

Backroads Vintage Market

At Emerson Creek

VENDOR INFORMATION

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

HOSTS:	Twisted Vintage Décor & Emerson Creek Pottery & Tearoom
CONTACT:	Colleen Wolfe—cell (630) 660-3485; colleen@twistedvintagedecor.com Tina Gregus—cell (630) 508-0071; tina@twistedvintagedecor.com
VENUE:	Emerson Creek Pottery & Tearoom, 5126 Stephens Road, Oswego, Illinois 60543 www.ecreekpotteryandtearoom.com (630) 554-7100
DATES:	SUMMER SERIES—Second Wednesday June - October (10am – 3pm) 2018 Dates—June 13, July 11, August 8, September 12, October 10

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 – 5:00pm. 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 appreciate your willingness to abide by our set-up times as we have personal and business commitments to work around. 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. Tina and/or Colleen 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'll see is the pottery shop on your left. As you continue down the lane, you'll see the tearoom on your right. After the tearoom, you'll come upon the barn on your right. We will try to let you know which spot you will be in a few days before each market, but if we cannot, or you forget, or there are unforeseen changes, one of us should be there with a clipboard directing you to 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 gotten! 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've 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. Feel free to text Colleen (630) 660-3485 or Tina (630) 508-0071 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 2 MDX 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 of delicacies from their tearoom menu, and will have quick bites available

at The Hitch, the EC food camper. EC will be coming directly to vendors who would like to place an order so there will be no need to leave your booth for food and drinks. You'll receive an order form in your booth the morning of the market. Exact change is appreciated, so please make sure to have some small bills on hand. That's not to say you shouldn't bring your own food or snacks, but we wanted you to know that you'll have access to all sorts of good treats. (The EC baked goods are A-MAY-ZING!)

SMOKING: If you are a smoker, please refrain from smoking in and near the tent and barn, the patio, the tea room, the pottery shop, and near the outdoor tents. We do hear complaints from customers regarding the smell, and certainly this could be because of other customers, not vendors, but let's make sure BVM vendors are not the cause of the complaints. If you must smoke, an appropriate place would be near the second barn at the end of the parking lot.

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: If you haven't done so already, like our FaceBook event page and share it with your customers. <https://www.facebook.com/BackroadsMarketAtEmersonCreek>. Most, if not all, of you should have been featured in a vendor spotlight on our page—make sure you share your specific spotlight with your customers as well. Also, don't forget a personal email invitation to friends and family, and maybe to those customers who are not FaceBook users.

Finally, like and share the FaceBook pages of your promoters, so you and your customers are sure to get all the information for upcoming vintage markets! We'll be happy to like your pages as well. 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. Cross-marketing snowballs!

<https://www.facebook.com/TwistdVintage>

<https://www.facebook.com/EmersonCreekPotteryandTearoom>

PHILOSOPHY: We're lunatics. And so, because we hand-picked you, or know someone who helped us hand-pick you, that makes you a lunatic too. Believe me, this is a compliment. It means we feel your energy, we feel your desire to connect with people. We understand your need to find, create, and repurpose items to enrich and beautify people and the spaces they inhabit. We believe that you are the type of person who is so excited and proud of the items you will be sharing that you'll make this market experience great for every customer.

We're happy people, and we have a happy market. Our vendors and our customers feel that happy energy and comment on it all the time. Thank you for working with us to promote that positive happy feeling!

OTHER VENDORS: Take a few minutes at some point during set-up to walk around, get a feel of the layout, see what everyone else is doing and offering. Meet your neighbors, meet every vendor you can. Tell customers where they can find items they're searching for, even if it means suggesting another vendor. We're all competing for customer dollars, in a sense, but if we all work together to make this a great experience for the customer, we'll all benefit. We'll be that Market that everyone wants to shop at! And next time, you might be the vendor that gets a customer referral! Develop those relationships with your fellow vendors too—several of you came to us through other vendors you'd met along the way. You never know what opportunity a fellow vendor will open up for you! Again—connections.

This paragraph above and the Philosophy paragraphs before that are copied and paraphrased from our vendor letter from our first market in November 2014. Our customers and vendors had an absolute blast, and I cannot tell you how many connections were forged over the course of that weekend. We have loads of vendors who met for the first time that weekend and who I know will remain life-long friends. Everyone felt like family immediately, and through the power of FaceBook, not to mention meeting face-to-face, these new connections have opened up opportunities for all of us. WELCOME TO THE FAMILY!!!!

SALES INFO:

Now before you think we've gone all touchy-feely on you, let's bring it back to dollars and cents. 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 BVM 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, but I have used my square on my iphone (Sprint) and I think on my ipad (Verizon). So I can't guarantee connectivity, but I have personally had success.

CONTACT:

Please contact us by email, text, or call if you need anything. Text is probably the most reliable form of communication, followed by email then calls.

Colleen Wolfe: (630) 660-3485
Tina Gregus: (630) 508-0071

Colleen@twistedvintagedecor.com
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*Here's to a great
Backroads Vintage Market!*