



SET-UP INFORMATION

SET-UP OVERVIEW

Tulip Time's Artisan Market is at Ottawa County Fair Grounds, 1286 Ottawa Beach Road, Holland, MI 49424.

SET-UP TIMELINE

Friday May 3, 10:00 am	Registration opens, Load-in begins You should have picked a time! Artists must check-in with Tulip Time check in volunteers & follow set-up procedures & guidelines (noted below). Enter at VENDOR entrance, Gate 2
Friday May 3, 7 pm	Registration closes You can continue to set up if needed.
Saturday May 4, 7:00 am	Registration reopens, Load-in begins IF you picked Saturday Set Up Artists must check-in at the Tulip Time check in station & follow set-up procedures & guidelines (noted below). Enter at VENDOR entrance, Gate 2
Saturday May 4, 9:30 am	Registration closes and Gate 2 will be closed!
Saturday May 4, 9:45 am	All booths must be completed Artists not checked-in/ set-up by 9:30am will lose their space without refund
Saturday May 4, 10 am	The Artisan Market opens to the public Be ready for excited, early shoppers

SET-UP PROCEDURE

1. **Check in** at the Artist Registration Tent located at Main Entrance, Gate 2. Merchants are to pick up their Welcome Package & booth ID card, which is to be displayed at your exhibit.
2. **Unload** your vehicle placing your items on your booth space
3. **NO Large vehicles like Motor Homes or Campers will be allowed to unload from**
4. **Move vehicles (PRIOR TO SET-UP)** Follow signs to designated vendor parking Entrance 3
5. **Set-up booth** by 9:45am (be ready for early & excited shoppers)

SET-UP REGULATIONS

- Artists are not allowed to begin the set-up/unloading process until they check-in & register during the registration times stated above.
- Booths must be set-up within white guidelines. Do not expand to the front, back or side.
- Please be prepared for un-level ground as this event is held in a grassy area on the grounds.
- **Tent or product stakes are allowed!**
- **No electricity is available on the grounds.** If you choose to use a generator & there is a noise complaint, you may be asked to leave or turn it off. We will have several ATMs for shoppers to get cash if you have an issue with your cell service or Wi-Fi. **Please be prepared for this! Wi-Fi password will be given at check in.**

RESTOCKING

If you need supplies during show times, you will have to manually transport the items (bring a cart or wagon) from your parking spot. Again, vehicles are NOT allowed to drive through or around the grounds during hours of operation due to heavy pedestrian traffic unless a food truck and you are located in that area.



MERCHANT INFORMATION

ARTIST AMENITIES

Breakfast: Coffee & donuts will be available on Saturday and Sunday morning location will be given at check-in. The location will be clearly marked. There will be food trucks available and an opportunity to purchase a boxed lunch at the time of purchasing your booth. Coupons will be given for the donuts and coffee!

Relief Workers: Should you need to leave your booth for a short period, relief workers (wearing **orange** volunteer shirts) will be available. Relief workers continuously walk through assigned areas. Either flag down your volunteer or hang a Large Tulip sign in the upper right side of your tent. (Artists may request a relief sign at the Registration Tent)

RULES & REGULATIONS

- All artwork must be the original, handcrafted work of the displaying artist.
- **Buy/Sell vendors are strictly prohibited.** All items must be the original work of the artist and not mass-produced.
- Only items juried into the show will be allowed to be sold during the Artisan Market. Artists selling non-acceptable items or items not juried into the show, will be asked to remove said items and/or vacate their space with no refund.
- The Artist must be present the entire time of the show and agree to be open during all hours. If a Artist leaves early, they will not be invited back unless prior authorization.
- Booths are not transferable and may not be shared with other exhibitors.
- **Exhibitors are responsible for providing their display including tents, tables, chairs, etc.**
- **Tent or product stakes are allowed** for booth set up or product display on grounds.
- **No smoking, alcohol, loud sound systems, or noisy generators are allowed in booth areas.**
- **No power or water is available at booth site. Wi-Fi is available but no guarantees, bring "hotspot".**
- **An ATM will be on site for shoppers to get cash if needed.**
- Exhibitors are responsible for collecting and paying the State of Michigan Sales Tax of 6%.
- Security is provided overnight Friday and Saturday. Tulip Time is not responsible for stolen/damaged items.
- Artists are required to check-in, register their name and receive their event information upon arrival to the show BEFORE unloading and set-up may begin.
- Artists not checked in by 9:30am and set up by 9:45am may lose their space without a refund.
- **This is a rain or shine show.** No provisions, refunds, or alternate dates are made in case of cancellations due to acts of God or Government agency requirements.
- Exhibitors agree to allow Tulip Time Festival to use photos in promotions.
- Tulip Time Artisan Market Coordinators reserve the right to remove any artists from their space not following the rules, regulations, terms and conditions set forth in this document and the acceptance packet.



