

Gateway to the Thumb Arts & Antiques Festival

INFORMATION FOR VENDORS

SIGN IN

Look for the gates marked "Package Pickup." This is the gate you will sign in at; we will double check your spacing and direct you to the correct area.

You will be given up to 3 wristbands, one for you and up to 2 helpers during the festival. Any additional wristbands are discounted to \$5 for the weekend, a deal extended to vendors only. These wristbands are your responsibility to keep track of once they are given to you.

VENDOR PARKING

When it comes to vendor parking during the festival weekend, we will have two areas for you. If you plan on staying at the fairgrounds during the open hours, we will have a parking area within the fairgrounds you can park your car at. You cannot move your car during our open hours if it is parked on the fairgrounds. If you want to move your car during open hours, park in the public parking lot. If you have a camper or trailer and we previously discussed it, you can park your vehicles behind your outdoor booth space.

BOOTH SET UP & TAKE DOWN

FRIDAY

The first set up day is Friday. The fairgrounds will be open to our vendors 9 a.m. to 7 p.m. with no public allowed in. You can come set up your booth area at any time during this timeframe. This is meant to alleviate any stress related to setting up the morning of.

You may bring your vehicle onto the fairgrounds to unload your merchandise. Please be courteous of others and move your vehicle once it is empty. If you need help unloading and moving your merchandise, we will have helpers on-site working for tips. Please tip accordingly. Vendor-to-vendor sales are permitted during the Friday set up time. We will be keeping the public off of the grounds this day.

SATURDAY

If you need to set up on Saturday morning, you can bring your vehicle onto the fairgrounds from 6 a.m. to 8:30 a.m., after which time you must have your vehicle parked out of the way, either in the vendor parking area or in the public parking lot. The festival will be open 9 a.m. to 6 p.m. on this day.

SUNDAY

Similar rules apply for Sunday. If you need to replenish your merchandise with items from your vehicle, you can drive onto the fairgrounds between 7 a.m. and 8:30 a.m. where, again, your vehicle will have to be removed to the vendor parking or public parking lot by the posted time. The festival starts at 9 a.m. on this day as well.

We ask that no one pack up before the festival has ended at 5 p.m. on Sunday; vendors who choose to exit early may not be invited back. Once the festival is closed and all attendees have left, you may move your vehicles among the fairgrounds. Please be courteous to those around you while packing and while leaving.

ADDITIONAL RENTALS

If you have pre-rented tables and/or chairs, they will be set in your space. If you are missing any pieces you rented, please tell staff at the package pick up area immediately so we can figure out what happened. If you would like to rent any table or chairs once you are on-site, we may have additional pieces available at the package pick up area where you signed in. The price of these rentals will be \$12 for each table and \$5 for each chair, and the number available will be limited.

We will have carts available, although they are meant for customer use during the festival. These are not shopping carts. If a customer purchased a large item from you, you can direct them to the package pick up area (where you signed in) where they can get a cart to carry their item out to package pick up area and then return it. Customers will need to leave their ID at the package pick up area until the cart has been successfully returned. On Friday, vendors are permitted to use a cart, but please return it promptly. We have a very limited number of carts available.

INDOOR BOOTH SPACES

Indoor booths are located in one of the pole buildings near the entrance of the fairgrounds. No matter where you are located in the pole building, you will have a wall behind you. There is no backdrop included, but there is a board that runs horizontally across the back of the booth which you can staple into. You cannot nail or screw anything into this board. You are allowed to lean items against the back wall if needed. Electricity is available in the pole buildings, but outlets are limited between vendors. You are responsible for bringing your own extension cords and/or power strips.

If you would like to set up a small interior tent or make your own walls, this is permitted as long as it stays within your own space and is not a safety hazard. If any part of your booth looks unsafe, we will ask you to take it down. Please double check where your space is on the map to see if you are in a corner or between two vendors.

OUTDOOR BOOTH SPACES

Outdoor booths are located on grass with no overhead coverings. If you would like to set up your own tent, this is permitted as long as it stays within your own space, the stakes are only allowed to be driven into grass, and placed to avoid being a safety hazard. If any part of your booth looks unsafe, we will ask you to modify it or take it down.

If you have requested to leave your camper or trailer by your outdoor space, you will be located in a specific area for pull-through and storage. Be courteous of other booths and vehicles near you. Please double check where your space is on the map to see which direction you'll need to pull into the space from.

SALES, MERCHANDISE, AND PROPERTY

When it comes to your sales, you are responsible for conducting your own transactions and money. If you are a cash-only vendor, there is an ATM located near the entrance that you can direct customers to. If you accept cards but your reader depends on internet service, the fairgrounds doesn't have wifi for you, therefore you are responsible for accessing your own network.

When it comes to your merchandise and property on the fairgrounds or in the parking lot, we are not responsible and hold no liability for any damaged or stolen goods. When the festival is closed to the public, the pole buildings will be locked, and we will have overnight personnel on-site. For outdoor or tented spaces, we do

encourage you to cover your belongings in case of any inclement weather, and to secure your belongings to your satisfaction.

TIPS FOR A BETTER SALES EXPERIENCE

- Bring a wide range of items, prices higher and lower so that any budget can benefit from shopping in your booth.
- Decide beforehand if you are willing to take discounts. Be assured that shoppers will ask. Don't be offended; it's the nature of the game,
- Be happy and inviting. 😊 Engaging with your customers can make a big difference in the total sales. Sometimes just starting a conversation can result in a sale.
- Be nice to your neighbors. You may need them to watch your space for a quick break.