



VENDOR FAQ

HOW DO VENDORS APPLY?

The Clover Market is a curated event. All vendors, new & returning, submit an online application for each season to ensure that the vendor mix is fresh and to allow opportunities for new vendors to participate. The application includes business information and photos (a booth shot and three product shots for new vendors; one current product shot for returning vendors). All applications are reviewed together, and spaces filled in each vending category for the entire season.

HOW ARE APPLICANTS EVALUATED AND SELECTED?

We are looking for high quality vendors with something unique to offer who want to work actively with us to make each Market a success. We maintain targets in each vendor category and work to have good variety and balance across the vendor group, especially in locations with multiple Markets each season.

Applicants are reviewed based on product quality, uniqueness of items, product cohesiveness, fit with the overall aesthetic of the Market (and what we feel will most appeal to our customers), and the overall mix of sellers. Tent display and product presentation are very important as well. We choose vendors who will help create an atmosphere where tents are creative, carefully styled, and unique. Applications without a current tent shot (or proposed setup) are not reviewed.

An active social media presence is always a plus, as is a positive and hardworking attitude. All things being equal, applicants in the craft category who make most or all of their products are prioritized over those who do minimal handiwork using purchased components.

WHAT VENDING CATEGORIES ARE ACCEPTED?

We accept applications from new and returning vendors with:

- Antiques and collectibles
- High quality crafts and handmade items
- Vintage clothing & vintage jewelry
- Up-cycled items and architectural salvage
- Original art (all media)
- Gourmet packaged foods
- Food trucks & tented food vendors (prepared and for consumption onsite)

We do not accept applications from businesses with:

- Directly imported goods
- Retail or otherwise commercially made items (buy/sell)
- Crafts created from kits or 100% commercially made components
- Booths used primarily for lead generation
- Professional services organizations
- Multi-level marketing companies (i.e. LuLaRoe, Arbonne, etc.)

ARE VENDORS FROM PRIOR SEASONS GUARANTEED A SPOT?

Accepted vendors may not receive a spot at all Markets they apply for, and acceptance at past Markets does not guarantee a space going forward.

DO HANDMADE ITEMS NEED TO BE PRODUCED IN THE U.S.?

Our primary focus is on locally designed and produced items. That said, prospective vendors who use non-US labor for production (e.g. working with a fair trade organization) should reach out by email before submitting an application. An acceptance would be an exception and all product design would need to be done locally by the applicant. Imports are not accepted at our event.

DO YOU HAVE ANY OTHER TIPS FOR APPLYING?

We encourage all applicants to read the Application Tips page on the website for a bit more information on what we're looking for (<http://www.theclovermarket.com/application-tips>).

DO I HAVE TO APPLY FOR ALL MARKETS IN A SEASON?

Not at all! You can apply for as many Markets as you'd like, and you will indicate this (and a priority date if you have one) on the online application.

DO YOU KEEP A WAITLIST?

Yes, we will keep a waitlist to fill any cancellations, which do happen from time to time. We do not accept late or rolling applications and expect, based on prior years, that all vendor spots will be filled from the original application pool.

I MISSED THE APPLICATION DEADLINE - DO YOU KEEP A ROLLING WAITLIST?

Our waitlist is populated with the applicants who submitted materials by the application deadline. In fairness to those applicants, we do not keep a rolling or late waitlist group.

HOW LARGE ARE THE VENDOR SPACES?

Spaces are standard 10' x 10', and vendors must stay within these boundaries. There are 90-100 vendor spaces in each location. Double spaces (10' x 20') are limited and prioritized for antique dealers. Vendors are responsible for all of their own setup items (see below). We do not have electric available at our outdoor locations.

WHAT IS THE FEE TO PARTICIPATE?

The fee is \$175 per Market for a 10' x 10' space. We do not take any commission on sales. In addition to the space, all vendors are included in the seasonal promotion including inclusion in the vendor gallery on the website and on our social media channels (additional details below).

HOW ARE VENDORS NOTIFIED ONCE APPLICATIONS ARE REVIEWED?

Vendors are notified of their status by email on the date listed on the application. Please double-check the email listed on your application and check your spam folders if you have not received an email by that date.

HOW WILL I PAY FOR MY SPOT?

Vendor fees are paid online via PayPal once acceptances go out, and detailed instructions are sent to all accepted vendors. Fees must be paid in full for the season within 5 business days of acceptances. We request that vendors only apply for dates that they are available and able to pay for; unpaid spots after the deadline are filled from the waitlist.

DO I HAVE TO BE PERSONALLY PRESENT TO SELL?

