Lake Bluff
ARTISAN FAIR

Vendor Handbook

Welcome Vendors

Thank you for being a part of the Lake Bluff Artisan Fair! We appreciate your continued support of the market and your help in providing a quality craft show in Southwest Michigan.

The purpose of this vendor handbook is to answer any FAQs regarding show rules, regulations, layouts, logistics, etc. All vendors are responsible for following the show guidelines.

If you have any questions, please reach out to:

Daniele Crevier | Director of Events & Operations
EMAIL: daniele@stjoetoday.com | PHONE: (269) 985 1111
Onsite contact for day of questions

We look forward to working with you this season!

2026 Season Dates, Show Hours & Fee

2026 Dates:

MAY: 30 **JULY:** 18 **AUGUST:** 15 **SEPTEMBER:** 5

Show Hours: 10:00a-5:00p

TABLE OF CONTENTS

Show Layout	1
About the Show, Vendor Criteria, Vendor Resources	2
General Vendor Information	3-4
Show Policies	4
St. Joe Today + Major Community Event Dates	5

SHOW LAYOUT

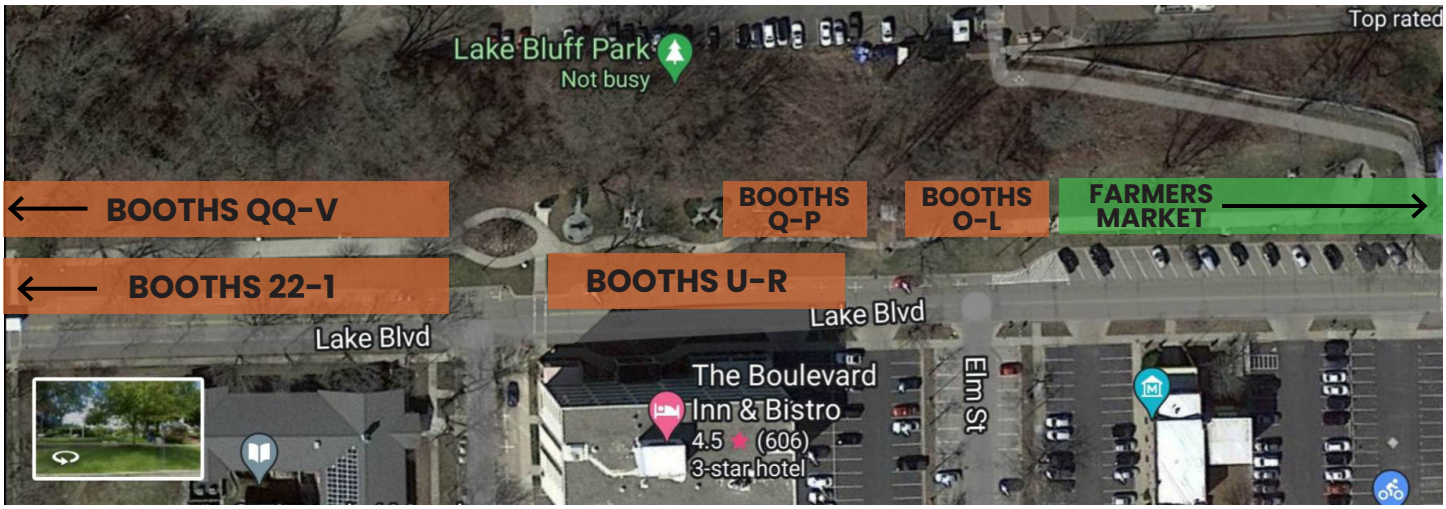
The Lake Bluff Artisan Fair is located in Lake Bluff Park between Elm St. and Park St.

This is an open-air market.

