

March 2020

Spring is almost here, and we're excited about the 2020 Topsail Craft Market, which has become an annual summer tradition in Topsail Beach.

We have some changes coming this year:

Debi Lancaster (D Lancaster Art) will take over as our official market manager. Her history as a long-time vendor, her experience as manager of the Kris Kringle holiday show, and her exceptional people and organizational skills, ensure that the market will go forward and thrive.

Lisa Keenan (Carolina Shores Natural Soap) understandably has a lot on her plate – having worked hard to grow her successful retail and online shops. Because of her business duties, Lisa no longer has the available time needed to continue as market manager; but Lisa will remain involved, to assist Debi and ensure a smooth transition.

After 7 years as administrative assistant, Laura is stepping down – confident that the market will be in good hands. We have been blessed to have Laura for the past 7 years and thank her so much for her dedication and hard work.

We strive to make the market even better with each passing year. We have had, and continue to expect, increased vendor interest.

We do NOT plan to make the market any “bigger”. We firmly believe that the market size is “just right” at about 25 vendors per week – which is also what we are permitted for.

In selecting our vendors, we will give priority to different and unique products (versus multiple products in a single category) . *We will be giving loyalty preference to previous summer market vendors*; with that said, previous participation does not necessarily guarantee acceptance.

*Please note that, initially, we will not be considering any applications for soaps, candles or jewelry (unless you participated last season). We feel that those categories will likely be filled by returning vendors. If you are interested in applying in those categories, be aware (in advance) that you will likely be waitlisted.

The market originated as an “all craft” market and we will continue that tradition this year. We will not be accepting applications for any food products (including, but not limited to, produce, baked goods, seasonings, honey, etc). We will have Island Crush return as our single on-site refreshment vendor.

Please be aware that – even if accepted – you may not initially get all of your requested dates. The reservation system has worked well, and will continue this year. Our goal is to continue to offer a variety of quality and unique local crafts each week. In order to ensure that our market is full – but not too full – and to avoid duplication, we are asking that you let us know which weeks you would like to attend this summer. Your requested weeks will be confirmed with your market acceptance.

If we can't fit you in on one or more of your requested dates, you will be put on the wait list for that market day. We are very good about pulling vendors in off of the wait list, if and when spaces become available.

Please note that (once again) we will NOT be doing a Friday rain date this year.

The applications are now available and attached hereto. Please return your application by 4/1/20. Applications will ONLY be accepted by U.S. mail – although application photos CAN (and should) be emailed this year. We will be emailing acceptances (including confirmation of your attendance dates) by mid-April.

We will continue our website – www.topsailcrafts.weebly.com. The website will be used, in conjunction with the Facebook page (Facebook.com/topsailcrafts), to promote the market, the market vendors, and any special events. Upon acceptance to the market, each 2020 vendor will be included in the website listing, with links to your website/Facebook page/Etsy shop (if applicable).

THIS IS NOT NEW, BUT A REMINDER: ALL APPLICATIONS MUST INCLUDE A PAPER COPY OF YOUR NC SALES TAX REGISTRATION – EVEN IF YOU HAVE PROVIDED THIS PREVIOUSLY.

All booth fees must be paid in cash this year (no checks).

If you are paying by the week, be prepared to pay your \$20 booth fee IN CASH no later than 9:30 a.m. on market day (i.e. at setup). We will not be collecting during business hours this season.

We will be allowing booth sharing – by no more than 2 vendors per booth. If you intend to share, both vendors should note that on their applications. A shared booth fee will be \$30 (or \$15 per crafter).

Thanks for your interest in the 2020 Pillage in the Village. Please don't hesitate to let us know if you have any questions. We look forward to seeing you this summer!

-Debi and Lisa – topsailcrafts@yahoo.com

**TOPSAIL BEACH'S 2020 SUMMER CRAFT MARKET
SUMMER PLUNDER DAYS – "Pillage in the Village"
MARKET RULES**

Topsail Beach's summer market is designed to highlight local crafters and provide them with an outlet for their art.

We will continue the momentum from the previous seasons. The market will continue to be called Summer Plunder Days and folks will be encouraged once again to "Come pillage in the village".

The market will be held at 802 S. Anderson Blvd., Topsail Beach, NC. It will run from 10:00-3:00 on Thursdays, from May 28th-September 3rd. Set-up will begin at 8:00 a.m. Booths will be 10X10. Weather-related changes and/or cancellations will be communicated via our Facebook page by 7:00 a.m. on market Thursdays.

Vendors are required to remain on-site for the duration of the market* and must provide their own tables, canopies, and displays. All displays must be attractive and professional in appearance. No electricity is available. Vendors must park in the designated vendor parking area** during market hours and must clean up their spaces at the end of each market. When setting up a canopy, please be sure to bring appropriate weights, as it can often be windy.

