



# Buchanan For the Holidays Artisan Market

Saturday, November 29, 2025

## Vendor Application

*Application deadline is November 19, 2025*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/ text: \_\_\_\_\_

Email: \_\_\_\_\_

Tax ID/SSN: \_\_\_\_\_

Merchandise description: \_\_\_\_\_

*Please attach or submit 3-5 images of your work to [info@rotirotiartcenter.org](mailto:info@rotirotiartcenter.org)*

### Price per booth space

Member: \$50

Non-member: \$55

**Total amount due:** \_\_\_\_\_

*Applications and fee must be received  
no later than November 19, 2025*

*I understand that the Roti Roti Art Center, its officers, members, committees, and directors, are not responsible for lost, stolen, or damaged items contained in individual booths and that booth rental is non-refundable. I further agree to indemnify and hold harmless the White Saturday Artisan Market Committee and the Roti Roti Art Center of Buchanan from any and all loss, costs, or damages in the event of any injury or accident which may result from my participation in the Artisan Market.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return to Roti Roti Art Center | 117 W. Front St., Buchanan, MI 49107 | (269) 697-4005 | [info@rotirotiartcenter.org](mailto:info@rotirotiartcenter.org)*

# Addendum

*Roti Roti Art Center comes alive at the Buchanan for the Holidays Artisan Market. Peruse local artists and artisan creations, where you'll find handmade gifts and beautiful art. All ages are welcome!*

## **Exhibit days and hours**

November 29, 2025, 10:00 AM – 4:00 PM. Vendor space will be assigned in the Fehlner Family Gallery, the Art Studio, and the Hess Gallery. At the Roti Roti Art Center (RRAC)

## **Set-up, take-down, and booth information**

Set up on Friday, November 28th, 2025, at 3:00 PM.. Other set-up times may be arranged, but vendors must be ready to do business by 10:00 AM on Saturday. Vendors will have access to the building at 9:00 AM on the day of the event. Booth spaces will be assigned according to logistical needs. Vendor space sizes vary, but will be approximately 8' x 8'. Electricity and water access are limited. RRAC will provide each vendor with a six-foot banquet table and one or two chairs. Vendors are responsible for their own table covering, signage, and displays.

Vendors will handle their own sales transactions and sales tax filing, as well as wrapping and packaging of goods. Merchandise must be original and created by the vendor. Sharing a booth with another artisan requires prior approval.

A kitchenette is available on-site, equipped with a microwave, refrigerator, and basic supplies for those who wish to bring their lunch or snacks.

Vendors are responsible for the take-down and removal of all boxes, etc. Take-down must occur at the closing of the event; no early take-down.

## **Parking**

Vendors may unload goods in front of the building. Vendors will be asked to park their vehicles in a designated area on the day of the event.

## **Promotion**

RRAC will promote the event through its website, newsletter, press releases, posters, and social media. Vendors are encouraged to cross-promote their clientele.

## **Cancellations and liability**

Fees are non-refundable due to cancellations and no-shows. RRAC and the Artisan Market Committee accept no responsibility for loss, damage, or theft of merchandise.