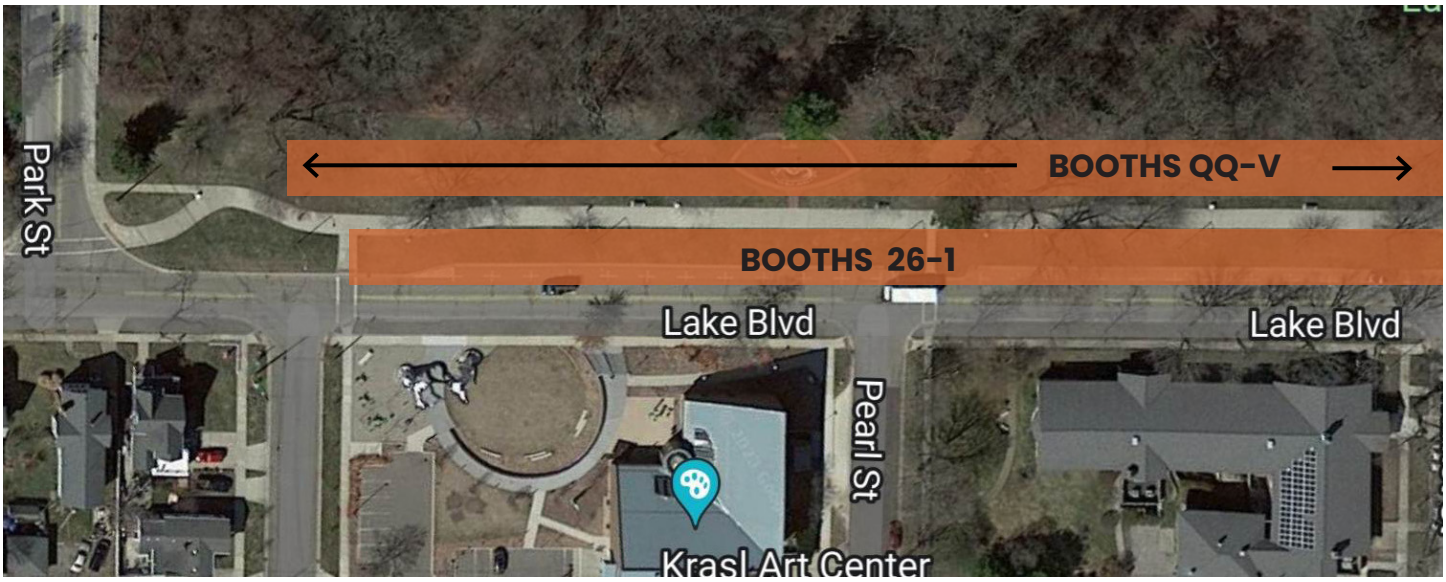
Booth spaces are approximately 15’ x 15’ but vary in shape due to the geography of Lake Bluff Park.

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.

BLUFF STAIRS TO PEARL ST.



PARK ST. TO PEARL ST.



ABOUT THE SHOW

This eclectic craft fair, held in picturesque Lake Bluff Park, offers a variety of handcrafted goods. With over 50 local vendors, there's something for everyone - anything from home decór and furniture to jewelry, candles and more!

VENDOR CRITERIA

Lake Bluff Artisan Fair, produced by St. Joe Today (SJT), is committed to providing a quality artisan show in Southwest Michigan (SWMI).

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. Failure to comply may result in expulsion from the show without refund.

VENDOR RESOURCES

Vendors can find links and resources at the Michigan Department Treasury website - michigan.gov/treasury, or call (517) 636 6925.

Visit michigan.gov/treasury for specific resources, a few examples are listed below:

- Business Tax Info
- Sales Tax License FAQs
- New Business Registration
- Michigan Treasury Online (MTO)

GENERAL VENDOR INFORMATION

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 traffic walking areas. SJT does not guarantee electricity to vendors. Lake Bluff Park and all its infrastructure is 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 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. **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 size due to the geography of Lake Bluff Park. Booths will be numbered and hash marks will indicate the perimeter of the booth. Booths are marked monthly and boundaries may shift slightly show to show. Vendors will not be assigned 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.**

DISPLAY: Do not display merchandise on any historic monuments, plants, benches or permanent signs. SJT asks that vendors refrain from smoking while in the immediate show area.

LOAD IN/OUT: While loading in and out, please be respectful of pedestrians and other vendors. **Parking and/or driving on the sidewalk/grass is prohibited even while unloading and loading.** Vendors are responsible for removal of all boxes, trash, etc.

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.

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.

GENERAL VENDOR INFORMATION

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. If for any reason you can't attend, please contact SJT.

