

FULTON STREET MARKET

Artisan Vendor Handbook

Updated September 2025

1. GENERAL INFORMATION

Fulton Street Market hosts local artists selling handmade arts and crafts as **Artisan Vendors**. Artisans may only sell items they personally create. Exceptions include prints, stickers, or similar products featuring the artist's designs, but produced by another company. Artisan vendors **may not sell** anything edible or consumable (no food or drinks).

All vendors are expected to understand and follow Fulton Street Market's [Rules of Operations](#).

IMPORTANT PAYMENT POLICIES:

Artisan vendors **cannot accept SNAP/EBT or Double Up Food Bucks tokens**. Doing so will result in permanent removal from the Market.

Artisan vendors may choose to accept the **\$5 Market Tokens** purchased in the front office, but will not receive reimbursement from the market for them. Instead, they can be used to buy from - or trade with - other vendors. Vendors are expected to give cash as change when necessary for purchases using Market Tokens. Review [Market Token Guidelines](#) for further details.

2. APPLICATION & RENEWAL PROCESS

All vendors must reapply each season: **Main Season** (May–October) and **Second Season** (November–April). Acceptance one season does not guarantee future approval.

APPLICATION WINDOWS

- **Main Season:** Applications open March-May.
- **Second Season:** Applications open September-November.

RETURNING VENDORS

Currently approved vendors each season will receive a **Returning Vendor Application** by email.

NEW VENDORS

- Complete the full application [available on our website](#). Photo verification required for all products, submitted through the app.

- [Signup for our monthly newsletter](#) to receive updates by email.
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3. MAIN SEASON (MAY–OCTOBER)

Schedule: Wednesdays, Fridays & Saturdays | 8 AM – 2 PM

STALL FEES

Collected at your stall by Market Management (cash or check). A dated receipt will be provided.

- Wednesday: \$10/stall
- Friday: \$25/stall
- Saturday: \$35/stall

3.1 WEEKDAY MARKETS (WED & FRI)

- Artisan vendors receive a **Booth Request Form** weekly to sign up for Wed/Fri markets
- Text **(616-454-4118)** for your stall placement the morning of market
- Let us know ASAP if you need to cancel
- “No call / no show” may result in loss of vending privileges.

3.2 SATURDAY MARKETS - ARTISAN LOTTERY

The market is typically full of food & farmings vendors on Saturdays in Main Season, so artisan vendors **cannot** pre-request stalls. To participate, artisans enter a lottery if stalls are available.

SATURDAY LOTTERY PROCEDURE & RULES

- Grab a ticket in the office between 7 and 7:30am
 - Lottery will take place shortly after 7:30 on the market plaza
 - Bring products and be ready to set up immediately
 - When you arrive to get your lottery ticket, **do not use customer parking**, instead use:
 - Free street parking in the surrounding neighborhoods
 - Salvation Army parking lot along Fulton Street (Saturdays only)
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4. ART! at the Market Event Series

2026 Schedule: Second Sundays, June–October | 11 AM – 3 PM

These events focus on handmade arts and crafts, featuring artisan vendors, concessions, interactive art, and creative workshops.

SIGNUP & PAYMENT

- Signup for these events on the **Main Season Artisan Application** (available March-May).
 - Payment links will be shared with approved vendors in their Main Season Vendor Acceptance email.
 - Please make sure you are committed to attending when you submit your payment because **we do not offer refunds for events.**
 - A payment for one date cannot be applied to another event. No refunds; spaces may not be resold.
 - Events occur rain or shine.
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5. SECOND SEASON (NOVEMBER–APRIL)

Schedule: Saturdays | 10 AM – 1 PM

Closed two Saturdays near Christmas/New Year

STALL FEES

During Second Season, **returning vendors** can choose between the **daily** or **seasonal** payment options on the **Returning Vendor Application** (sent by email in September).

DAILY PAYMENT

- Pay **\$15/stall each Saturday visit** during Second Season.
- Collected in cash or check at your stall each week
- 24 Saturdays x \$15 = \$360

SEASONAL PAYMENT

- Pay a **one-time fee of \$270/outdoor stall** for the entire Second Season.
- Invoiced in January, due within 30 days
- Purchase additional daily stalls when necessary

SIGN-UP:

Booth Request Forms are sent each Saturday for the following week. Artisan vendors can pre-request stalls at Saturday markets during Second Season, though priority still goes to food vendors. If there is the need for a Saturday Artisan Lottery, vendors who have chosen the seasonal payment option won't be impacted.

WINTER ARTISAN EVENTS:

- Black Friday Sale (11/28) | 11 AM – 3 PM
- Winter Holiday Market (12/14) | 11 AM – 3 PM

Signup for these events on the **Second Season Artisan Application** (available September-November). \$50/stall, no refunds.

6. KEY POLICIES & REMINDERS

- Vendors must follow the Rules of Operations.
- Timely communication is expected for cancellations or changes.
- “No call / no show” incidents may result in suspension or loss of vending privileges.
- Market Tokens are optional; SNAP/EBT are not permitted for artisan products.