

Emerson's Vintage Market

VENDOR INFORMATION

Thank you for participating as a vendor at Emerson's Vintage Market. We are looking forward to seeing you all! To help our event run as smoothly as possible, we have listed some general information and guidelines by topic below. Let's have a GREAT market!

HOSTS:	Emerson Creek Events
CONTACT:	Emerson Creek at 630.554.7100 or info@ecreekpotteryandtearoom.com
VENUE:	Emerson Creek Pottery & Tearoom, 5126 Stephens Road, Oswego, Illinois 60543 www.ecreekpotteryandtearoom.com (630) 554-7100
DATES:	Second Wednesday from June - October (10am – 3pm) 2019 Dates—June 12, July 10, August 7, September 11, October 9

SET UP TIME: Vendors may set up each market day from 7am through the start of the market at 10am. If you have an inside spot, please do not bring or set up a tent. Tents are of course permitted in all outside spots. We will be allowing early load-in time on Tuesday, the day before each market, from 3pm – 5pm. If you would like to participate in early load-in on any Tuesday prior to any market, you must contact us and let us know what time we will expect you. If you do not tell us, and no one else is coming at that time, we will not be there and the gates may be locked. We do not have any dedicated help for load-in or break-down, but you will not have far to go, and we have found that we pick the nicest vendors ever who jump in to help one another, especially at the end of the day. EC Staff must be there during load-in and load-out time, so we really do need to know your arrival plans.

ARRIVAL: When you arrive at Emerson Creek, the first thing you will see is the Shop on your left. As you continue down the lane, you'll see the tearoom on your right. After the Tearoom, you will come upon the barn on your right. We will let you know which spot you will be in a few days before each market, EC Staff will be there with a clipboard directing you to your spot in the barn, tent, or yard. If you are in the tent, continue straight and the tent will be on your right, after the barn. The load-in door for the tent is right where the tent and barn meet. If you are in the barn, we'll direct you to your best load-in spot. So, find a parking space as close as you can without blocking anything important, and get your stuff in. See further information below under "PARKING."

- BOOTH LOCATION:** We are finalizing placement and will be providing you with that information via email in the next few days.
- ELECTRIC:** If you have chosen the electrical option, please remember to bring your heavy-duty extension cord(s) to plug in. There is limited availability for additional electric, so if you're thinking you should have added the electric option when you registered, bring your cords and we'll do what we can to accommodate you on a first-come-first-served basis. If you end up being an electric add-on, there will be a \$10 charge, same cost as the original offer.
- FIXTURE RENTAL:** Each vendor is responsible for all elements of their booth area, including all items needed for display and seats. However, as a convenience (and to save room while transporting!) you can rent tables and chairs from Emerson Creek. You can rent a table and up to two chairs for \$10. Please let us know if you would like any of these items and they will be waiting for you in your booth space.
- We do prefer that you prepay for these items and order them ahead of time, but we understand those last-minute decisions when stuffing more merchandise into your vehicle can take precedence over table and chairs. If that happens to you, give us \$10 and we'll bring you what you need. The cost will be \$10 whatever combination or number of items.
- PARKING:** We will be shuttling vendors and all employees of EC for all summer markets to our slightly off-site parking area to conserve parking space for customers. While this can be a little bit of an inconvenience, we are thrilled to require this as it's an indication of how popular our market has become! We will have two dedicated vehicles regularly running the shuttle route during set-up and tear-down times, and on an as-needed basis during the market (i.e. for merchandise replenishment, or if a partner has to leave). Once you have unloaded, you'll immediately go to the shuttle spot to find one of our drivers to follow. Or, if you already know where you're going, head on over to the farmhouse to park, and you'll be picked up. If you've loaded in the day before, feel free to go directly to the farmhouse on Wednesday morning when you arrive. Call Emerson at (630) 554-7100 or for shuttle information if you're waiting at the farmhouse for a ride.

****IMPORTANT INFO**--The shuttle will stop running at 9am. The parking lot should be entirely empty at that point, except for the shuttle vehicles, and the vehicles associated with the daily operation of EC. If you arrive after 9am, go directly to the farmhouse and walk across the field to the barn and tent (the field will be dewy). Customers, especially those with early lunch reservations, start to arrive around 9:30am and we want the area clear for safety's sake and customer parking.**

PLEASE NOTE THAT THIS CUT-OFF TIME IS NOT NEGOTIABLE. WE ARE GETTING A VERY LARGE CUSTOMER BASE, AND THEY ARRIVE EARLY. WE MUST HAVE ALL VEHICLES OFF PROPERTY FOR SAFETY'S SAKE. THERE IS NO VALID EXCUSE TO LEAVE ANY CAR ASSOCIATED WITH YOUR BOOTH IN THE LOT AFTER 9AM. YOU WILL BE DRIVEN DOOR-TO-DOOR.

Any violators of this policy will be banned from future markets.

- TEAR DOWN:** Please refrain from major tear-down efforts until the show has ended. Having dollies or hand trucks and the like on the floor during market hours can be a danger to customers. We'll expect that you will be able to vacate your space by 5pm after the Market has ended on Wednesday afternoon.
- REFRESHMENTS:** During market hours, refreshments will be available for purchase. Emerson Creek will be offering a selection from the tearoom menu, and will be available in the barn or at The Hitch, (the EC food camper).
- SMOKING:** Please be considerate of the grounds and all of the guests.
- MUSIC:** You are welcome to bring and play music, but please be mindful of your volume and impact on neighboring vendors. Also, please be sure that your music is G-rated, and is appropriate for an audience of all ages.
- MARKETING:** Please help market the show. Send a personal email invitation to friends and family, and maybe to those customers who are not Facebook users. Also, like and share the Facebook pages of your promoters, so you and your customers are sure to get all the information for upcoming Emerson's Vintage Markets. We try to like as we meet and connect with our potential vendors, but please feel free to invite us to like you if you think we might have missed you. <https://www.facebook.com/emersoncreekpotteryandtearoom>
Hashtag: [#emersonsvintagemarket](https://www.facebook.com/emersoncreekpotteryandtearoom)
- SALES INFO:** The tax rate for Oswego, 60543, is: 7.25%. If you already pay sales tax in Oswego, this may not apply to you, but all vendors will receive a special events sales tax form for Oswego for each market date. The Illinois Department of Revenue requests that Emerson supply a list of participating vendors, and we will do so immediately after the end of the market. Consult with your favorite tax professional to determine whether you need to file this form and pay any required sales tax.
- Wi-fi is not available on site, you will need to use your own hotspot.
- CONTACT:** Please contact Emerson Creek by email, or call if you need anything.
info@ecreekpotteryandtearoom.com
630.554.7100

*Here's to a great
Emerson's Vintage Market*