Since the interaction between vendors and customers is such an important part of our event, all vendors (i.e. makers or antique/vintage dealers) should plan to be present onsite unless there are truly extenuating circumstances and prior approval has been given.

DO VENDORS HAVE TO COLLECT SALES TAX?

Yes. Vendors are required to obtain sales tax licenses (either the PA Sales Use and Hotel Occupancy Tax License or the Form NJ-REG) and submit the appropriate tax (6% for PA, 6.875% for NJ, and 2% additional for Philadelphia/Chestnut Hill). All merchandise except clothing is taxable.

ARE ANY OTHER LICENSES OR PERMITS REQUIRED?

Vendors are expected to obtain the required Sales Tax licenses and any other permits for each of our locations detailed on the website (<http://www.theclovermarket.com/licenses-and-permits>). Please be sure to read this section before applying.

WHAT ITEMS ARE REQUIRED ONSITE OF VENDORS?

Vendors are responsible for supplying all display items including:

- Tents are required and white tents are strongly preferred to present a unified appearance and best display of merchandise.
- Professional tent weights (40 lbs on each tent leg) are required. We recommend the EZ Up model of filled sandbag or concrete filled PVC.
- Display tables, full-length tablecloths (stored items must be neatly covered), business signage, price tags on all items.

IS INSURANCE REQUIRED?

The Market carries a general liability insurance policy but this does not cover any damage caused to your merchandise or displays during participation at the Market. Although insurance is not required, it is strongly recommended. All food vendors are required to carry liability insurance listing Clover Market LLC as additional insured and provide copies of the COI's no later than 2 weeks prior to vending. Detailed instructions will be sent with acceptances.

CAN I SHARE A SPACE WITH ANOTHER VENDOR?

Yes, but each prospective vendor will have to submit an application with photos, and both will have to be approved to participate. If one business is accepted and not the other, we will offer the option for the accepted business to take the space as a solo spot. We are not able to match vendors wishing to share space, so we ask that individual vendors determine their best matches.

CAN I APPLY FOR TWO SPACES?

Yes, you can indicate this preference on your application. We do our best to accommodate, but depending on the number of applications received, we may not be able to fill all requests for doubles. Preference is given to antique dealers.

WHAT IF I HAVE TO CANCEL?

If you have to cancel, you must email [theclovermarket\(at\)gmail.com](mailto:theclovermarket(at)gmail.com). A 50% refund is available up to one month prior to a scheduled Market. Refunds are not given for cancellations within one month of a Market. Cancelled spots can not be sold or given to another vendor, and they will be filled if possible from the waitlist. Credits are not given for a missed Market, and no-shows forfeit their right to participate in future Markets.

HOW ARE SPACES ASSIGNED?

Spaces are assigned at the sole discretion of Clover Market. Given the size and logistics of the Market setup, we can not take specific space or adjacency requests unless there are truly extenuating circumstances (e.g. two vendors traveling together). Corner spaces are prioritized for the antique dealers who typically have larger pieces. Space assignments are emailed to participating vendors along with the logistical details the week prior to each Market.

WHEN IS VENDOR SETUP?

All vendor setup is on Market morning. All antique dealers and all vendors with oversized vehicles (trailers, box trucks) must load in during the "early" load in from 6:45-7:45 AM (setup can

continue until Market open, but vehicles are moved offsite). The "regular" load in is from 7:45-9:30 am. The Market opens at 10 AM. Detailed loading instructions are sent to all vendors the week prior to the event.

WHAT HAPPENS IF THE WEATHER IS BAD?

The Market operates rain or shine, and we expect vendors to plan ahead, have the appropriate equipment (tents, tent walls, weatherproof storage for merchandise, etc), and be ready to vend regardless of weather. If you are not comfortable vending rain or shine, this may not be the show for you. In the unlikely case that the Market is cancelled by Clover Market due to severe or dangerous weather, a 25% refund of fees will be given. Severe weather includes dangerously heavy wind, lightning, or any other condition that we feel would jeopardize safety for vendors and customers.

HOW ARE THE MARKETS PROMOTED?

The Markets are promoted via traditional advertising channels (magazine, local newspaper, radio), posters and signage in the downtown Market locations, postcard distribution, email blasts, and extensive social media posts including paid promotion. Press contacts have been cultivated over the years, and the Market is regularly featured in local and regional email blasts, articles, and websites. All vendors are expected to actively partner with us to market and promote the events. This includes providing "sneak peek" photos, promoting and sharing on social media, doing email blasts, etc. An active presence on social media is a big plus.

CAN I BRING MY PET OR CHILD WITH ME?

Of course! The Markets can be busy and full of other animals, so all pets must be leashed, and calm friendly ones will probably have the most fun/least amount of stress.