** The market will be rain or shine, with cancellations only in the event of "severe" weather, The market manager will make that decision. If you are worried about rain (e.g. products getting wet) on any given market day, please cancel and give your spot to a waitlisted vendor. Rain alone (without lightning, high winds) will not be a cause for cancellation. No refunds.*

***One vehicle per space may be parked directly behind each booth. Additional vehicles must be parked off-site.*

We will be taking space reservations for each market day. A reservation will secure your spot – but not a specific location (unless you prepay for the entire season). This is to ensure that we offer a variety of crafts, and that all vendors will have a space. It will also enable us to more accurately promote each week's offerings via the Facebook page. Dates will be confirmed with your acceptance.

Advance reservations are required, and 24 hours' notice should be given if you need to cancel your reservation for a given week. Any changes to your submitted schedule should be coordinated via email with topsailcrafts@yahoo.com.

Each crafter will once again pay \$20.00 on each market day IN CASH. Booth sharing is allowed – with one booth shared by no more than 2 approved crafters. Each crafter must have an approved application and sales tax registration on file. The fee for a single shared booth space will be \$30 (or \$15 per crafter).

If you choose to pay for the season in advance (15 weeks), you can pay a one-time discounted fee of \$240 (a savings of \$60 for the season – the equivalent of 3 free weeks!) All pre-payments are due by April 30, 2020. **No refunds will be given for any reason.** Vendors who prepay for the entire season will be able to request and secure a specific location, for consistency each week.

Smokers need to be courteous of both customers and vendors. Vendors are prohibited from smoking in exhibit spaces. If you need to smoke, please step a car lengths distance away from your tent. All cigarette butts must be disposed of properly.

Vendors must take their own trash with them, at the end of each market day.

All vendors will be required to sign a liability release, prior to participating. Crafters must follow all ordinances and regulations of the State of NC, Pender County, and the Town of Topsail Beach.

It is our goal to continue the best craft market in the region. All products sold at the market must be handcrafted by the artist/crafter who is selling those items and must be of excellent workmanship in quality and design. No resale items are allowed. No kit-produced items are allowed.

Vendors will not be allowed to sell any products that were not listed on the accepted application without prior approval. If you add products during the season, photos of the new products must be submitted via email – and approved - one week prior to selling those items. Photos of products to be sold should be emailed to topsailcrafts@yahoo.com. Please include your business name and “application photos” in the subject line of the email.

Previous accepted vendors do not have to submit photos unless there are new items included on the application (in which case, please submit photo(s) of crafts that are new for 2020).

For the sake of the market, and for the vendors participating, we will try to maintain a variety of products each week – and we reserve the right to limit the number of participating vendors in each category.

Vendors are responsible for collecting and remitting their own sales tax. State regulations require that each market operator must maintain a registration list with the vendors name, permanent address and certificate of registration number (see state regulation and registration information at this link <http://www.dornc.com/taxes/sales/specialty.html>).

Each vendor must also conspicuously display the sales tax certificate in his/her booth, and must provide a PAPER copy of that registration with his/her application. Applications will not be considered unless they include this information.

Any grievances should be given in writing to Debi Lancaster, the market manager – who is responsible for the market management and who has the authority and discretion to enforce market policies. Issues can also be addressed in writing to Lisa Keenan.

Your signature on the application indicates that you understand and agree to these market rules.

Please retain a copy of these rules for your records.

TOPSAIL BEACH'S 2020 SUMMER CRAFT MARKET
SUMMER PLUNDER DAYS ~ "Pillage in the Village"
ARTIST/CRAFTER APPLICATION

May 28 –September 3, 2020
Thursdays 10:00 – 3:00

Please read the 2020 Market Rules and retain a copy for your records. Signature on this application indicates agreement to abide by the market rules. Failure to comply with the rules may result in suspension from the market. Completed applications should be mailed to:

Debi Lancaster, 131 Poplar Branch Way, Hampstead, NC, 28443.

Business Name: _____

Artist/Crafter Name (if different): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): _____

Email address: _____

Your business website address and/or Facebook page and/or etsy shop (if applicable) _____

Please email at least 3 photos representing all items to be sold to topsailcrafts@yahoo.com. Please include your business name and "application photos" in the subject line of the email.

Previous exhibitors do not have to send photos unless items are different than in prior years.

Product information – please list all items that you intend to offer for sale at the 2020 market on the next sheet. There will be periodic checks to ensure that vendors are only selling approved items. Any new items added must be submitted via email for approval one week prior to selling.

