



ARTISANS/CRAFTERS CHECKLIST

Annually:

- Due with Application and Application Fee**
 - Read [Vendor Handbook](#)
 - RSVP for [Vendor Orientation](#)
 - Submit [Token Agreement Form](#)

- Before first market date:**
 - Complete Product Jury (new vendors only)
 - Submit Proof of Insurance (with HFM listed as additional insured)
 - No license requirements for Artisans/Crafters

During market season:

- Properly secure canopy with required 25lbs of weight per leg
- Use Vendor Envelope to submit weekly gross sales, booth fee, and market tokens
- Follow proper token/market currency requirements
- Follow all COVID-19 protocols
- Confirm all products meet labeling requirements
- Ensure that all products and marketing materials are contained in 10ft booth space
- Booth space provided as space allows

After market season:

- Confirm all gross sales are reported
- Apply for next season by Returning Vendor Priority Deadline
- Complete Vendor Survey