TULIP TIME ARTISAN MARKET



EVENT INFORMATION

INFORMATION/ REGISTRATION BOOTH	<p>Vendor and Volunteer check in table at the Tulip Time Hospitality Tent will serve as the Tulip Time's home "office" for the entirety of the Artisan Market. It includes the following:</p> <ol style="list-style-type: none">1. Artist registration/ check-in2. Coffee and snacks on Saturday and Sunday morning (unless otherwise noted)3. Information4. Lost and found5. Minor first aid6. Check out after 5pm on Sunday
BOOTH ID CARD	<p>Please display your booth ID card, provided in your welcome packet, on the front, right side of your booth. This sign will be used by our onsite jury, relief workers, and guests to better locate you.</p>
RELIEF TULIP SIGNS	<p>Large relief tulip signs will be available to grab at check in to use. If you need a relief worker, please hang or wave sign. Our relief workers will be in Orange Volunteer Shirts.</p>
PARKING	<p>There is reserved artist parking for the Artisan Market. Please follow the arrows and signs to designated parking areas. If you are handicapped, and let me know ahead of time, your booth will be placed closest to vendor parking as possible. We will also have a golf cart on site if needed as well as a shuttle bus. If you do park in the vendor handicap parking lot you will not be able to move your car once the market is open.</p>
SECURITY	<p>Overnight security will be onsite Friday & Saturday night. It is not recommended artists leave valuable property in their booth overnight. Tulip Time will not be held responsible any property losses or damages.</p>
SHOW WEATHER	<p>This is a rain or shine show. No provisions, refunds, or alternate dates are made in case of cancellations due to acts of God or Government agency requirements. Therefore, be prepared for inclement weather.</p>
CANCELLATIONS	<p>Other than a medical emergency with documentation, there is no refund for an artist cancellation. If you must cancel, please do so ASAP, in consideration of those on the waiting list. This will ensure that you do not receive a "no show" status. Failure to abide by this procedure will result in you not being accepted back to next year's show.</p> <p>During the event, in the case of an emergency requiring you to leave before the end of the show you must receive permission from event coordinator Kim Vandermolen. If you leave without permission you will not be asked back next year. Please leave your space clean. Dispose of your trash in the large trash cans located around the grounds.</p>



TULIP TIME ARTISAN MARKET



CLOSING INFORMATION

TEAR-DOWN SUMMARY

Tear-down will begin at 5:01pm. It is very important that artists are respectful of each other during the load out process—it has been a long weekend for everyone and we are all ready to get home on Sunday afternoon! Let's work together to get packed up and on our way in an efficient and orderly manner, with smiles on our faces.

LOAD-OUT PROCEDURE

PLEASE be aware of these common courtesy rules:

- 1. No artists will be allowed to unload until 5:01pm!**
- 2. Artists must pack up their booth BEFORE pulling their vehicle to their booth area to load!!**
3. Place trash in large trash cans located throughout the area. DO NOT leave your trash behind!
4. Loading instructions: **Please be courteous of other vendors! Make sure everything is packed up and ready to be loaded before getting your vehicle. Move quickly out of the way to make room for your neighbor to pack up.**
5. As soon as you are loaded, please move your vehicle so we can keep things moving!

SURVEYS

This year, event surveys will be emailed to you! We welcome all ideas, suggestions and comments and have implemented changes accordingly (such as the option of Friday all day set-up!).

Upcoming Information

Be sure to check our website this summer at www.tuliptime.com for information regarding our upcoming 4th annual Fall Festival! Our Fall Festival will be held the first full weekend in October. We will be posting the details sometime this summer!

Our 2025 Festival will be May 3-11, 2025! Our Artisan Market will be Saturday, May 3 and Sunday, May 4, 2025. The application to register will be on our website at www.tuliptime.com starting in mid October.

Thank you for a great Artisan Market 2024!! We look forward to seeing you at our Fall Festival and our Tulip Time Artisan Market next year! Drive safe!

Kim Vandermolten

Event Manager

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