



## Vendor Agreement for Terms & Conditions of Participation

Please carefully review the information below, which outlines FAQ's, information, and agreements that are required for your (hereinafter referred to as "Vendor" or "Business") participation with the Mountain Makers Craft Market (hereinafter referred to as "Market"). This is meant to be a living document and a copy will always be available. We also suggest that you save a copy for your records and reference! We look forward to working with you all soon.

### MARKET TIME + LOAD-IN + LOAD-OUT

Upon arrival, please check in with the Market Manager who will give your booth assignment for the day based upon your order of arrival to set up. Currently, we are not accepting location requests or specific booth number reservations, but we do have plans for that in the future.

Load-in is from 10:30a-11:30a. For safety, no cars will be allowed in the market area from 11:30a-4:15p. Late arrivals (arriving after 11:30a) will be accepted on a first come, first served basis – but your location will be placed at the rear of the market so that your load-in does not disrupt other vendors or shoppers, and you will not be able to unload beside your booth. All vendors must be set up and prepared to host customers from 11:45a-4p.

There is free parking within 1 block of the shopping center, in the nearby public lot (at the corner of Haywood St. & Miller St, diagonal from us) as well as in the Courthouse parking deck (on Branner Ave across from the Haywood Christian Ministry Thrift Store). You are expected to share this parking restriction with anyone assisting you. We are retaining the closest parking for customer use and that of the two storefront businesses open during our market.

If you pack up before 4:00pm you will not be invited back to vend. It's rude to the other vendors and makes existing shoppers feel rushed in their other purchases – which can cost others a sale. At 4:00p you may begin to pack up and consolidate all your booth items *before* bringing your car up to load at 4:15, so that we don't block each other or make remaining shoppers feel rushed.

You must remove all of your items and any loose trash from the parking lot when you leave. There are no trash cans available for vendor use so please plan accordingly! When you're all packed up, please walk through your booth area once more and check for small items that may have fallen on the ground.

### APPLICATION + BOOTH PAYMENT PROCEDURE

We have a two-part process: 1) once each year, you must apply to the Market by submitting the "Vendor Application/Agreement" stating that you agree to this document, and 2) for each market, under "Booth Payment" you'll add that date of desired participation to your cart and check out to complete the purchase! We'll email you a confirmation when each piece has been received. If you see a red message that says "0 Available" then that market is SOLD OUT, though you can email us to be added to the wait list. Please register as soon as possible, as we have a finite number of booth spaces available! Save [Hello@MountainMakersMarket.com](mailto>Hello@MountainMakersMarket.com) to your email contacts so that your registration link doesn't go to your junk folder.

Market dates will always occur on the first Sunday of every month, though we do skip each January. We'll have an additional bonus market in both October and December. Market dates will be available for registration on the website 3 months in advance of that date and added on a rolling basis – but since the dates are already set, feel free to build your calendar around them!

### BOOTH FEE

As with any rebrand, we feel the importance of proving our professional planning capabilities to our beloved Vendors. Thus, we've built in time & space for us to glow up together! The goal over the next 6 months is to raise the customer base while incrementally increasing the registration fee for vendors. Though this schedule is subject to adjustment depending on actual market and consumer tendencies, here's a sample of what we're thinking:

4<sup>th</sup> July: \$0 registration = Free  
1<sup>st</sup> Aug: \$10 registration but \$10 cash refunded to you after participation = Free  
5<sup>th</sup> Sep: \$10 registration but \$5 cash refunded to you after participation = \$5 cost  
3<sup>rd</sup> Oct: \$10 registration but \$5 cash refunded to you after participation = \$5 cost  
24<sup>th</sup> Oct: \$10 registration but \$5 cash refunded to you after participation = \$5 cost  
7<sup>th</sup> Nov: \$15 registration but \$5 cash refunded to you after participation = \$10 cost  
5<sup>th</sup> Dec: \$15 registration but \$5 cash refunded to you after participation = \$10 cost  
19<sup>th</sup> Dec: \$15 registration but \$5 cash refunded to you after participation = \$10 cost  
(no market in January)  
6<sup>th</sup> Feb 2022: \$15 registration = \$15 cost  
6<sup>th</sup> Mar 2022: \$15 registration = \$15 cost  
3<sup>rd</sup> Apr 2022: \$20 registration = \$20 cost  
After April 2022, the market will remain at a \$20 booth cost per month.

