



## Guidelines

CONTACT: BETH LEGGE | 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 November 17-18, 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. Apply through BHM website
    - a. Please do not leave any spaces blank, if you leave any spaces blank, your application will not be considered. If you do not have a facebook page or Instagram, simply put "none" in this space.
  2. Upload at least 4 product photos
  3. Complete payment (vendors not selected to participate will be refunded minus a \$25 app fee)
    - i. You will not be considered for jurying until all of this is complete.
- 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 Fall 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 electricity available at the Cana Ballroom. Please bring extension cords and duct tape if you plan to use electricity.
- 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 application.
- 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.
  - By applying to BHM, each vendor agrees to donate 24 coupons for VIP events. These coupons can be anything fun that you would also like to receive. A free small item, a free item with purchase, a free treat (cookie, sample), % off , a bonus card, etc.. Please use this as a way to get new shoppers to your booth and interact with them!

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. Any vendors not accepted will be refunded on or before July 10, 2023 (it will sometimes take 10 days for it to reach your account).

\*No refunds will be provided to vendors that are selected to participate past August 1, 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.

#### • 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.

#### TWO DAY MARKET

We will be having a two day BHM. November 17 will be a two part VIP day. VIP morning will be

from 9:30am-12:30pm. Vendors are allowed to leave and return for VIP Evening from 6:00pm-9:00pm. Setup will be available Thursday, November 16. Saturday market will be from 9am-4pm. We require you to be set up by 8:30am. We will send out emails with more details after vendors are accepted.

[WWW.BOERNEHANDMADEMARKET.COM](http://WWW.BOERNEHANDMADEMARKET.COM)

- 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.



