



Derby Square Flea Salvage Art Vendor Guidelines for Vintage Market

The City of Salem in collaboration with Derby Square Flea Salvage Art (Derby Square FSA) invites artisans/vendors to showcase and sell their work the third Saturday from May-September, 10-5pm, in historic downtown Salem at Derby Square on Front Street. This area of the city was originally built as a market place and continues to be an important public plaza and pedestrian walkway.

The Derby Square FSA will feature a juried selection of vendors of vintage and up-cycled furniture, vintage clothing, collectibles, antiques, architectural salvage as well as a select number of jewelry, art, and handmade goods by local artisans. All artists regardless of race, gender, belief, national origin, sexual orientation, or physical disabilities are eligible to apply.

PROGRAM CRITERIA

- Dates and Times: May 21, June 18, July 16, August 20, September 17 - 10am-5pm (*Rain or Shine*)
- Vendor Fee Per Event: \$50 Salem Resident \$75 Non Salem Resident
- All vendors are juried.
- Vendor space is 10 x 10 and a tent is required. Vendors may rent more than one space to create a larger selling area i.e. 10 x20
- Vendors may share space at the market, however all parties must submit applications and be approved. Vendors are not allowed to bring in outside vendors who have not been approved by the Derby Square FSA.

VENDOR SET-UP

- Vendors must provide their own white 10 x10 tent, tables, tents weights and display surfaces.
- Vendors may begin setting up at 8:30 am on the day of the market. Vendors may not break down their selling space in advance of the closing time of 5 pm. (*Vehicles must be moved before 10am. Parking is available in parking garage.*)
- We strongly encourage vendors to use white canopies and to use handmade or fabricated signage that will add to the visual ambiance of the Derby Square FSA.

PROGRAM OVERVIEW

- **Cancellation Policy:** Cash refunds will not be granted for paid dates. For vendors wishing to cancel a paid date, we will provide credit towards a future market date. All cancellations must be received in writing by email or letter 7 days prior to each reserved market date. If possible, please include your preferred rescheduling date in your cancellation request. Every effort will be made to comply with your rescheduling date request.
- **Bad Weather Policy:** Bad weather closures will be at the discretion of Derby Square FSA, but we will be reasonable in determining closure. If the market is cancelled/closed due to bad weather, vendors will be credited towards a future market date.
- **Publicity:** All paid vendors will be listed on the Derby Square FSA website and Facebook page. We encourage all vendors to list the Derby Square FSA dates on their own website/Facebook page to increase publicity of the event.

- **Liability:** The Derby Square FSA is not responsible for any damage or theft of personal belongings or merchandise, or loss of any product. Please be careful and responsible for your selling area and we recommend that vendors carry their own insurance. Any accidents caused by a vendors set-up of or goods will be the responsibility of that vendor. Derby Square FSA is not responsible for any personal injury during the market events.
- **Sales Tax/Permits:** All vendors are responsible for abiding by all tax laws, including sales tax collection, licenses, permits or insurance as required by law to conduct your business. Derby Square FSA is not responsible for collecting sales tax for vendors from customers.
- **Media Release/Consent:** All Vendors agree to allow Derby Square FSA permission to display all business information and photos on its Vendor page on the Derby Square FSA Facebook page and website. Further, all Vendors grant permission for to Derby Square FSA publish any photos or video taken during the Market for the purpose of promoting all future Derby Square FSA events. All photographs, negatives and videotapes will be the sole property of the Derby Square FSA.

APPLICATION and NOTIFICATION:

To apply, please read our guidelines thoroughly and complete the application form. Please provide the following in your application:

- Details about your products
- Three – 5 photos for review or applicants can refer to their website or Facebook page.
- Selling dates you are requesting.

Email completed application to:
dgreel@salem.com

Or mail your application to:
Department of Planning and Community Development
Attn: Deborah Greel
120 Washington Street
Salem, MA 01970

We take into careful consideration product variety, originality and quality of goods to provide a variety of high quality vendors for each market.

Applicants accepted to sell at the Derby Square FSA will be notified by email as soon as possible. An invoice for market space will also be sent via email and payment must be made by a date specified on the notice of acceptance. **Payments should be made via check payable to the “City of Salem” and mailed to:**

Department of Planning and Community Development
Attn: Deborah Greel, Public Art Planner
City Hall Annex
120 Washington Street
Salem, MA 01970