

Aroma Acres Artisan Market Rules & FAQ's

Date: July 13 & 14, 2024

Shopping Hours:

Saturday: 10:00am to 3:00pm

Sunday: 11:00am to 3:00pm

Vendor Fees:

\$60 per 10x10 booth

Electricity \$20 per day in advance/\$30 day of

Location:

Aroma Acres

69590 County Road 21

New Paris, IN 46553

HOW TO APPLY & ACCEPTANCE

- a. To apply, visit www.aromaacresfarm.com and click Vendor Information on the homepage. Please review the details within the application and the vendor FAQ page carefully prior to applying and reach out if you have any questions.
- b. We accept vendors on a rolling basis. Spaces are ONLY guaranteed once payment is received.
- c. Due to category limitations, vendors may only sell items that were presented on the original application.
- d. Any additional items that a vendor would like to add need to be approved by the event coordinator prior to setup date.
- e. Any products on display that have not been approved by the event coordinator must immediately be removed from the vendor display.
- f. Accepted vendors will receive their acceptance via email within 5 business days after the application has been received. They will then have 5 business days to confirm their acceptance of all terms and arrange payment.
- g. If you skip questions, or do not include enough information, we may be unable to evaluate your business to determine your acceptance.
- h. If you do not receive a response within 7 business days after your submission, please call: (574) 536-7212 to check on your application.
- i. Please be sure to check your spam and junk email folders for your response letter.

BOOTH SPACES

- a. Booth space locations are subject to change by coordinator.
- b. Change of booth location is not grounds for refund of fees.
- c. Booth fees are \$60 per 10x10 space.
- d. We ask that you please measure any tent or trailer appropriately and select the correct amount of booth space you will need.
- e. Displays, tables, awnings or other extensions of a renter that go out beyond the 10x10 rented space will be moved or removed.
- f. If a vendor arrives during setup and needs more space than originally requested, additional fees may apply.
- g. Electricity is \$20 in advance & \$30 day of event.
- h. Vendors are responsible for all canopies, tables, chairs & display equipment.
- i. Currently there are no one-day only booth spaces available.
- j. This is an **OUTSIDE** event, rain or shine.

DEADLINES

- a. Deadline for applications is May 1, 2024; *applications received after this date will only be accepted if there is space available.*
- b. After accepted, payment **MUST** be made in full by **May 5, 2024**, to reserve your space.

LAYOUT

- a. Layout and booth locations are subject to change as determined by the event coordinator.
 - i. A tentative layout will be sent out the week of the event.
 - ii. Spaces are assigned by the event coordinator and are not guaranteed.
- b. All special requests need to be submitted with application to be considered and are on a first come, first served basis after payment is made.
 - i. There is no guarantee that special placement requests will be feasible or honored.

FOOD VENDORS

- a. Food Vendors are responsible for all applicable permits.

- b. Failure to obtain appropriate permits is the full responsibility of the renter.
- c. Home Based Vendor Law (Indiana) & Cottage Law (Michigan) applies.
- d. Please bring proof of your paperwork to the market in case you are asked for it by event administrators or the Health Department.

CANCELLATION/REFUNDY POLICY

- a. Vendors **MUST** give a minimum of 30 calendar days (6/12/24) written notice (via email) prior to the Saturday event date if unable to attend to be eligible for a full refund.
- b. If cancellation happens between 6/12/24 - 7/12/24; vendors are subject to an advertising/marketing fee of 25% of their total invoiced booth fee, as well as a refund processing fee of \$15.
- c. After 7/11/24 no refunds will be granted.

SETUP

- a. Setup will be Friday, July 11, 2024, starting at 2:00PM (EST).
- b. There will be no early admittance for setup before 2:00PM. Set-up ends at 7PM.
 - i. **EXCEPTION:** trucks & trailers must arrange setup in advance to be able to get into the farm.
- c. Upon arrival, please check in, inside the Flower Barn (located behind the greenhouse) to ensure you have the correct booth space prior to setup, as changes may happen at the last minute.
- d. Setup on Saturday, July 12 is available for a limited number of vendors only.
- e. Setup **MUST** be completed no later than 9:00 AM Saturday, July 12 or you will forfeit your booth space with no refunds.
- f. The Artisan Market opens to the public promptly at 10AM on Saturday & 11AM on Sunday, if you have not arrived or notified us by 9:00AM, we will remove your space – with no refunds.
- g. Vendors are responsible for all their own setup and breakdown needs. Should you need to bring additional help with load-in or tear-down you are welcome to bring any help you need.

