

Dixboro Artisan Market

2018 Operating Guidelines

Market Mission Statement

The Dixboro Artisan Market is promoted as an event to spotlight and celebrate our artist and craft community, to encourage a community arts & crafts movement, and to support pedestrian traffic in our historic village. These events will provide artists & crafters the opportunity to display and sell their work through the creation of a vibrant marketplace and to pair with the Dixboro Farmers' Market that is welcoming to all members of our surrounding community.

Market Day, Time, Stall Fee, and Site

I. Market Dates & Times:

2017 Artisan Market

Dates & Times:

- Friday, May 25th - 3pm-7pm
- Friday, June 29th - 3pm-7pm
- Friday, July 27th - 3pm-7pm
- Friday,, August 31st - 3pm-7pm
- Friday, September 14th - 3pm-7pm *Cars on the Green Car Show*
- Friday, September 28th - 3pm-7pm
- Friday, October 26th - 3pm-7pm
- Saturday, December 8th - 10am-3pm *Dixboro Holiday Market*

2. Our physical address is: 5221 Church Rd, Ann Arbor, Michigan 48105.

3. Set-up for Friday markets must be completed between 2:00 p.m. and 3:00 p.m. for safety and for Market operations, but **NO EARLIER THAN 2:00PM**. If a vendor wishes to bring additional items to their stall during Market hours, the vendor must carry those items from their parked vehicle.

4. Most vendors will be able to park their vehicles on the village green in back of their stall, weather permitting. If the grass is exceedingly wet, vendors will be allowed to unload next to the village green and then park their vehicles in the church parking lot. However, some vendors will be able to unload their vehicles at their stall and then park them in the church parking lot for the duration of the market.

5. **THERE IS A 99% CHANCE THAT YOUR SPACE WILL BE LOCATED IN FULL SUN. PLEASE COME PREPARED. SHADE WILL NO LONGER BE OFFERED AS THE MARKET LAYOUT HAS CHANGED.**

Artisan Products

Vending at the market is restricted to those actively engaged in the production/manufacture of accepted products or services. All items for sale must be produced by the vendor or persons with a close connection to the vendor. Buying products from another producer or wholesaler and re-selling them at the market is not permitted. Non-profit organizations who wish to raise awareness for an event or project will also be considered, though artisans actively engaged in the production of goods will be given preference. A vendor is defined as an individual or group of associated individuals who sell at the market. As the Market is a family-friendly environment, all goods displayed should be suitable for viewing for all ages.

All potential vendors must be pre-approved to participate in the Dixboro Artisan Market. Selection is done by the Dixboro Village Green, Inc. Board of Directors, which retains the right to approve or not approve applications at their own discretion. Once selected, market vendors may be evaluated on an ongoing basis, and the Board may revoke vending privileges of any vendor who fails to abide by the terms of the vending agreement or demonstrate their contribution to the overall mission of the market. Approval to vend is based on, but not limited to, the following criteria:

- goods produced by hand
- degree to which the vendor's business practices and products reflect the goals of the market
- quality of goods
- consumer demand for the product
- ability of vendor to comply with all applicable permit and licensing regulations, if needed.

Prohibited Products

No vendor shall be permitted to sell any of the following items: live animals, counterfeit merchandise, illicit drugs or drug paraphernalia, or any goods which the Market Manager deems unsuitable for the Market.

Stall Fees

1. Stall fees are \$15 per market collected by the Market Manager at the time of the market.
2. Special event markets (Cars on the Green, Dixboro Holiday Market) are part of the regular market season.
3. The assignment/location of a stall is at the discretion of the Market Manager and could change each market.

Stall Space

1. A stall is defined by temporary markers on the village green. The size of each stall is approximately 12' x 12'.
2. Designated walkways must be kept clear.
3. Artisans requiring electrical service should see the Market Manager to determine availability.
4. Artisans are required to commit to the total time that the market is advertised to be open. - 3pm-7pm
5. No political solicitation is permitted.

Artisan Displays

Vendors are responsible for providing their own tents, tables, chairs, and display fixtures. The Market has a limited number of market tents that vendors may rent for \$10 per market day. If you wish to rent a tent please contact the Market Manager PRIOR to the market day. Displays must be contained within the vendor's space. Displays must be neat, orderly, safe, and in good repair at all times. Skirted tables and professional- looking displays are encouraged. A live demonstration of a vendor's art of craft is also encouraged. Vendors should be considerate of neighboring vendors when setting up displays. Vendors are responsible for keeping their displays free of clutter and trash and are responsible for cleaning their area prior to leaving. Vendors should be aware that wind may become an issue, and should plan to stabilize their displays accordingly.

Weather

The Dixboro Artisan Market will operate rain or shine, and vendors should plan accordingly. However, the Market Manager will have the authority to close the market in the case of severe weather. If the forecast is particularly threatening, the Market Manager may choose to cancel the Market in advance, and will inform all participating vendors of the closure by 12:00 PM on the day of the market. **THERE IS A 99% CHANCE THAT YOUR SPACE WILL BE LOCATED IN FULL SUN. PLEASE COME PREPARED. SHADE WILL NO LONGER BE OFFERED AS THE MARKET LAYOUT HAS CHANGED.**

Smoking & Alcoholic Beverages at the Market

Neither vendors nor patrons may smoke in their stall. Vendors may not be under the influence of alcohol or illicit drugs during market hours, nor have any alcohol or illicit drugs on the market premises.

Liability

During set-up and takedown, vendors are encouraged to take every precaution against injury, including using hand trucks whenever possible. Vendors are not covered for damages customers may claim from their products or business losses. **The Dixboro Artisan Market will not be held responsible for damage, loss, or theft of a vendor's work. Vendors are encouraged, but not required, to carry appropriate insurance.**

Non-compliance

1. The Dixboro Artisan Market reserves the right to refuse acceptance of any vendor or item that is not in keeping with its Mission or Operating Guidelines.
2. For non-compliance with these Operating Guidelines or the Mission of the Market, a vendor may be asked to leave and will not be permitted to return until permission is granted by the Market Manager.
3. The Dixboro Steering Committee reserves the right to investigate any allegations of non-compliance with these Operating Guidelines or the Mission of the Market.

Market Management

1. The Dixboro Steering Committee is a group of community members, vendors, church members, and other interested parties, along with the Market Manager, who, by their commitment to the Market and their experience, have exhibited the interest and skill in keeping the Market viable and active.
2. The Market Manager handles all administrative responsibilities of the Market including, but not limited to: communicating with vendors, organizing special events, providing publicity for Market (banners, newspapers, website), distributing and approving applications, organizing volunteers, collecting fees, accepting complaints from customers or vendors, resolving disputes, approving payments, etc.
3. The Market Manager is hired by the Dixboro Steering Committee and the Dixboro Village Green Board and oversees the Market on Market days. The Market Manager has the authority to interpret and enforce these Operating Guidelines, along with resolving any disputes or addressing vendor non-compliance.