

2024 SUFFOLK FARMERS' MARKET HOLIDAY ARTISAN GIFT FAIR INFORMATION & GUIDELINES

WELCOME!

Join us for a unique holiday gift fair showcasing handmade, artisan quality crafts, jewelry, baked goods, seasonal produce, etc.

DATE, TIME AND LOCATION

The Holiday Artisan Gift Fair will be located at the Suffolk Visitor Center's outdoor special event pavilion located at 524 North Main Street. The Artisan Gift Fair will operate **Saturday, December 7, 2024, 9am to 2pm**, rain or shine, as long as the safety of the vendors and patrons are not at risk.

PRODUCTS

Vendors may sell the following types of items: baked goods, fine art, jewelry, photography, candles, glass, needlework, soaps, ceramics, greenery, paintings, woodcrafts, crocheted items, jams/jellies, nuts, pottery, homemade holiday ornaments, gifts and décor, produce, etc.

Flea Market sales are not allowed.

All processed foods (such as dried fruits, honey, home canned and baked goods) must be certified by the Virginia Department of Agriculture and Consumer Services. It is the sole responsibility of the vendor to abide by these regulations.

PERMITS AND FEES

Vendors may request a 10x10 space and up to two tables for \$15. Vendor participation is accepted based on product mix, adherence to guidelines and space availability.

SPACE ASSIGNMENTS

Vendors may only sell from the space assigned by market staff. Prior participation in past Suffolk Artisan Gift Fairs or Suffolk Farmers' Markets does not guarantee acceptance and/or use of the same space during the 2024 Holiday Artisan Gift Fair. Tables, chairs and umbrellas are provided, but vendors must provide their own equipment and any additional materials for display of items. Vendors may not use nails or any other materials which may damage the pavilion. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic. Any display or practice that is judged by the visitor center/market staff to be a safety hazard must be discontinued immediately. Suffolk Tourism staff has the discretion to disapprove any signage considered inappropriate. Vendors are responsible for the collection of all refuse generated from their space. The event area will be available for vendor set-up no earlier than 7:30am.

FACILITY AND PUBLIC PARKING

Public restrooms, water and refuse containers are provided on site by the City of Suffolk. Electricity is limited and provided to vendors as availability allows. Public parking is located adjacent to the pavilion.



RULES AND REGULATIONS

It is the responsibility of each vendor to abide by all local, state and federal regulations which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale. Vendors are liable for their own products. The City of Suffolk will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendors. Fraudulent, dishonest or deceptive merchandising or collusion to set prices among vendors will be grounds for forfeiture of the right to conduct business. Vendors will be solely responsible at all times for the cleanliness of their vending area. Each vendor is required to leave the space clean at the end of the day.

Solicitation for products, services or charitable contributions not specifically identified as an Artisan Fair commodity is not permitted without prior permission of the Market Facilitator. Vendors must be in attendance and ready to conduct business by opening time and available for business until closing of the artisan fair.

No cooking is permitted on site. Gas generators and propane burners are prohibited. The sale of live animals is prohibited. Flea market sales are prohibited. Reselling of items bought from a wholesaler or retailer is prohibited. The Artisan Fair promotes a family atmosphere. Profanity or otherwise offensive language, including gestures, is prohibited. Vendors must be 16 years of age or older. Younger children are welcome to participate when directly supervised by an adult responsible for the children's conduct and safety. Parents and/or guardians will see that their children's behavior meets the expectations of a place of business.

Vendors are required to report their sales to the Market Facilitator at the conclusion of the market.

Photographs will be taken for publication in materials used to promote the Suffolk Farmers' Market and associated events, Suffolk Tourism, and the City of Suffolk. By participating in the Artisan Gift Fair you are giving permission to have photographs taken of you and/or your products. No smoking is allowed inside or around the pavilion at any time. Failure by a vendor to comply with any of these regulations will result in the forfeiture of the right to participate. The City of Suffolk reserves the right to refuse any Vendor without reason when it is considered to be in the best interest of the Artisan Fair.



SUFFOLK VISITOR CENTER

524 North Main Street, Suffolk, VA 23434 | 757.514.4130
VisitSuffolk@suffolkva.us VisitSuffolkVa.com



2024 Holiday Artisan Fair Vendor Application

Application due by: October 19, 2024

Vendor fee (\$15) due upon vendor selection and approval.

MARKET USE ONLY	
Date Received:	_____
APPROVE/DENY:	_____
Fee Received:	_____
Space Number:	_____

Vendor / Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Emergency Contact: (Name and Phone Number): _____

Check the category you intend to sell (may select up to two categories):

- | | | | | | | |
|---|----------------------------------|------------------------------------|------------------------------------|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Crochet | <input type="checkbox"/> Fine Art | <input type="checkbox"/> Glass | <input type="checkbox"/> Greenery |
| <input type="checkbox"/> Jams / Jellies | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Nuts | <input type="checkbox"/> Painting | <input type="checkbox"/> Pottery | <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Needlework | <input type="checkbox"/> Soaps | <input type="checkbox"/> Woodcraft | <input type="checkbox"/> Ornaments | <input type="checkbox"/> Produce | <input type="checkbox"/> Meats/Poultry | |

Other: _____

LIST ALL PRODUCTS you intend to sell. All products offered for sale must (required) be pre-approved by market management.

A sample and/or photos of your product(s) may be requested.

Do you require electricity (limited and not guaranteed): Yes No

If yes, please provide explanation why electricity is needed _____

I request a vendor space Vendor will be assigned, by market staff, to a pavilion or umbrella space. Vendor may not select location.

I request a tent space Vendor supplies own tent and must not exceed 10'x10'. Tent must be secured to ground on all four corners. Vendor may not select location. Tent must be solid color. Any logo/art must be representative of vendor's business.

****Prior participation in past Suffolk Artisan Gift Fairs or Suffolk Farmers' Markets does not guarantee approval or use of the same vendor space during the Holiday Artisan Gift Fair.****

I/We herby apply for exhibit space in the Artisan Fair. If accepted, I/We hereby agree to abide by all guidelines and regulations.

Signature: _____ Print Name: _____

Date: _____

Please return this application by October 19, 2024 to the Suffolk Visitor Center 524 North Main Street, Suffolk, Virginia 23434.