance:**

All displays **require professional signage that displays the vendor’s name and/or Business name**. Vendor’s must also ***display their assigned market vendor number.*** Extra inventory and *other merchandise must be kept out of sight so that the display space is always fitting the premier artisan market vibe*. **Vendors who do not comply will be asked to vacate the market.**

**SALES TAX**: The current Florida State Sales Tax is 6.5%. **Downtown Fort Pierce ARTISAN OUTPOST Market** will collect this sales tax and provide detailed sales receipt information weekly to vendors - EACH **vendor is responsible** for reporting sales tax and all applicable business information on items sold. **Downtown Fort Pierce ARTISAN OUTPOST Market** assumes no responsibility for the reporting or payment of vendor business sales tax.

**OCCUPATIONAL LICENSE:** Where applicable, is the responsibility of the vendor.

**SITE MANAGEMENT:** During open business operating hours, the Market Manager will have full decision making authority regarding the **Downtown Fort Pierce ARTISAN OUTPOST Market operations in case of emergency or other needs**.

## SHELF OR OUTDOOR/EVENT SPACE SET-UP AND TAKE-DOWN:

* All Vendors are encouraged to set up/change displays before opening hours by making arrangements with the Market Manager. No set up/take-down should take place during open business operating hours.
* Vendors are responsible for their set-up, disposing of their own garbage, and leaving their spot trash-free.
* Management encourages seasonal themes for displays but reserves the right/has the final authority to remove décor or items which may be considered inappropriate.

**VENDOR PARKING:** Customers of the **Downtown Fort Pierce ARTISAN OUTPOST Market** need a convenient place to park. OUR Market must have customers to purchase YOUR products. Your support is appreciated! When in the store, we strongly recommend that our vendors utilize the parking facility directly south of the building.

**PRICING:** The **Downtown Fort Pierce ARTISAN OUTPOST Market** is a retail market.

Prices charged should be fair to all vendors, and comparable to pricing in the community – we encourage “specials” and opportunities which will draw customers into the retail store for all our vendors.

**ON-SITE ACTIVITIES:** Makers’ Workshops, Demonstrations, Meet The Author Events, Sip ’n’ Shop,Face painting, hand-painted or sketched art works, or similar activities may be provided on site – All events should be booked through the vendor reservations calendar with the **Downtown Fort Pierce ARTISAN OUTPOST Market Manager**

## GRIEVANCES AND CONCERNS:

Any grievance or concern should be put in writing and include a clear and specific description of the problem, and the name(s) of the person(s) involved.

Actions taken should include, but not be limited to:

1. Mediation between involved parties.
2. The Market Manager has final authority in deciding the outcome of grievances.

**LOGO USE:** Any vendor who wishes to imprint their products with the **Downtown Fort Pierce ARTISAN OUTPOST Market** logo may apply to the Market Manager for approval and conditions of use.

**INSURANCE:** **Downtown Fort Pierce ARTISAN OUTPOST Market** does carry required insurance to cover accidents for personal injury on the property. While every effort will be made to protect our displays and vendor products, vendors are not covered for damages or loss of product, nor from any damages or loss customers may claim from their products or business losses.

**MONETARY COLLECTION**:

* Suitable forms of payment are cash, check or money order, credit/debit card, (w/ fee) and should be brought to Market Manager. No postdated checks are accepted.
* *A $35 fee will be charged on any returned checks*. If a vendors check is returned for insufficient funds the vendor will be required to pay by cash thereafter
* The Market Manager will provide a receipt for payments made upon request.

**FEE SCHEDULE**

* DISPLAY SHELF SPACE RENTAL PER MONTH $100 ($25 PER WEEK)
  + Reserve 2 Spaces, Get A Third One At 50% Off
  + Minimum 3 Month Commitment
* TRANSACTION FEE - 3% of sales
* SPECIAL EVENT SPACE RESERVATION $25/HOUR per 10 People
* WE DO NOT take a percentage of vendor sales/No Commissions

**If you are interested in becoming an ARTISAN OUTPOST Market vendor, please complete the application below and provide the proper business tax receipt and license for your business**

All businesses that operate at the Downtown Fort Pierce **ARTISAN OUTPOST** Market must provide a current local business tax receipt from the city or county in which the business is based.  Additional licensing may be required depending on the types of products your business sells.  Please visit the links below to determine which additional licensing may be required to sell your product.  Applications will not be considered without a current business tax receipt and proper additional licensing.

Are you selling “shelf stable” foods (foods that present a low risk of foodborne illness such as loaf breads, rolls, biscuits cakes, pastries and cookies, candies and confections, honey, jams, jellies and preserves, fruit pies and dried fruits, dry herbs, seasonings and mixtures, homemade pasta, cereals, trail mixes and granola, coated or uncoated nuts, vinegar and flavored vinegars, popcorn and popcorn balls)? If so, please visit the **Cottage Law link:**

[**Cottage Foods / Food Establishments / Food / Business Services / Home – Florida Department of Agriculture & Consumer Services (fdacs.gov)**](https://www.fdacs.gov/Business-Services/Food/Food-Establishments/Cottage-Foods)

Are you selling perishable food items, or preparing food on site?  If so, please visit the link below to determine which licensing you will need to obtain from the **Florida Department of Business and Professional Regulation (DBPR):**

[**Division of Hotels and Restaurants – MyFloridaLicense.com**](http://www.myfloridalicense.com/DBPR/hotels-restaurants/)

Are you selling plants, flowers, or trees?  If so, please visit the **Florida Department of Agriculture’s Plant Inspector Directory** link:

[**https://www.fdacs.gov/Agriculture-Industry/Plants-and-Nurseries/Plant-Inspection/Plant-Inspector-Directory**](https://www.fdacs.gov/Agriculture-Industry/Plants-and-Nurseries/Plant-Inspection/Plant-Inspector-Directory)

Additional questions may be submitted to trinaangelone@gmail.com or call direct to Market Manager (954) 661-8582 or store at (772) 828-3408.

CONTACT US

**Downtown Fort Pierce ARTISAN OUTPOST Market**

**121 MELODY LANE**

**FORT PIERCE, FL 34950**

**(772) 828-3408**