

Vendor Frequently Asked Questions



Thank you for your interest in becoming a vendor at the Grand Valley Artists, Inc. Pop-Up Bazaar and Art Market 2024! We're hoping to make this another fun selling event for everyone.

Please read the following information carefully. If you have further questions please email kathleen.bechtel@yahoo.com

Important Dates

Absolute Final Vendor Application Due: Sunday, June 1, 2024 by 5 PM

Final Payment is Due: Two weeks after juried in acceptance email is sent.

Vendor Setup: Sunday, June 23, 2024 from 9 AM – 10:15 AM

Vendor Takedown: Sunday, October 8, 2023 from 5 PM – 6 PM

Application Fee: \$50.00 due two weeks after juried in notification

Application Information

The event will be open to the public for a nominal entrance fee. The event will take place at the Fulton Street Farmers Market located at 1145 Fulton Street E, Grand Rapids, MI 49506 on June 23, 2024 from 10:30 AM to 5 PM.

Where can I find the Vendor Application?

The Vendor Application can be found on the Grand Valley Artists website at <https://www.grandvalleyartists.org/annual-pop-up-bazaar-vendor-application/>

Or you may 1) Download a paper application to submit by mail to Kathy Bechtel, 8418 Golfside Dr., Jenison, MI 49428. Or complete the electronic application online. *Application does not guarantee acceptance as a Vendor.*

When is the Vendor Application Due?

All Vendor Applications are due not later than **Sunday June 1, 2024 by 5pm.**

Late applications will not be accepted.

Application does not guarantee acceptance as a Vendor.

Is the Vendor fee due with my application?

No. The \$50.00 Vendor fee should only be paid by Vendors who have been notified of selection and who wish to confirm their spot (see Vendor Selection and Payment below). Payment must be received no later than two weeks after date of juried in notification email.

Can I share a Vendor spot or apply for more than one Vendor spot?

Sharing of Vendor spots (i.e. to reduce the per Vendor cost) is permitted if a single application is submitted together. No more than two artists may apply for one Vendor spot together. Vendors can apply for more than one stall.

What type of Vendor artwork is accepted?

All forms of artwork are accepted, however this is a juried application and all Vendor artwork must be at least 50% handmade by the Vendor.

Food vendors will be accepted but must adhere to all county/state health regulations for food sales.

Vendor Selection and Payment

How will Vendor selections be made?

Vendors will be selected by the Grand Valley Artists based on quality and diversity of wares. There are a limited number of Vendor spots available. Preference will be given to GVA members, 100% handmade items, and local artists, however these attributes do not guarantee acceptance or preclude a Vendor from being selected. We want our vendors to have a good selling experience so we try to offer a variety of items for sale.

How will Vendors be notified?

Vendor applicants will be notified of selection via email, upon juried in decision or **at the latest, by Monday, June 2, 2024**. To confirm selection as a Vendor, payment of the non-refundable Vendor fee must be received **two weeks after vendor has been notified that they have been juried in**. Selected vendors who do not pay the fee by the deadline will be considered unconfirmed and their spot will be forfeited and filled by another vendor.

What is the Vendor fee?

The Vendor fee is \$50.00. Payment must be received from selected Vendors to confirm their no later than spot two weeks after vendor notification email.

How do I pay the Vendor fee?

Payment should be made by *selected* Vendors who wish to confirm their spot through a Venmo account, PayPal or check. The links and any other payment information will be sent to accepted vendors directly.

Information for Confirmed Vendors

What Covid-19 protocols will I be expected to follow if selected?

All Vendors, staff, volunteers, and attendees should adhere to the latest Covid protocols set forth by the local health department.

What time is set up?

Confirmed Vendors should plan to arrive at the event site between 9 AM and 10:15 AM the morning of the event and be prepared to be set up and ready for sales by 10:30 AM. All artists are responsible for the transport of their artwork in a timely manner. Grand Valley Artists, Inc. is not responsible for lost, damaged, or stolen items.

What size will the Vendor spot be?

The Vendor spot dimensions are exactly 8' long and 4' wide with one parking space. The tables slope downward with a 2" lip at the bottom. Electricity is available between every other stall. But no water is available in the stalls. Bathrooms are available at both ends of the market.

Please note: Indoor spaces are reserved this year for a specially-curated area.

3 Outdoor Plaza Spaces are available. You must bring your own tent, no larger than 10' x 10'.

Are tents, tables and chairs provided?

No tents or tables are needed for outdoor stalls. Please bring your own signage and chairs. Vendors are responsible for set up and tear down of booth materials in a clean and timely manner. We cannot set up earlier than 9 AM and must vacate the market by 6 PM.

How will I know where my Vendor spot is?

Vendors will be notified of their spot location a week prior to the event. GVA representatives will be on-site to assist Vendors with locating their site, and with any questions.

Can I bring a friend to help with set up and sales?

Each Vendor may bring “helpers” to help staff their Vendor booth but we ask that you come in one vehicle so there is lots of parking spaces for shoppers.

Where should I park?

One car can park at your stall in the market. Information will be provided to confirmed Vendors with their spot location a week prior to the event.

Does the GVA provide any options for sales or payment?

All Vendors are responsible for their own sales and sales taxes, payment processes, and Wi-Fi. The Fulton Street Market does provide Wi-Fi access, that information will be sent along with their location a week before the event. Your sales are yours to keep, GVA does not receive a commission from you.

Advertising

GVA will market and publicize the event using online/social media/posters and radio advertising. We ask all of our confirmed vendors to post a small ad we will provide on their social media site and send it to friends/family and past customers.

Food Trucks

Two food trucks will be set up at the event.

What if I need to cancel as a confirmed Vendor?

No refunds of Vendor fees will be made after **Friday, June 21, 2023**. Prior to June 21st, 2024 refunds will be made on a case-by-case basis. In the event of extenuating circumstances, please email kathleen.bechtel@yahoo.com. If a selected Vendor cancels, another Vendor from the list of applicants may be selected to fill their spot. Grand Valley Artists is a non-profit organization and **this event is a fundraiser for GVA. We are a 501C3 nonprofit organization so your Vendor**

fee can be considered as a donation and a tax deduction. If you are unable to attend we ask that you consider the fee a donation to our organization.

What about refunds for inclement weather?

This event is “rain or shine”. No refunds will be made for inclement weather. Confirmed Vendors should plan ahead for the possibility of rain, wind, and/or hot or cold weather.

I have other questions not listed here. Who can I contact?

Questions should be directed to kathleen.bechtel@yahoo.com

GVA reserves the right to update this information as needed.