



BAZAAR VENDOR GUIDELINES

Welcome! If you wish to be a vendor at the Bazaar, please take a moment to review our set-up and operating procedures.

Vending Guidelines:

- Cultural Survival prefers to have a wide variety of art represented at the Bazaar, especially indigenous made items with little or no replication. As such, all applicants will be screened for acceptance under this guideline.
- All artwork and crafts should be hand-made using original designs.
- **No resale of mass-produced art will be permitted at the Bazaar.**
- Cultural Survival *strongly* encourages vendors to commit to Fair Trade principles (i.e buying directly from artists and/or cooperatives, paying a fair wage in the context of the artist's country, providing pre-financing when required, making available financial and technical training, paying a social premium, and engaging in environmentally sustainable practices). Please commit to these principles by signing the CS FT pledge.
- The Cultural Survival Bazaar reserves the right to amend or add to the applicable rules pertaining to and governing the Bazaar at any time during and before the operating season. All participating vendors at the Bazaar will be made aware of all additions or amendments.
- Any signage or display props must be securely attached to booth or stall so as not to interfere with or impede foot traffic.
- Cultural Survival reserves the right to remove, without refund or recourse, any exhibitor who misrepresents himself or his product. In addition, Cultural Survival reserves the right to reject the application of any vendor who is not deemed suitable for the Bazaar.

Participation:

- Please fill out and send back the attached application with the dates you would like to reserve and the space desired. You may also use the [online application form](#) to apply to the Bazaar. If you are sending the application by postal mail, please make sure to include 2-4 photographs of your work. If you are completing the online application, please send an email corresponding to your application, with digital photos attached, to agnes@cs.org. Applicants will receive confirmation of acceptance and dates within a week.

Pricing:

- In order to secure a spot at the Bazaars, **please include a \$250 refundable deposit** with your application form.
- The Cultural Survival Bazaar serves as a fundraiser for the organization. As a vendor, you will receive 60% of the price that you write on the sales form. The price you write on the sales form must include any mark-up you make to allow for Cultural Survival's portion of the sale. CULTURAL SURVIVAL WILL RETAIN 40% OF YOUR TOTAL SALES AS RENT.
- Items must be priced prior to the event reflecting the 40% markup. Do not change your prices while customers are shopping.
- Cultural Survival must collect 5% MASSACHUSETTS SALES TAX or 7% RHODE ISLAND SALES TAX depending on the location. Only clothing items priced less than \$175.00 are exempt from sales tax. Please clearly write "CLOTHING" on the sales form if the item is exempt. See the attached list of items that are considered as clothing.

- Cultural Survival Bazaars operate on a central register system. Vendors do not collect cash. Customers have the option of paying with cash, credit card, or check at the registers. Upon acceptance you will be assigned a vendor code. THIS EXACT CODE MUST BE ENTERED IN THE VENDOR COLUMN OF THE SALES FORM FOR EVERY SALE. Every customer entering the Bazaar will be given a numbered sales form. When they choose one of your items for purchase, you must enter the sale on that form. When the customer has completed their shopping among the vendors, they will present the sales form to the cashier. EVERY SALE MUST BE ENTERED ON A SALES FORM.

Set-Up and Operations of Vendor Booths:

- Hours of operation are 10am-6pm, unless otherwise noted. Set up times are between 6:30am - 9:30am. Detailed information will be sent to you prior to the event.
- Booth set-up is not permitted before 6:30am on Bazaar day, and vendors must be ready for operation by 10:00am. If you fail to arrive by 9am your deposit will be cashed. Booths must be staffed during operating hours: 10:00am-6:00pm. Vendors are not allowed to disassemble booths before 6:00PM, unless permission is first obtained by the Bazaar manager. Operations of the Bazaar should not be disrupted, nor the safety and convenience of shoppers or vendors be jeopardized.
- Cultural Survival provides tables and chairs for vendors.
- The Bazaar manager will assign spaces to vendors who have reserved a space as they arrive between 6:30am-9:30am. The average space is approximately 10x10.
- Cultural Survival provides tables, chairs and a large tent/ or indoor space. Some vendors may wish to use their own small tents.
- The Cultural Survival Bazaar is a rain, snow or shine event. Please be prepared by bringing the necessary rain shelters or awnings.
- Vendors are responsible for keeping their space attractive during Bazaar hours and for cleaning up their space after the Bazaar closes, including removal of garbage and sweeping up any debris.
- In most locations there will be overnight security. Therefore, it is not necessary to break down your booth on Saturday night. However, please take your most valuable possessions with you. Cultural Survival will not be held responsible for lost, stolen, or damaged items.
- The Cultural Survival Bazaar reserves the right to refuse or terminate any vendor who does not comply with the above guidelines.

Cancellation Policy:

- Vendors will receive a 100% refund for cancellations with two week's notice, or 50% refund for one week's notice. Absolutely no refunds will be issued for cancellation without notice or failure to show up at a show. Special emergency cases will be considered on an individual basis.

Weather:

- The Cultural Survival Bazaar is a rain, snow or shine event. Please be prepared by bringing the necessary set-up materials, tents, or awnings. If you fail to show up on time your deposit will be cashed.