



## **Edinboro Market, Inc.**

109 Erie Street, Suite 1  
Edinboro, PA 16412

### **Artisan Guidelines**

Please direct all questions to [EdinboroMarket@gmail.com](mailto:EdinboroMarket@gmail.com) or 814-266-2993

An artisan product is a hand-made/grown product or original work of art. Edinboro Market, Inc., (hereafter the Market), seeks to support the use of original items using agricultural products. The market will exhibit or accept for sale items that reflect the region's agricultural heritage. For an artisan to be eligible to exhibit at the market the following guidelines must be met:

1. Each artist or artisan group must be a current producer at the market.
2. Each product must be of local origin, be handmade/produced by the artist, and include locally produced agricultural products.
3. The work must support the mission of the market by promoting locally produced and grown items.

Artisan items sold at the market should fall within one of the following categories: items from agricultural products; items from recycled/reclaimed materials; items that reflects the region's agricultural heritage and its sense of place. The market will not accept: items made from kits or appear as if they are made from kits, arrangements of mass produced dried or silk flowers; items solely repackaged by the artisan.

#### **Exhibiting at the Edinboro Market**

Each artisan/group must be accepted through the evaluation process.

Similar to a producer agreement, 25% of an artisan's consignment sales will be retained by the market.

#### **Edinboro Market Artisan Selection Process**

All applications and products will be evaluated by the selection committee.

The number of individuals selected for display will be based on the availability of space in the market and the "mix" of products for sale. If an existing producer would like to bring in new items to sell, those items must also be juried by the selection committee. Members of the selection committee will independently rate an artist's items by providing a numerical value in each of the following categories:

1. Quality
2. Uniqueness
3. Support of mission
4. Market fit
5. Prioritization (see below)

Those submissions with the highest scores will be selected for display based on available space. Artisans will be notified by the committee of their decision.

### **Prioritization**

The market's primary mission is to showcase local agricultural products; therefore the following criteria will be used to prioritize selection of artisan products:

1. Use of local agricultural products (e.g.: items made of local fibers would have priority over items made with materials from outside the 150 mile radius from Edinboro, PA.)
2. Use of materials found in nature that are obtained within a 150 mile radius from Edinboro, PA or within the state of PA (e.g.: items made of wood, glass, or clay obtained locally would have priority)
3. Use of local reclaimed or recycled materials to create art by local artists

### **Displays**

Space will vary by season. You will not have a specific permanent display space or area. Your spot may be changed and these changes will be based on the needs of the market, fluctuations with other artisans/producers and may reflect the desire to maintain a fluid look of the storefront. Artisans' products may be rotated throughout the market for special promotions or seasonal displays. Sometimes promotional events occur offsite and products may be taken to sell or be included in special displays showcasing samples of products from the market.

### **Payments and Fees**

Anyone wishing to sell products is required to pay an annual fee of \$50. These fees will be used to benefit all market producers.

The market will retain 25% of all consignment sales to put toward equipment and renovations as well as to cover daily operating costs such as rent, utilities, marketing, and other member benefits. Producers will be paid for the items sold (minus 25% of all sales) monthly. The sales period runs from the 1<sup>st</sup> of the month to the last day of the month. Producer monthly sales reports will be included with monthly payouts. This report will include a list of the items sold. Other reports are available by request.

The market will collect and pay the sales tax on all taxable items. The tax amount will automatically be added at the cash register. The producer does not need to include this amount in the selling price.

Liability insurance in the amount of \$500,000 is required for artisan products to protect Edinboro Market from any claims arising from defective products and/or injury.