

Join Main Street Clinton for the 2024 season of the

Olde Towne Market

On the Historic Brick Streets



Craft Vendor Guidelines & Application

April 13 Spring Into Green Market
May 11 May Makers Market
October 12 Fall for Clinton Market
November 9 17th Annual Holiday Market



2024 Craft Vendor Guidelines and Application

Olde Towne Market

The Olde Towne Markets are a series of open-air markets that take place on the historic brick streets of Olde Towne Clinton. The markets are managed by Main Street Clinton, a non-profit devoted to the revitalization of Clinton's historic downtown business districts.

All products should be hand-crafted by the vendor and fall into three general categories:

Category 1: hand-crafted products such as arts, crafts, pottery, jewelry

Category 2: edible products such as baked and canned goods

Category 3: grown/raised agriculture products such as fruits, vegetables, plants, etc.

Spring Into Green Market and 16th Annual Caterpillar Parade

Saturday, April 13, 9:00 a.m. – 2:00 p.m.

May Makers Market

Saturday, May 11, 9:00 a.m. – 2:00 p.m.

Fall for Clinton Market & 11th Annual Pet Parade

Saturday, October 12, 9:00 a.m. – 2:00 p.m.

17th Annual Holiday Market

Saturday, November 9, 9:00 a.m. – 3:00 p.m.

Vendor Application Process

To be considered for the market, complete these steps:

1. Complete the application form and submit photos of products.

- Review the criteria below to determine whether the crafts you intend to sell are acceptable items. [Please, review the entire application packet before completing the application form.](#)
- New and returning vendors must submit 3-5 photos that include all the types of items to be sold. Group items in photos when possible.
- Label photos with your name and/or business. When uploading your photos into the online application, be sure the filename includes the applicant's name.

2. Pay the application fee via cash, check, money order, or PayPal.

- The \$15 application fee is non-refundable, regardless of acceptance status. The application fee will be applied to the cost of the vendor's first booth space of the 2024 season. An approved application allows the vendor to attend all markets for the season. *It is the responsibility of the vendor to notify Main Street Clinton that they wish to attend additional markets and to pay the booth fee by the deadline.*

Submitted applications will enter the jury process only when the above steps are complete. Notification whether an application is approved or denied is sent via email 3-5 business days after the application and application fee are received.

A booth is considered reserved when the *approved* applicant submits payment of the booth fee via cash, check, money order, or PayPal by the deadline. Invoices that are not paid in 5 business days result in the vendor application being voided.

Permitted Items for Sale

The Olde Towne Market promotes the sale of handmade crafts. **THIS IS NOT A RE-SALE MARKET**, meaning commercially produced items, those offered through pyramid franchises, or bought for re-sale are not allowed. All items must be hand-crafted or grown by the vendor or a vendor's family member. **Main Street Clinton will limit the number of vendors approved per category** (for example: jewelry, candles, pottery, etc.).

Category 1: hand-crafted products designed and produced by the crafter only such as arts, crafts, pottery, jewelry, home and garden décor, children's toys, ornaments, soaps, lotions, clothing items, purses, wreaths, floral arrangements, stained glass, wood products, etc.

Category 2: edible products such as baked and canned goods that are not to be eaten onsite; includes herbal oils and vinegar, cakes, breads, jellies, jams, fresh dairy products, cheese, canned and pickled products, etc.

*See regulations below.

Category 3: grown/raised agriculture products such as raw fruits and vegetables, edible plants/mushrooms, eggs, honey, shelled peas and beans, spices, grains, herbs, grown plants, fresh cut flowers and foliage

*Visit <https://www.mdac.ms.gov/bureaus-departments/farmers-market/permit-requirements/> for details.

***Category 2 Vendors**

Vendors without licensing or insurance selling non-raw goods will be identified as a cottage food operation. When in question, whether a vendor is a food vendor or a craft vendor is at the discretion of the OTM Committee. Label requirements of the State of Mississippi shall be met by participating cottage food vendors and photos of the labels shall be submitted along with the market application. For more information about Mississippi cottage food law, visit <http://www.msdh.state.ms.us/msdhsite/static/resources/5375.pdf>.

Ineligible Items

The following items are not permitted.

