Lake Bluff ARTISAN FAIR 2026 Vendor Application

Name (Main Contact): _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

Description of Goods (Please be specific):

Website: _____ _____ _____

To participate in more than one show per calendar year, vendors **MUST HAVE** a **Michigan Sales Tax ID**, **FEIN** or **EIN**. There are no exceptions. A physical or digital (PDF/JPEG) copy of the vendors Michigan Sales Tax ID, FEIN or EIN must be provided to St. Joe Today (SJT) in advance and must be on hand at the show. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Tax ID!**

Michigan Tax ID Number | FEIN | EIN: _____

Vendors must submit a physical and/or digital (PDF/JPEG) copy along with application for SJT records every year.

Month (check all that apply):

☐ **May** 30 ☐ **July** 18 ☐ **August** 15 ☐ **September** 5

Vendor Application, Fee & Payment:

SJT will accept vendor applications for the Lake Bluff Artisan Fair until March 15. **Please DO NOT send payment with your application.** Vendors will be notified of acceptance/waitlist **on March 31.**
Lake Bluff Artisan Fair application deadline: Sunday, March 15.

If you are notified of your acceptance, the booth fee will be $70 per booth. Payment is due **on or before the 15th of the month prior to the show.** Unpaid booths will be opened up to other applicants.

Payment Methods: *Please **do not** send payment until notified of your acceptance.*

Mail In: Checks and money orders should be made payable to St. Joe Today.
Mailing Address: St. Joe Today | 301 State Street | St. Joseph, MI 49085

In-Person: Cash, checks and credit card payments are accepted at the SJT office.
St. Joe Today | 301 State Street | St. Joseph, MI 49085

Phone: Credit card payments are accepted over the phone by calling the SJT office at (269) 985 1111. *Please mention that you're calling to make a payment for the Lake Bluff Artisan Fair and give your first/last name.*

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CANCELLATIONS: Fees are non-refundable in the event of vendor cancellations, no shows or inclement weather. Fees are non-transferable. Shows will take place rain or shine.

☐ I have received a copy of the rules and regulations + the SJT Vendor Handbook and agree to abide by these rules or face expulsion from the show and possible fines. *Please note these are subject to change at the guidance of the MDHHS, BCHD and CDC regulations at the time of the show.*

I hereby give consent to SJT to photograph, videotape, or otherwise digitally record and use images and/or sound recordings of myself and/or employees to use in any public media, including radio, television, internet, social media, print or in any of the organization's or its partners' publications, productions, or posts.

Signature: _____ **Date:** _____

QUESTIONS? Please contact Daniele Crevier at daniele@stjoetoday.com or (269) 985 1111.

OFFICE USE ONLY: Application Approved ☐ **YES** ☐ **NO** **Approved By:** _____

Approved Date: _____ **Vendor Notified:** ☐ **YES** ☐ **NO**

Lake Bluff ARTISAN FAIR Rules & Regulations

LOCATION: The show is located in Lake Bluff Park on Lake Boulevard in downtown St. Joe. **This is an open-air show which takes place rain or shine (no rain date).** SJT adheres to St. Joe Public Safety's assessment of weather conditions.

TENTS | TABLES | CHAIRS: Vendors must provide their own tents, tables and chairs. Tents **MUST** be secured. **Tent stakes are NOT ALLOWED, please use sandbags, weights, water jugs, etc.** Since this is an open air show, it is advised to have some sort of cover for your merchandise but it is not mandatory.

ELECTRICITY: There is limited power in Lake Bluff Park. Vendors must provide their own outdoor extension cords and they must not be run over the sidewalks or high walking traffic areas. SJT does not guarantee electricity to vendors. Lake Bluff Park and all its infrastructure are city property. SJT communicates all vendor needs to the city.

SHOW INFORMATION: Show hours are from 10:00a-5:00p. **SETUP:** Vendors may begin setting up at 7:00a the day of the event. **TEAR DOWN:** Vendors are responsible for removal of all boxes, trash, etc. All vendors and vendor items must be off the bluff by 6:00p or be subject to fines from St. Joe Public Safety. No firearms, weapons, fireworks, explosives or illegal substances of any kind are allowed. **Vehicles ARE NOT allowed on the sidewalks or grass, even for loading and unloading.**

BOOTH INFORMATION: Booth spaces are approximately 15' x 15' but vary in shape due to the geography of Lake Bluff Park. Booths will be numbered and spray painted hash marks in the grass will indicate the perimeter of the booth. Booths are marked monthly and boundaries may shift slightly from show to show. Vendors will not be assigned booths until payment is received in full. **SJT reserves the right to sell any booth space that has not been paid in full by the 15th of the month prior to the show.**

MERCHANDISE: Merchandise for sale should consist of ONLY handcrafted, homemade goods (made by the vendor themselves, no resale allowed) including but not limited to home decor, furniture, jewelry, candles, clothing, etc. **PROHIBITED ITEMS INCLUDE: Manufactured or mass produced goods, working firearms, new merchandise, direct sales or MLM, sales of live animals, food or beverages, items offensive in nature. SJT reserves the right to ask a vendor to remove merchandise that does not adhere to these guidelines.** Do not display merchandise on any historic monuments, plants, benches or permanent signs.

VENDORS: NEW VENDORS must submit 2-3 photos of merchandise. Upon approval, payment will be accepted and a booth will be assigned. Photos can be sent to daniele@stjoetoday.com or brought into the Welcome Center. Due to the show's popularity, subletting is not allowed. **Any vendor selling items must be listed on the application. If they are a new vendor, they must submit photos prior to the show.**

TAX ID: Vendors may participate in one (1) show per calendar year without a Michigan Sales Tax ID, FEIN or EIN - no exceptions. **ANY vendor participating in more than one show, regardless if the booth is in their name, MUST provide a Michigan Sales Tax ID, FEIN or EIN!** Learn more about how to obtain a Michigan Sales Tax ID by visiting michigan.gov/taxes or by calling the Michigan Department of Treasury (517) 636 6925.

LIABILITY: SJT accepts no responsibility for loss, damage, or theft of merchandise.

CANCELLATIONS & REFUNDS: Fees are non-refundable in the event of vendor cancellations, no shows or inclement weather. Fees are non-transferable. Shows will take place rain or shine.

PARKING: Due to limited availability, each booth is allowed ONE (1) parking space in the angled or parallel parking on Lake Boulevard. Vendors will receive parking passes day of from SJT staff onsite. Passes must be placed on the driver's side windshield of the vehicle or the left-hand side of the trailer. If parking in an angled space, please park with the windshield facing Lake Boulevard. If you have a vehicle and a trailer you must CHOOSE ONE to park on Lake Boulevard. **Additional vehicles must be moved to a free all-day parking lot OR vendors may choose to pay any city parking fees associated with specified lots or street parking, May-September (subject to change per the City of St. Joseph).** Please be respectful of other vendors. Parking spaces are not reserved and are available on a first-come, first serve basis. Vehicles that lack a parking pass will be subject to towing and/or tickets issued by St. Joe Public Safety. Double parking on Lake Boulevard is not permitted and subject to fines.

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