As you pay for each booth date on the registration site (via PayPal, Credit/Debit, or Apple Pay), you'll see that the item description specifies which dates have any part of that fee as refunded after your successful participation of that market. Refunds, where specified, will come in the format of cold hard cash.

We will also request that you anonymously write down your total dollar value of sales after each market, so that we can track whether we are increasing Vendors' sales overall. This information is kept confidential and individual totals thrown away after tallying the total sales and number of vendors for that market date.

## BOOTH SETUP

Vendors must provide everything that they require for selling, such as a table, seating, tent, etc. This market is held in a paved parking lot that is mostly level but may contain some pitch or undulation. Electricity hookups are not available. If you haven't seen the shopping center before then we recommend reviewing the attached diagram and making a preview field trip if necessary. A diagram is provided at the end of this Agreement but is subject to change.

A 10x10 tent is *not* required for the July, Aug, or Sept dates - but we *will* be requiring tents from October onward, and this 3-month buffer gives you time to prepare for that.

If you use a tent, it must have weights of at least 30lbs total per tent which are at least attached to 2 opposite legs/sides (all 4 attachments are preferred though). This can be slide-on plates that were purchased, or even something as simple & inexpensive as four one-gallon jugs of water (\$0.89/ea) or cat litter that are securely attached to your tent frame. You will be asked to remove your tent if you do not have weights with you.

This is not a tailgate market; each booth setup must be self-sustaining and fit within a 10'x10' space without impeding the space of your neighbor. If you need more display space, you are welcome to sign up for two booth spaces which will be placed side-by-side.

## ACCEPTED PRODUCTS

So that we may reach a balanced offering of products, Vendors will be asked to select ONE category which contains the majority of their products for sale:

Art: Drawing, Painting, Photography, & Sculptures

3D Crafts & Mixed Media

Pottery

Woodworking, Woodburning, Metalwork, & Forging

Paper Crafts & Stationary

Jewelry

Stones, Rocks, Crystals

Candles, Oils, Melts, Fragranced Sprays

Home Décor & Housewares

Soaps, Lotions, Spa, & Beauty Products

Plants, Flowers, & Garden

Apparel & Boutique Items

Pet Supplies

Textiles, Sewing, Knitting, Quilting, & Crochet

Consumable Foods, Baked Goods, Honey, Sauces, & Beverages

Handmade & Upcycled Furniture

True-Antique (100 years old) & True-Vintage (25 years old) Items

Nonprofits, Organizations, & Customer Activities

We do not allow the display or sale of manufactured goods, "kit" crafts, resale of commercial products, new imports or reproductions, or flea market/ yard sale-type items outside of the scope of tasteful pieces of a minimum-true-vintage timeframe. Basically, we don't expect you to raise the sheep and spin the wool to knit your own t-shirts before pressing your design on to them... but we should be able to tell that you've significantly altered or improved your base materials in some way that denotes artistic creativity. Feel free to ask us preliminary questions as to whether your items fit with the spirit of the Market!

We employ a rolling jury process to ensure a curated Market, whereas possible acceptance will be made upon your submission and is based on multi-person discussions of the materials, quality, application, product category, product or vendor fit within the direction of the Market, and the photos submitted. The photos should be current and represent the work that is made by you and will be sold at the Market. Feel free to include a link to your website, Facebook, or Instagram if you wish! The final decisions of acceptance made by the Market Manager, Assistant, advisory committee, and/or market representatives shall be respected. The Vendor will receive a timely refund of any booth fees paid if your application is not accepted for any reason. On your application, the Market does require a brief typed description of your intended products as well as representative photos. If you wish to introduce new products or change directions, please submit an updated Vendor Agreement as this may change your category grouping.

All arts & crafts must be made locally, by you the vendor. If you have a partner, then one of you must be present in the booth for the duration of the market and their name should also be included on the Vendor Agreement.

We do not protect any item-specific sales rights, but we do ask that you retain professional integrity and artist creativity by not copying other vendors' products that you see that the market. We request vendors to choose the general category that the majority of their wares fall in to, as we will cap any category's participation at 20% of each monthly market. This means that it's important that you register for markets early since categories will fill *FCFS for each market date*, and thus you may be placed on a wait list and/or asked to register for the next month if your particular category is approaching full.

