

Vintage & Handmade Market Vendor Handbook 2024

Mission

Our mission is to support handmade crafters, artisans and vintage sellers, and to foster a family-friendly gathering place within our community.

Market location, operation, and contact information

The Vintage and Handmade Market, located on Main Street in downtown Roanoke, Indiana, is an annual event. The market will be held on Saturday, June 15th from 10am - 4pm of this year.

Vendors are encouraged to park in the Municipal lot located on 3rd Street across from the Roanoke Town Hall or at Roanoke Park.

The Vintage & Handmade Market (VHM) is organized and sponsored by the Roanoke Chamber of Commerce. The Market Committee may be contacted by email at vintageandhandmademarket@gmail.com.

Discover Roanoke Indiana Website

<https://discoverroanoke.org/>

VHM on Facebook:

<https://www.facebook.com/roanokevintageandhandmademarket>

Weather Policy

The VHM will remain open unless inclement weather poses a safety threat to vendors or customers.

The Market Committee will alert vendors by email in the event of a cancellation or postponement. Vendors may also check the VHM Facebook page for updates.

Pet Policy

The VHM will accept well-behaved pets and their owners. No pets are allowed within vendor booths except for service dogs. All pets and owners must comply with the following conditions:

- Pets are to be kept on a short leash and under the owner's control.
- Pets must be friendly with other pets and people.
- Owners must clean up after pets and pet waste must be removed from the market for off-site disposal.

Registration

Vendor applications may be submitted through the online portal through June 1, 2024. Space is limited; therefore, early registration is recommended. Incomplete applications will not be considered for approval.

Space rental fees

10'x10' Space Size is \$45 on/before June 1 (\$65 after June 1), and is **non-refundable**

OR

10'x20' Space Size is \$85 on/before June 1 (\$130 after June 1), and is **non-refundable**

- All display arrangements (including tent, etc.) must fit within the designated space.
- Vendor fees will not be reimbursed if the Market must be cancelled due to weather, public safety concerns, acts of God or other legitimate conditions beyond the Market's control.

Vendor requests for specific locations will be considered, however, no guarantees can be made.

Electrical Requirements

Electrical services are limited and cannot be guaranteed. Interested applicants must contact the Market Committee in advance to discuss availability.

Generators are not permitted.

Acceptable vendor types

Acceptable vendor types with representative items that may be sold are shown below. VHM reserves the right to decline applicants or restrict items that are not in keeping with these guidelines. When approving new vendors, the Market Committee will also take into consideration the number of current vendors already selling the same or similar products.

Artisans and Crafters

- Original art and photography
- Body care products
- Other items such as textiles, jewelry, candles, ceramics, etc.

All handmade items must be handmade and not mass produced.

Vintage Sellers

- Vintage merchandise from the 1970's or earlier
No reproductions or collectibles.

Vendor conditions and statements

- All vendors must be 18 years of age or have a parent/guardian present always.
- Vendors must sign-in prior to set-up to receive space assignment. Assignments will be decided by the Vintage & Handmade Market committee.
- It is the intention of the Vintage & Handmade Market to offer quality vintage items and handmade items at the market. **Any and all merchandise offered as "vintage" must be from the 1970's or earlier. No reproductions or collectibles. All handmade items must be handmade and not mass produced.** This will be strictly enforced. The committee has the right to dismiss any vendor who does not adhere to this condition.
- Vendor set up may occur no earlier than 7:30am and must be completed by 9:30am.
- Vehicles will be allowed access to Main Street for set-up and tear down only. **Vehicles MUST VACATE Main Street by 9:30am.** Vehicles are not allowed on Main Street again until after the close of the show, at 4:00pm.
- Vendor take-down may not begin prior to 4:00pm unless necessitated by weather conditions or other extenuating circumstances.
- **Vendors must provide their own tents, tables and display arrangements,** and must stay within the allotted stall space. No merchandise is to be sold out of cardboard boxes, or from a trailer, truck, or other vehicle. All merchandise must be in good repair.
- Tents and/or canopies must be properly weighted down.
- Vendors are responsible for maintaining safety in and around their stall.
- Vendors may not use sound systems.
- Vendors may not use generators.
- **In the event of an absence, Vendors must inform the Market Committee in advance.**
- All Vendors are responsible for disposal of their own garbage. If trashcans are full or not available, Vendors are responsible for transporting their garbage off site.
- Exhibits should be manned at all times during the Market. Only one Vendor may occupy a booth space unless prior approval is given for **both** Vendors.
- All Vendors are required to grant the Roanoke Chamber of Commerce and the Vintage & Handmade Market permission to use their likeness in photographs, video, or other digital media in all it/s publications, including web-based publications, without payment or consideration.

Liability

If desired by the Vendor, insurance can be obtained at the Vendor's own expense. The Vintage and Handmade Market assumes no risk and, by acceptance of this agreement, the Vendor expressly releases Vintage and Handmade Market and the Town of Roanoke and all of it's representatives of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said stall space by the Vendor, and agrees to hold and save the Vintage and Handmade Market Committee and all of its representatives harmless of any loss or damage by reason thereof.

Questions and comments

The VHM is administrated by the Roanoke Chamber of Commerce. Questions or comments may be directed to the Vintage and Handmade Market at: vintageandhandmademarket@gmail.com.