BOOTH SUBLETTING/TRANSFER: Due to the shows popularity, booth subletting and/or transferring are not allowed.

BOOTH SHARING: If participating in more than one show per calendar year, ALL vendors that sell merchandise must be listed on the application and provide a Michigan Sales Tax ID, FEIN or EIN. ALL NEW VENDORS must adhere to the new vendor guidelines (see application).

VENDOR CONDUCT: All vendors are expected to act in a courteous and professional manner. SJT asks vendors to bring any day-of market concerns to the Director of Events & Operations, Daniele, so that items may be addressed in a timely manner.

SHOW POLICIES

PETS: Leashed pets are allowed in Lake Bluff Park. Vendors may bring pets, we ask that they remain leashed and at the back of the booth.

NO SMOKING: SJT asks that vendors refrain from smoking while in the immediate show area.

RADIOS/MUSIC: Music is permitted, however, please be respectful of the market attendees and other vendors.

BUSKERS: Busking is permitted in the City of St. Joseph, however, SJT controls the event zone of the market. SJT works with St. Joe Public Safety to support band fundraisers and regularly hosts music during some of the SJT events.

Please note, that we do not allow buskers on Lake Bluff Artisan Fair dates due to lack of space because this event dates coincide with the St. Joe Farmers Market.

UNAUTHORIZED VENDORS: ALL vendors must be approved by SJT. Unauthorized vendors are not allowed to set up within the market and will be asked to leave.

INCLEMENT WEATHER: SJT adheres to St. Joe Public Safety's assessment of weather conditions.

SJT & MAJOR COMMUNITY EVENT DATES

Please note, not all community events are listed - these are some of the larger ones that coincide with the 2026 Lake Bluff Artisan Fair season.

May 3, Antiques on the Bluff: 10:00a-5:00p, in Lake Bluff Park.

May 9, Blossomtime Grand Floral Parade: 1:00p presented by the **Blossomtime Festival.**

May 22, Memorial Day Parade: 12:00p on Lake Boulevard followed by a ceremony at the John E.N. Howard Bandshell.

May 23-September 5, (Saturdays), St. Joe Lighthouse Tours: 10:00a-7:00p, at the St. Joe North Pier Inner Lighthouse, Tiscornia Park.

May 23-October 10, (Saturdays), St. Joe Farmers Market: 9:00a-2:00p in Lake Bluff Park.

May 30, Lake Bluff Artisan Fair: 10:00a-5:00p, in Lake Bluff Park.

June 7, Antiques on the Bluff: 10:00a-5:00p, in Lake Bluff Park.

July 3, Fourth of July Fireworks: 10:00p, presented by the **City of St. Joseph.**

July 6, Antiques on the Bluff: 10:00a-5:00p, in Lake Bluff Park.

July 11-12, Krasl Art Fair: Lake Bluff Park in downtown St. Joseph. **Presented by the Krasl Art Center.**

July 15-September 2 (Wednesdays), Wednesday Brown Bag Concert Series: 12:00p-1:00p, John E.N. Howard Bandshell.

July 17, Mike Yore Memorial Car Show: 4:00p-8:00p, Lake Boulevard.

July 17-September 4 (Fridays), Friday Night Concert Series: 7:00p-8:00p, John E.N. Howard Bandshell.

July 18, Lake Bluff Artisan Fair: 10:00a-5:00p, in Lake Bluff Park.

July 31-August 2, Chalk the Block: Artists can begin working on their creations Friday evening. Block/Artist viewing will be available all day on Saturday and Sunday.

August 2, Antiques on the Bluff: 10:00a-5:00p, in Lake Bluff Park.

August 15, Lake Bluff Artisan Fair: 10:00a-5:00p, in Lake Bluff Park.

September 5, Lake Bluff Artisan Fair: 10:00a-5:00p, in Lake Bluff Park.

September 6, Antiques on the Bluff: 10:00a-5:00p, in Lake Bluff Park.

September 19, Fall Fest: 9:00a-2:00p, in Lake Bluff Park.

October 1-31, Where's the Witch Scavenger Hunt: All month in Downtown St. Joseph.

October 4, Antiques on the Bluff: 10:00a-5:00p, in Lake Bluff Park.

For a full list of SJT and community events, visit stjoetoday.com!