

Vendor Guidelines for Art Market Setup

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

Welcome to the [Art Market Name]! We are excited to have you join our community of artists and vendors. To ensure a smooth setup and operation during the event, please find below our guidelines.

Setup Guidelines

- All vendors must arrive by [insert time] for setup.
- Please check in at the vendor booth upon arrival.
- Tents, tables, and displays must be set up within your designated space.

Vendor Responsibilities

- All items for sale must be original works or crafts created by the vendor.
- Maintain a clean and organized booth throughout the event.
- Ensure that all products are clearly priced.

Health and Safety Guidelines

- Follow all local health guidelines regarding food and beverage sales.
- Have hand sanitizers available at your booth.

Contact Information

For any questions or clarifications, please contact us at [Insert Contact Information].

We look forward to a successful event with your participation!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]