- h. No booths or displays may be taken down or removed prior to 3PM, Sunday, July 13th. Like any other business, hours of operation are vital, we ask that you keep your commitment to us, as well as the customers attending the Aroma Acres Artisan Market.

CAN I SHARE MY SPACE WITH ANOTHER VENDOR?

- a. No. A maximum of 1 vendor per 10x10 space is permitted.

CAN I APPLY FOR MULTIPLE SPACES?

- a. Yes. Apply for as many spaces as you need. Again, please measure tents and trailers to ensure you are reserving the correct amount of space. Each 10x10 space is \$60.

HOW IS THE EVENT PROMOTED?

- a. The Aroma Acres Artisan Market will be promoted via traditional advertising channels – television, print, etc. As well as virtually via e-mail blasts, website, and social media.
- b. All vendors are asked to collaborate with the marketing efforts via their professional/personal marketing channels (social media, e-blasts, word-of-mouth) to cross-promote the Artisan Market.

WHAT TYPE OF BUSINESSES DO YOU ACCEPT INTO THE MARKET?

- a. An “Artisan Market” is defined as – a worker in a skilled trade, especially one that involves making things by hand. We are looking for a majority of vendors that fit that description.
- b. With the size of the market, we will also take innovators, designers, and entrepreneurs who are promoting their local businesses which may include resale items.
- c. **Due to category limitations, vendors may only sell items that were presented on the original application.**

SECURITY

- a. Aroma Acres is not responsible for insuring vendor items or displays and cannot accept responsibility for theft or damage.

PARKING

- a. Vendor parking during the event is available across the street from the farm, in a roped off area for vendors only.

COURTESY

- a. Any abusive behavior towards customers, other vendors, or event staff will result in immediate removal from the event with no refund and will no longer receive invitations to participate in future events.
- b. Aroma Acres reserves the right to expel or refuse admittance to any vendor or customer who violates any market rules or exhibits disruptive behavior.
- c. No vendor will be allowed to walk around and sample out their goods.
- d. Walk-ways must be kept clear for customers.
- e. Vendors are responsible for cleaning their areas prior to leaving.
- f. Be aware of neighboring vendors, and their displays. Set up your booth in a way that does not block a customer's view of your neighbor.
- g. Please keep all displays within your defined booth space.
- h. There is no smoking on the property, including the driveways.
- i. Any vendor or customer caught shaming other vendors, customers via word of mouth, social media or any other forms of communication, will be grounds for removal from the event and rejection from future events.

OTHER IMPORTANT INFORMATION

- a. All items for sale must be legal in the state of Indiana. Aroma Acres reserves the right to restrict the right to sell of any inappropriate items at their sole discretion.
- b. All vendors are responsible for filing their own state tax records in the state of Indiana.
- c. Aroma Acres cannot guarantee foot traffic at this event.
 - i. We have seen between 600 and 1200 attendees at past events, but past performance does not guarantee traffic for this event.
- d. Aroma Acres cannot guarantee that shoppers will spend money with individual booth vendors.
 - i. While we hope that every vendor does a reasonable amount of business, Aroma Acres cannot be held responsible for the spending of patrons.

- e. Rudeness, profanity, or other forms of abuse will not be tolerated and could be grounds for booth removal. Social Media shaming will not be tolerated and will be grounds for removal from this event and rejection from future events.

A Final Note From Your Coordinator:

Thank you all for being a part of the 2024 Lavender Daze Artisan Market!

We appreciate your commitment of time, effort, and money to help make this event. Please remember, we are just as human as you are, and we are doing our best to make this experience as effortless as possible. There will undoubtedly be some mistakes, omissions, errors, and issues that occur. Please, be patient with us as we sort through any problems that may occur.

Event Coordinator:

Caryn Webster

events.aromaacres@gmail.com