- vinyl applications
- items made with resin molds
- 3-D printed items
- embellished tumblers
- writing instruments purchased and embellished
- sublimated items

Items that closely resemble commercially produced products, products of pyramid franchises, and those bought for re-sale are not eligible.

The list is not exhaustive. Main Street Clinton reserves the right to refuse any vendor.

Booth Space Logistics and Rent

- The Olde Towne Market Manager will assign booth spaces. **Booth assignments will be emailed to vendors on the Friday afternoon prior to the market after 3:30 p.m.** Please provide an active email address and current phone number. All future correspondence will occur by email or when necessary, by phone.
- Craft vendors will pay a booth rental fee of \$65.00 per market for April, May, and October markets and \$100.00 for the Holiday Market. Final deadline for payment is 5 business days after invoicing.
- Incomplete applications, including those without attached photos and/or fees not paid, will be voided. **No exceptions.**
- Booth spaces are limited to a 10'x10' space. Additional space requested will require an additional \$65.00 rental per booth space for the April, May, and October markets. Additional booth space for the Holiday Market is \$100.00.
- Tables, chairs, and tents are the responsibility of the vendor. Vendors are responsible for securing their tents. Vendors are responsible for creating an attractive display and making their booths look professional. All tables should be covered with a tablecloth.
- Firearms, alcohol, and drugs are strictly forbidden. The Olde Towne Market is a non-smoking event.
- No radios or other noise generating electronic devices are allowed.
- Vendors must stay for the entire market. **Leaving before the market closes is not allowed** and could result in vendor expulsion from the market for the remainder of the season.
- **Booth rental fees and application fees are non-refundable.** Failure to show for a reserved space may result in denial of future participation.
- Cancellation of market due to weather or other conflict is at the discretion of the Main Street Clinton Director and/or the Olde Towne Market manager. Booth fees will not be refunded.
- In the event that you are unable to participate in a market that has been paid for, you may not, without prior approval from the Olde Towne Market Manager or Main Street Clinton Director, give your booth space to another vendor.
- A vendor may share his or her booth with another person only after approval by the Main Street Clinton Director or the Olde Towne Market Manager.

Important Dates and Activity Schedule

Spring Into Green Market and 16th Annual Caterpillar Parade

April 13, 9:00 a.m. – 2:00 p.m.

Set-up time: 7:00 a.m. until 8:30 a.m.

Clean-up: 2:00 p.m. – 3:00 p.m.

***Deadline to apply: Friday, March 29**

May Makers Market

May 11, 9:00 a.m. – 2:00 p.m.

Set-up: 7:00 a.m. until 8:30 a.m.

Clean-up: 2:00 p.m. – 3:00 p.m.

***Deadline to apply: Friday, April 26**

Fall for Clinton Market and 11th Annual Pet Parade

October 12, 9:00 a.m. – 2:00 p.m.

Set-up: 7:00 a.m. until 8:30 a.m.

Clean-up: 2:00 p.m. – 3:00 p.m.

***Deadline to apply: Friday, September 27**

17th Annual Holiday Market

November 9, 9:00 a.m. – 3:00 p.m.

Set-up: 6:30 a.m. until 8:30 a.m.

Clean-up: 3:00 pm – 4:00 pm

***Deadline to apply: Friday, October 25**

Procedures for Set-Up

Vendors may begin setting up two hours prior to the market (procedures vary for the holiday market). Vendors should unload merchandise and move their vehicle from the market area before beginning booth set up. If additional time is needed, vendors must notify the Main Street Clinton Director or the Olde Towne Market Manager in advance. Vehicles may unload inside the market area, but **must be moved by 8:30 a.m.** Parking is available on side streets. Please leave parking spaces close to the market free for shoppers. Set-up must be completed and vendors ready for business at 9:00 a.m.

Procedures for Clean-Up

Vendors must clean up their areas at the end of each market. Vendors should first pack up the entire contents of their booth before pulling vehicles into the market area. **Vehicles must not be brought into the market area until fifteen minutes after the close of the market.** All vendors should load vehicles and be clear of the market area within one hour after the close of the market. Vendors must **remove all trash and should not use the public trash receptacles for disposal of products, boxes, or other refuse, etc.** Vendors in violation of this policy will be denied participation in future markets.

