



ARTIST VENDOR FAQ's and FREQUENTLY ASKED QUESTIONS
Grand Valley Artists, Inc. – Pop-Up Bazaar & Art Market
Sunday, October 24, 2021
Noon – 5PM
Fulton Street Farmers Market
1145 Fulton St E, Grand Rapids, Michigan 49503

All Vendor applications are due not later than Friday, September 17, 2021 at 5PM
Please carefully read this Vendor FAQ before applying.

Download a PDF of the Vendor FAQ here:

Download a PDF of the Vendor Application here:

Thank you for your interest in becoming a Vendor at the Grand Valley Artist Pop-Up Bazaar & Art Market. Please read the following information carefully. If you have further questions please email at joswann@sbcglobal.net RE: Bazaar.

Important Dates

Vendor Application Due: Friday, September 17, 2021 at 5PM

Vendor Selection Notification: Saturday, September 25, 2021 after Noon

Selected Vendor Fee Due (to confirm spot): Friday, October 1st, 2021 at 5PM

Vendor Setup: Sunday, October 24, 2021 at 10:00AM - 11:00AM

Vendor Take down: Sunday, October 24th, 2021 at 4:00PM

Application Information

Where can I find the Vendor Application?

The Grand Valley Artists Pop-Up Bazaar and Art Market can be found at the GVA website at grandvalleyartists.com. You may (1) Download a paper application to submit by mail to Grand Valley Artists, Inc. 2661 29th Street, Suite B, Grand Rapids, MI 49512. or (2) Email a PDF of the application to joswann@sbcglobal.net RE: Bazaar. Application does not guarantee acceptance as a Vendor.

When is the Vendor Application Due?

All Vendor Applications are due no later than Friday, September 17, 2021 at 5PM by mail or through the online form sent to joswann@sbcglobal.net RE: Bazaar. Late Applications will not be accepted. Application does not guarantee acceptance as a Vendor.

Is the Vendor fee due with my application?

No. The 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).

Can I share a vendor spot for more than one Vendor?

Sharing of Vendor spot (i.e., to reduce the Vendor fee) is permitted if a single application is submitted together. No more than **two** vendors may apply for one Vendor spot together. It is not necessary for each vendor to fill out a Vendor Application. Space is provided on the Vendor application form.

What type of Vendor is accepted?

All forms of artwork and crafts, however this is a juried application. Some food sales will be considered. (i.e., specialty coffees, baked goods, jams and jellies, etc.).

Vendor Selection and Payment

How will Vendor selections be made?

Vendors will be made by a selection committee of GVA members based on quality and diversity of wares. There are 118 Vendor spots available. Preference will be given to GVA Artists. However, being a GVA member does not guarantee acceptance.

How will Vendors be notified?

Vendor applicants will be notified of selection via email after Noon on Saturday, September 25th, 2021. If selected we will send out payment information and further details. You will be notified if you are not selected. To confirm selection as a Vendor, payment of the non-refundable Vendor fee must be received by Friday, Oct, 2021 by 5PM. Selected Vendors who do not pay the fee by the deadline will be considered unconfirmed and their spot will be forfeited and made available to another Vendor.

What is the Vendor fee?

The Vendor fee is \$40.00. Payment must be received by selected Vendors by October 1st, 2021 by 5PM. The Vendor fee should ONLY be paid by Vendors who have been notified of selection and who wish to confirm their spot.

How do I pay the Vendor fee?

Payment should ONLY be made by selected Vendors who wish to confirm their spot through the PayPal or by check to Grand Valley Artists, Inc., 2661 29th Street, Suite B, Grand Rapids, MI 49512 by Friday, September 24, 2021 by 5PM.

Information for Confirmed Vendors

Marketing

We ask that you share our Facebook event page via your social media and with personal contacts. We want as many shoppers as possible at the event.

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

All Vendors, staff, volunteers, and attendees should adhere to CDC guidelines during the event. If a shutdown of activities is issued by the county or state or federal government is instituted the event will be canceled and Vendor fees returned.

What time is set up?

Confirmed Vendors should plan to arrive at the event site between 10:00AM and 10:45AM the morning of Sunday, October 24, 2021 and be prepared to be set up and ready for sales by 11:00AM. All Vendors are responsible for the transport of their wares in a timely manner. A great perk for Vendors is that The Fulton Street Farmers Market is covered and has wooden table area so no tents or tables are required. Each spot is approximately 10 feet across. There is room for one car to be parked at the vendor spot. We ask that you do not bring more than one vehicle to the event. We will have volunteers to help you locate your spot upon arrival. Late Vendors will not be allowed entry. GVA and the Fulton Street Farmers Market are not responsible for lost, damaged, or stolen items.

What size will the Vendor spot be?

The Vendor spot dimensions are approximately 10 feet by 10 feet. Each spot is covered and has a wooden table surface to set up wares so no tents or tables are necessary. We encourage you to bring a chair for your comfort. Vendors are responsible for set up and tear down of booth materials in a clean and timely manner. We must vacate the market by 5PM so keep your display simple for a timely take down. GVA volunteers will not assist in the set up or the take down of Vendors.



How will I know where my vendor spot is?

Vendors will be notified of their spot location along with a map showing the location at the Market in the days prior to the event. GVA volunteers will help assist with locating their site and with answering questions.

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

Each Vendor may bring one or two "helpers" to help staff their vendor booth. GVA will not provide volunteers to man booths if Vendor needs a break.

Where should I park?

Another great perk of holding the event at the Fulton Street Farmers Market is that the Vendor can park one vehicle at their booth. Helpers should arrive in the same vehicle as the Vendor since parking spaces at the market should be reserved for attendees and no more than one car/vehicle can park at the booth.

Do I have to remain set up throughout the duration of the event?

If you sell out before the end of the event you can pack up and leave. You must leave you space clean.

Does GVA provide any options for sales or payment?

All Vendors are responsible for their own sales, payment processes, and Wi-Fi. GVA and the Farmers Market does not provide any Wi-Fi or payment options for Vendor sales.

What if I need to cancel as a confirmed Vendor?

No refunds of Vendor fees will be made after September 24, 2021. Prior to September 24, 2021 refunds will be made on a case-by-case basis. In the event of extenuating circumstances, please email joswann@sbcglobal.net azaar. If a selected Vendor cancels, another Vendor from the list of applicants may be selected to fill their spot.

What about refunds for inclement weather?

This event is "rain or Shine" (or snow). The market stalls are covered, no refunds will be made for Inclement weather. Confirmed Vendors should plan ahead for the possibility of rain, wind, snow and/or cold weather.

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

Questions should be directed to joswann@sbcglobal.net RE: Bazaar. Additional contact information will be sent to confirmed vendors.

