



Neighbor x Folk Workshop FAQ

Key Details

Location: Neighbor x Folk, at The Station, Michigan Central

All Event Formats require a minimum 6 guests to proceed.

1. SEATED WORKSHOPS

- Best suited to longer, detailed workshops/events
- Pre-purchase of a product/service is required
- You set the ticket cost (suggested \$50–\$70) *price point is harder to sell
- 50/50 revenue split (minus 9% = sales tax and credit card pass-through fees)
 - (Max 20 participants per block of time i.e 1 hour workshop. Multiple times available)

2. DROP-IN WORKSHOPS

- Best suited to shorter workshops/events
- Pre-purchase of a product/service is required
- You set the ticket cost (suggested up to \$25 - \$45) *best selling price point
- 50/50 revenue split (minus 9% = sales tax and credit card pass-through fees)
 - (Max TBD participants per block of time dependant on workshop style and detail i.e 1 hour workshop. Multiple times available)

3. SAMPLINGS, FREE ART, TUTORIALS, READINGS, SIGNINGS

- Free and open to the public
- Best suited for micro-interactions where a product/service is showcased
- No pre-purchase required
- Day-of product sales can be facilitated through Neighbor; we will provide an end-of-day count and purchase products at **50% of MSRP (wholesale cost)**
 - (Max TBD participants per block of time dependent on sampling/event style and detail i.e 1 hour workshop. Multiple times available)
- **Capacity & Setup:** Max capacity varies by format; participants responsible for setup, breakdown, staffing, and materials compliance (e.g., no live flames, limited power use,



What We Provide

- Outreach, curation, and onboarding coordination
- Full ticketing management via Eventbrite
- Social media promotion, newsletters, and email blasts
- Suitable tables, seating, and soft furnishings for each event
- Advance list of registrants prior to each program week
- General accessibility information for public and vendor access

Workshop Materials & Activities

Do:

- Must Cover tables/floors when using any form of food or art supplies
- Allow clay, slip, fabric, glue, paint use
- Allow cake/cookie etc decorating
- Permit glue and paint if water-soluble and surfaces are protected

Don't:

- No hot work: soldering, live flame, cooking, deep frying
- Limit high-draw equipment due to restricted power capacity
- Single outlet for power available *you must bring a power strip if you need multiple outlets

Food & Beverage

Do:

- Outside catering allowed folkdetroit.com/catering
- Outside catering allowed via catering [partner](#).
- Product **tastings and samplings** allowable via NxF existing and potential retail partners. Food and beverage products sales are reviewed on a case by case basis and may



require an additional partner agreement. All food and beverage partners are expected to abide by and have up to date State and Local licensing, insurance, liability and Food Code, ServSafe compliance.

Don't:

- Serve alcohol outside MCS's licensing
 - Kitchen/refrigeration is not available on-site
-

Sign-Up Process

- Please complete this form [\[link\]](#)
 - We ask that you:
 - Sign up at least **two months in advance** of your desired date
 - Promote your event via social media and other communication channels
 - Arrive ahead of time for set-up and to lead your program
 - Bring +1 team member for assistance if needed (workshop-dependent)
 - Enter via **East door**; desk staff will provide directions to Neighbor
-

Important Notes

- Registrant list sent **2 days prior** to event; earlier notice available upon request
- Day of sign-ups can be co-ordinated with sales through our in-house POS and in clear communication with our Events Coordinator.
- Michigan Central FAQs (parking, entry, accessibility, etc.) can be found [\[HERE\]](#)
- We're excited to collaborate and showcase Detroit's makers, bakers, authors, and artisans!