## COVID-19

Beginning with the 9/5/21 market, properly worn masks covering your nose and mouth are universally required for all customers and vendors, any time that you are on the market grounds and regardless of medical status, vaccination status, beliefs, etc. It's necessary because we do not have the ability to space 10ft between booths without canceling half of your reservations. We understand that this is an often-politicized topic and remind everyone that we are not here to discuss politics on either side, alternative theories, or to be combative; we require everyone to treat each other with respect and professionalism, and to act in the best interest of the community. An inherent risk of exposure to Covid-19 exists in any public or private place where people are present, regardless of vaccination status. Covid-19 is an extremely contagious disease that can lead to severe illness and death. By participating in this event, you voluntarily assume all risks related to exposure to Covid-19 and waive liability or claims against Mountain Makers Craft Market, including those made by others for you or on your behalf, for exposure, illness, and death resulting from or related to Covid-19.

Anyone with a temperature over 100.5\* or with symptoms indicating a possible Covid-19 infection will not be allowed to participate. This is defined as you or anyone in your household experienced the following in the last 14 days: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, or Diarrhea.

We do ask that if you develop any of the above-listed symptoms, or asymptotically test positive for Covid-19, that you anonymously notify Mountain Makers through the contact form at [www.MountainMakersMarket.com](http://www.MountainMakersMarket.com) so that other market vendors may be notified of an anonymous potential of exposure. Please visit [CDC.gov](http://CDC.gov) for information on symptoms, testing, prevention, and how to keep safe.

## WEATHER POLICY + CANCELLATIONS

This Market is held rain or shine and we recommend having rain gear such as a tarp or shower curtain. If there is a full cancellation for inclement weather (wintry precipitation, severe storms, tornadoes, and other acts of god, as deemed by the Market management), then that decision will be made by 8am on the Market Sunday. We will attempt to call and text all registered vendors, but please keep a check for any cancellation announcements that'll be posted to our Facebook & Instagram pages at 8am if needed. We suggest that you follow the Facebook & Instagram accounts so that you see the updates!

If the market is already in progress and unsafe weather rolls in that was unforeseen, then Market Management reserves the right to immediately cancel the Market without refund, in the name of vendor & customer safety. We will keep an eye out for threatening weather and will let you know if everyone can pack up early. If the Market is cancelled outright for severe weather before it begins, then you will have the choice of your payment being refunded or bumped to the next market date.

If the market is not cancelled and you *decide* not to vend, you will forfeit your booth fee for that market. You may not assign your booth space to another artist or business. If you decide to cancel, as a professional courtesy please either email OR text by Saturday at 6pm, so that you are not marked as a no-show on Sunday! Vendors who have more than one no-show without giving proper notice will not be invited back.

### **SOCIAL MEDIA + ADVERTISING**

Each market cycle, we'll pick 1-2 vendors per week and highlight their products. If you'd like to be included in this list, then please email the photo that you'd like for us to use and include a description of your product in the body of that email. Mountain Makers is not responsible for any use of photos/text or misunderstanding resulting from that use, including that of end-users.

We do hope that you'll assist in spreading the word for this market. Use #MountainMakers for your product tags on Instagram and tag, and feel free to post on our Facebook page (please limit Facebook posts to once per week so that all vendors can be seen by followers). You are welcome to share, screenshot, or use each month's themed market promo image which can also be emailed to you in various sizing upon request. Our advertising plan includes 110+ locations but we'd love it if you can also share on your personal and business pages. Also spread the word in any local groups that you're a member of - digital or in person! We promise to act in good faith and with due diligence to bring in shoppers, as well as to be your biggest cheerleaders. Let's all work together to increase market awareness and get more customers - which puts more money in your pocket!

### **CODE OF CONDUCT**

We require that customers treat vendors with respect and will enforce such by asking them to leave and escalating if necessary. Please report any concerning behavior to the Market Manager or Assistant immediately! Likewise, we require that vendors treat customers and other vendors with respect. Respect means not using aggressive sales tactics or having argumentative behavior, not using derogatory or mocking statements, and not displaying items or symbols that are racially or culturally insensitive. We will always air on the side of inclusion of our differences and not tolerate deviation from our respectful behavior policy. Obey the golden rule!

