



White Saturday Artisan Market - Saturday, November 25th 10am-4pm ET
2023 Vendor Application - deadline Wednesday, October 25th!

NAME: _____

ADDRESS: _____ City _____ State _____ Zip _____

CELL PHONE#: _____ PRIMARY PHONE# _____

EMAIL: _____

(most correspondence will be done by email so provide the address you check the most)

TAX ID or SS#: _____

Merchandise description: _____

Email 3-5 images of your work to RotiRotiArtCenter@gmail.com

Cost per space - Members: \$30

Cost per space – non-members \$45

Total amount due \$ _____ (due upon committee notification of acceptance)

- Applications must be received no later than October 25th, 2023 (limited space-so reserve now!)
- You will be notified of acceptance by October 31st, at which time you will be given instructions for paying booth fee.

I understand that the Roti Roti Art Center, their officers, members committees and directors, are not responsible for lost, stolen, or damaged items contained in individual booths and that the booth rental is NON-refundable. I further agree to indemnify and hold harmless the White Saturday Artisan Market committee, and the Roti Roti Art Center of Buchanan from any and all loss, costs or damages in the event of any injury or accident which may result from my participation in the Artisan Market

SIGNATURE: _____ DATE: _____

PLEASE RETURN TO: Roti Roti Art Center of Buchanan, 117 W Front St, Buchanan MI, 49107
Phone 269-697-4005 Email: RotiRotiArtCenter@gmail.com

The Roti Roti Art Center of Buchanan(RRAC) presents “White Saturday Artisan Market”

Addendum

“RRAC comes alive at the White Saturday Artisan Market. Peruse local artists and artisans creations where you’ll find handmade gifts and beautiful art. All ages are welcome!”

Exhibit Days & Hours: *Saturday November 25th, from 10am - 4pm ET*

Vendor space will be assigned in the Fehlner Family Gallery, the Art Studio & Hess Gallery.

Set up times: Friday, November 24th, 3pm-9pm ET. Other set-up times may be arranged but vendors must be ready to do business by 10am on Saturday. Vendors will have access to the building at 9am on the day of event. Vendors are responsible for their own table coverings, signage and displays. Any other needs should be requested prior to event.

Booth Information: Booth spaces will be assigned according to logistical needs.

Vendor space sizes vary but will be approximately 8’ x 8’. Electricity and water access are limited.

Parking: Vendors may unload goods in front of the building. Vendors will be asked to park vehicles in a designated area on the day of the event.

Tables: We will provide each vendor with a 6ft banquet table & 1-2 chairs. Vendors are responsible for their own table coverings, signage, and displays. Vendors will handle their own sales transactions & sales tax filing, including wrapping/packaging. Merchandise must be original and created by the vendor. Sharing a booth with another artisan must be approved in advance.

Other logistics: Kitchenette is equipped with microwave, refrigerator & basic supplies for those wishing to bring lunch/snacks.

Promotion: RRAC will promote the event via website, newsletters, press releases, posters and social media. Vendors are asked to cross promote to their clientele.

Take down: Vendors are responsible for take down and removal of all boxes, etc. Take down must occur before 7pm on the day of the event. No early take downs.

Liability: The Roti Roti Art Center of Buchanan, and the Artisan Market committee accept no responsibility for loss, damage or theft of merchandise.

Cancellations: Fees are non-refundable due to cancellations or no-shows.

Roti Roti Art Center of Buchanan, 117 W Front St, Buchanan MI, 49107

Contact Phone: 269-697-4005 Email: RotiRotiArtCenter@gmail.com

