



## Guidelines

CONTACT: BETH LEGGE | [BOERNEHANDMADEMARKET@GMAIL.COM](mailto:BOERNEHANDMADEMARKET@GMAIL.COM)

### MARKET INFORMATION

The Boerne Handmade Market is an artisan market, held at the Cana Ballroom in Boerne, Texas. Boerne Handmade Market is a bi-annual market, happening May 12-13, 2023 (you are required to attend both dates)

### OUR PROMISE TO YOU

The Boerne Handmade Market is artisan focused and in order to ensure that each artisan has a captive audience we maintain a strict cap of no more than 8% of any one “type” of artisan at each market. This puts each artisan into certain categories, such as: children’s clothing items, wall décor, food utensils, food items, adult clothing, jewelry, ect. This cap allows artisans to maximize sales and provides a more diverse shopping experience for our customers.

All artisans retain 100% of their profits and booth sales.

### APPLICATION / REGISTRATION & PAYMENT

In order to be considered fully “registered” and as a candidate for the market you applied for, artisans MUST:

1. Fill out application completely, including uploading photos.
  2. Select booth (indoor or outdoor) and submit payment
  3. You are not considered as an applicant until payment is submitted (those not selected to attend will be refunded minus app fee)
- Space is limited to 75-90 artisans, depending on location for that specific market. Booth size as well as price is dependent on that market’s location. For Spring 2023 market, all indoor booths will be 8x8, outdoor booths will be 10x10.

- Each artisan will be responsible for any tables or chairs that their booth requires. These are not provided by our current market location, and thus not available to us.
- There is a limited amount of electrical outlets available at the Cana Ballroom, because of this, vendors that need electricity must request this upon acceptance. First requested, first filled.
- We do not accept requests for specific locations in the ballroom or outside. We chose locations based on products as well as booth appearance. This is why it is important to send a well thought out and beautiful jury page.
- Each vendor may only register for ONE booth. Please chose your space wisely, if you change your mind on space needed, please send us an email so we can change this and send an invoice or refund if necessary. If you register for two booths, you will be automatically refunded one booth fee.

Our receipt of your application does not guarantee your spot. Boerne Handmade Market is a juried market, meaning we will select the artisans that we feel best fit our market and our shoppers.

- Once selected to participate, you will be notified via welcome letter. Boerne Handmade Market will not issue refunds, so please keep this in mind when registering. Applicants will be notified by February 5, 2023
- Boerne Handmade Market is a rain or shine event, meaning that market will take place regardless of weather, unless notified by Boerne Handmade Market otherwise. Please keep this in mind when choosing your booth space. There is NOT room for outdoor booths to be relocated indoors.

#### • TERMS AND CONDITIONS

No Mass-Produced or commercially manufactured consumer goods are allowed. Out of respect to other artisans, items not detailed in "product description" on your registration form will not be allowed in your booth. Artisans in violation will be asked to remove any such items immediately. You must be as specific as possible about items, this allows us to maintain our cap of no more than 8% of like goods.

\*Please note. Boerne Handmade Market does not allow smoking (or use of electronic cigarette) inside the market space, or within 20 feet of outdoor booths.

\*By registering, you agree to the use of photography of your products to be used on all Boerne Handmade Market websites and social media. If you are connected with Boerne Handmade Market on facebook or Instagram, Boerne Handmade Market will ensure you are tagged or linked in pictures.

\*By registering, you agree and commit that all items are made and designed by YOU. Anyone found in violation of this will be asked to leave the market and will not be refunded.

- ARTISANS ARE EXPECTED TO PARTICIPATE FOR THE DURATION OF THE MARKET. ARTISANS MUST NOT CLOSE OR REMOVE ANY PART OF THEIR DISPLAY UNTIL AFTER MARKET CLOSING.

- EVERY EFFORT WILL BE MADE TO OPERATE THE MARKET AS OUTLINED. BUT SHOULD THE PRODUCERS DEEM IT NECESSARY TO CANCEL OR ALTER THE OPERATION OF THE MARKET IN ANY WAY OR FOR ANY REASON. THE BOERNE HANDMADE MARKET WILL NOT PROVIDE ANY COMPENSATION FOR LOSS OF INCOME. NOR WILL ARTISAN'S FEES BE REFUNDED. \*If market is cancelled due to Covid 19, artisans will be notified of any change to a virtual market and offered an opportunity to participate. Fee's will be decided at that time. If vendor does not want to participate, they will be refunded minus the application fee and any transfer fee's.
  
- ARTISANS MUST ENSURE THAT THEY HAVE ADEQUATE LIABILITY AND PROPERTY INSURANCE AND ASSUME FULL RESPONSIBILITY FOR ANY DAMAGES WHILE ON THE 'HOST' PROPERTY AT THE BOERNE HANDMADE MARKET. ARTISANS AGREE TO SAVE HARMLESS THE 'HOST PROPERTY'. THE BOERNE HANDMADE MARKET AND ITS PRODUCERS FROM ANY CLAIMS ARISING FROM OR DURING THEIR PARTICIPATION AT THE BOERNE HANDMADE MARKET.
  
- OVERNIGHT SECURITY IS NOT GUARANTEED OR PROVIDED. THE BOERNE HANDMADE MARKET ASSUMES NO RESPONSIBILITY FOR THE SECURITY OF ARTISAN'S BOOTH OR ITS CONTENTS AT ANY TIME. YOU ARE ADVISED TO REMOVE VALUABLES FROM YOUR BOOTH AND SECURE IT OVERNIGHT. THE BOERNE HANDMADE MARKET AND ITS 'HOST PROPERTY' WILL NOT BE LIABLE FOR LOSS OR DAMAGE DUE TO VANDALISM. FIRE. FLOOD. THEFT OR ACT OF GOD.
  
- ALL ARTISANS ARE RESPONSIBLE FOR APPROPRIATE PERMITS. REQUIRED PRODUCT LABELS AND COLLECTION OF ALL APPROPRIATE SALES TAX. ARTISANS ARE RESPONSIBLE FOR THEIR OWN CREDIT/DEBIT SERVICES AND RELATED FEES.