Health Regulations

Vendors are responsible for any applicable permits or licenses. Cottage food vendors, those selling non-raw goods without licensing or insurance, must label each item according to the laws set by the Mississippi State Department of Health. Each label must contain the product name, business name and address, ingredients, net weight, allergens, and the statement, "Made in a cottage food operation that is not subject to Mississippi's food safety regulations." **Vendors must submit a copy or a photo of the label(s) to Main Street Clinton. NO EXCEPTIONS.** Cottage food vendors who have a ServSafe certificate should submit it with the application though the document is not required.

Hold Harmless Clause

All authorized vendors participating in the Olde Towne Market shall be individually responsible for any loss, personal injury, deaths, and/or damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save the Olde Towne Market, Main Street Program, and the City of Clinton harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Olde Towne Market by reason of the vendor's negligence or that of its servants, agents, and employees, provided that the vendors shall not be responsible nor required to indemnify the Olde Towne Market for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Olde Towne Market, each vendor must carry his/her own product liability insurance.

Sales Taxes

Vendors must remit sales tax onsite. Tax payment may be received beginning 15 minutes before the market closes and no later than 30 minutes after the close of the market. Each vendor is responsible for calculating and turning in his/her own sales tax (7%). Tax forms will be handed out at the market and are to be returned with the sales tax payment. **Even if no sales were made, vendors must complete and return the form.** The Main Street Clinton Director will send monies to the Mississippi Department of Revenue. If paying by check, **make checks payable to Main Street Clinton**. If paying with cash, correct change is required. **Failure to submit sales tax and/or tax form at the close of market will result in expulsion from future markets.**
NO EXCEPTIONS.

Photo Release

Vendors at the Olde Towne Market may appear in pictures taken for publication by Main Street Clinton employees, members, or the general public. By signing the application, vendors agree to have themselves or their products photographed and printed in Main Street Clinton publications or posted on Main Street Clinton affiliated websites and social media outlets.

Other

Upon occasion we receive requests for vendor contact information from journalists writing promotional articles for our market as well as customers interested in making direct purchases. By signing the application, vendors agree to the sharing of information as it relates to the promotion of the market or the vendor himself/herself.

For questions or more information, contact the Main Street office at 601.924.5472 or email us at mainstreetclinton@clintonms.org.

Olde Towne Market

Craft Vendor Application

Name _____

Business Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

☐ Previous OTM vendor ☐ First time OTM vendor

Indicate product type(s) to be sold.

- | | |
|---|--|
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Candles |
| <input type="checkbox"/> Pottery | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Holiday Décor |
| <input type="checkbox"/> Bath and Body | <input type="checkbox"/> Fiber/Monogram/
Sewn Items |
| <input type="checkbox"/> Edibles/Cottage Food/Produce | |

Hand crafted items designed and produced by the crafter only. No sales of items commercially produced, offered through pyramid franchises or bought for re-sale are allowed.

Please provide a brief description of each kind of item you wish to sell.

Number of 10' x 10' booth spaces requested per market date:

☐ ONE ☐ TWO ☐ MORE

All applicants must submit **3-5 photos labeled** with your name/business showing item types to be sold. **Send by mail or email to mainstreetclinton@clintonms.org**. Photos will not be returned.

**Mail application, photos, and payment to:
Main Street Clinton • P. O. Box 156 • Clinton, MS 39060**

How will photos be submitted? ☐ EMAIL ☐ ATTACHED

Have you included a copy or photos of the required label(s) as well as product photos? ☐ YES ☐ NO

Please check the dates that you wish to apply for a booth. Submit your application and non-refundable application fee of \$15. We accept cash, check or money order (**payable to Main Street Clinton**), and PayPal.

The application fee of \$15 will be applied towards the first market attended by vendor.

- ☐ April 13, Spring Into Green Market and 16th Annual Caterpillar Parade (\$65)

***Deadline to register: Friday, March 29**

- ☐ May 11, May Makers Market (\$65)

***Deadline to register: Friday, April 26**

- ☐ October 12, Fall for Clinton Market & 11th Annual Pet Parade (\$65)

***Deadline to register: Friday, September 27**

- ☐ November 9, 17th Annual Holiday Market (\$100)

***Deadline to register: Friday, October 25**

I have read the vendor guidelines and understand that failure to comply with any Olde Towne Market policy will result in my dismissal from the market.

Print Name _____ Signature _____ Date _____