ITEMS TO BE SOLD AT THE 2020 Topsail Summer Market – CHECK LIST
(all items must be handcrafted by the crafter present)

VENDOR NAME: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

TOPSAIL BEACH'S 2020 SUMMER CRAFT MARKET

SUMMER PLUNDER DAYS ~ "Pillage in the Village"
ARTIST/CRAFTER APPLICATION - continued

Crafter "Blurb" – please take a moment to tell us a little bit about yourself and/or your art/craft – how you got into your work – a little bit about your creative process, etc. This information may be used to generate interest on our Facebook page and/or in market advertising/promotions (use back of page if necessary) :

EMERGENCY CONTACT: _____ Phone _____

NC Sales Tax Information:

Name on Registration _____

Permanent Address _____

Certificate of Registration Number _____

Please be sure to include these items with your application:

- 1) A paper copy of your NC sales tax certificate
- 2) **New vendors: email at least 3 photos of items to be sold to topsailcrafts@yahoo.com (Previous vendors do not have to submit photos except of new products for 2020).**
- 3) **Hold Harmless Agreement / Liability Release**
- 4) **Reservation form**

Applications will not be considered, unless they include all of the above.

Mail application to: Debi Lancaster, 131 Poplar Branch Way, Hampstead, NC, 28443.

By signing below, you agree to abide by the 2020 market rules.

Signature: _____

Date: _____

TOPSAIL BEACH'S 2020 SUMMER CRAFT MARKET
"Pillage in the Village"
Reservation Form

Please return this form with your application. Mail to:
Debi Lancaster, 131 Poplar Branch Way, Hampstead, NC, 28443

ARTIST/ CRAFTER NAME : _____
EMAIL ADDRESS (please print clearly and legibly): _____

Please indicate the dates you would like to participate. Please give notice if your dates change – reservations requests and changes should be submitted via email to topsailcrafts@yahoo.com

2020 Market Dates:

- | | |
|---|---|
| <input type="checkbox"/> Thursday May 28 | <input type="checkbox"/> Thursday July 23 |
| <input type="checkbox"/> Thursday June 4 | <input type="checkbox"/> Thursday July 30 |
| <input type="checkbox"/> Thursday June 11 | <input type="checkbox"/> Thursday August 6 |
| <input type="checkbox"/> Thursday June 18 | <input type="checkbox"/> Thursday August 13 |
| <input type="checkbox"/> Thursday June 25 | <input type="checkbox"/> Thursday August 20 |
| <input type="checkbox"/> Thursday July 2 | <input type="checkbox"/> Thursday August 27 |
| <input type="checkbox"/> Thursday July 9 | <input type="checkbox"/> Thursday September 3 |
| <input type="checkbox"/> Thursday July 16 | |

\$20 per week, payable in cash only, **before 9:30 a.m.** on market day – or – payment for entire season in advance - \$240 per space (due on acceptance, but no later than 4/30/20). Check should be payable to **Debi Lancaster** and mailed to **131 Poplar Branch Way, Hampstead, NC, 28443. No refunds.**

**Requested dates will be confirmed via email.
Please give at least 24 hours' notice if your plans change.**

NO REFUNDS ~ NO FRIDAY RAIN DATE THIS YEAR

Liability Release

LICENSE TO HOLD HARMLESS AND INDEMNITY AGREEMENT

LICENSEE _____ (your name)

Address _____

Phone _____

I/we will be using 802 S Anderson Blvd. in Topsail Beach owned by Bramco Partners, LLC, for the purpose of a summer craft market for the limited time period of Thursday, May 28, 2020 through Thursday, September 3, 2020. This agreement will also be valid for any special event craft markets held at this location between those dates. I/we agree to leave the premises in neat and orderly condition. I/we agree that no alcohol is permitted.

I/we understand that the premises, including the grounds and streets immediately surrounding the lot, does present the risk of property damage, injury, or even death to me/us and others. I/we represent to Bramco Partners, LLC, that I/we assume the risk of any such property damage, injury, or death. I/we (a) release Bramco Partners, LLC and (b) shall hold them harmless from, (c) defend Bramco Partners, LLC against, and (d) indemnify them for all claims for liability to us and to any person or entity which claims are in any way in connection with my/our use of the Premises.

I/we further release and hold harmless, Debi Lancaster, Lisa Keenan, and their designated representatives/agents, any market helper, and the Town of Topsail Beach, for any and all such claims referenced above.

This License, Hold Harmless and Indemnity Agreement is intended to bind my/our assigns, heirs, and personal representatives.

Unless otherwise noted, my signature below means that I consent to having photos of my booth, products, display posted on the market Facebook account. _____ I OBJECT

Personal business insurance is not required but please be aware you, your products, or anyone in your tent are not covered for liability should something happen.

Signature _____

Print name _____

Business name (if applicable) _____

Date _____