Firearms or consuming alcohol are not permitted at the Market. Do not smoke or vape within the roped off market area; instead, please go to the parking areas that are away from the doors of open businesses.

The decisions and interpretations made by the Market Manager, Assistant, or representative will be the final word. The Market Manager or Assistant reserves the right to revoke the acceptance of and/or remove any vendor who is in violation of this agreement.

### **SECRETS TO A SUCCESSFUL MARKET** (These are just our suggestions for what to bring with you):

Water, Snacks, & Sunscreen

Leveling blocks for your table or display, such as small pieces of plywood or block

Something to account for wind; ie, how do you secure your linen, tabletop display items, & display boards?

Plenty of change for cash payments, and a paper or electronic way to track your sales

An easy way for customers to contact you if requested such as a QR code for your website, email, Instagram, etc.

Trash bag to leave your site clean

Bag of various attachments such as clips, zip ties, rope, paper clips, etc.

Small bags for your customer's purchases

We also recommend that you are engaged and attentive to your customers! You complete more sales when you actively *sell* to clientele. When is the last time that you went into a store and rolled your eyes because the employee was sitting down, zoned out on their phone, or surly & dry? Be that chipper employee that you'd want to purchase from!

### **REGULATIONS + LICENSING**

Vendors are solely responsible for collecting 7% NC sales tax and remitted to the Sales & Use Tax Division, obtaining appropriate licensing for your type of business, and following all state and local laws or regulations related to your specific products and your business type. Any products made for human or animal consumption must come with warnings for the 8 common food allergens as well as a way for customers to contact you after returning home with the product; this could be in the form of a sticker/label, business card, or a sign within your booth that's paired with verbally pointing it out.

### **LIABILITY DISCLAIMER**

It is highly suggested that you obtain a liability insurance policy (which are available by the single day or by the year) because you are responsible for any action, damage, or injury caused by your product, business, tent/setup, and market run/ load-in/ load-out performance.

We may also take photos at each market, and your participation acknowledges acceptance that we may use your business, product, or likeness may be used for digital or print marketing and advertising, without liability or claims, now and in perpetuity.

You agree to indemnify and hold harmless the Mountain Makers Craft Market, its Managers, Assistants, contractors, volunteers and representatives, Vivid Events on behalf of the Mountain Makers Craft Market, and James T. Welch on behalf of Haywood Square Shopping Center, and agree that the aforementioned entities are released and discharged of any claims and all liability, legal action, demands, or occurrences, known and unknown, foreseen and unforeseen, including injuries, losses, or damages, misuse of digital or identifying information, loss of use or income, arising directly or indirectly, caused by, or involving your participation in the Mountain Makers Craft Market, including from acts of God or Force Majeure, mass illness or pandemic, or government restrictions, now and in perpetuity, covering cost and expense of such (including, without limitation, court costs and reasonable attorney's fees actually incurred). This agreement shall be governed by and construed according to the laws of the State of North Carolina. The provisions of this Agreement are intended to be independent. In the event that any provisions herein should be declared by a court of competent jurisdiction to be invalid, illegal, or unforeseeable for any reason whatsoever, such illegality, unenforceability, or invalidity shall not affect the remainder of this Agreement. By executing their ink or digital signature, the Vendor warrants that they agree to these terms and have the authority to bind the entity that they represent.

**VENDOR SUPPORT**

We invite you to reach out at any time for questions, feedback, and ideas on how to make the market a better experience for your participation or for your customers. We are here for you because we truly believe that successful micro-businesses are the best way to welcome more opportunity to the area. The goals of the market are **to support artistic endeavors, to do good for the community, and to do good for our vendors by increasing your sales!**

**CONTACT**

So that we may consolidate records and responses, please use [Hello@MountainMakersMarket.com](mailto>Hello@MountainMakersMarket.com) as your primary method of contacting us.

For emergencies occurring within the market weekend itself (ie, that Friday through Sunday), you may text the Planning Consultant Sara Johnson, the Market Manager Victoria Castle, or the Market Assistant Jesse Lee Dunlap. Please save these numbers in your phone:

- Sara cell: 912-401-4560
- Victoria cell: 832-622-6032
- Jesse Lee cell: 828-734-8573

**MARKET DIAGRAM**

This is subject to change based on the needs of the market, so make sure to check in with the Market Manager or Assistant upon your arrival so that you set up in the correct location!

