



PYBUS PUBLIC MARKET ARTISAN DAY VENDOR HANDBOOK

Cancellation/Refund Policy

Reservation must be cancelled at least two weeks prior to the market date. Otherwise, the table fee is forfeited.

Check-Ins

Marketspread will automatically send vendors an email 3 days before a reserved day. Vendors must check in to confirm they will be there.

Date Changes/Additions

To book additional dates, please send a comment through Marketspread with the date as well as a stall request if you have one. If the stall requested is not available, vendor will be scheduled in any open space.

- Login to your Marketspread account and go to your dashboard
- On the left, go to Markets
- Click on the arrow under Pybus Public Market
- Scroll to the bottom and send a “comment”.

This is where vendors can communicate about dates and bookings. This way, we both have a record of the changes along the way. Then, vendors will be scheduled and invoiced for those days. Dates are not booked until the invoice is paid.

Finding Your Stall Assignments

Directions here: <https://marketspread.com/support/article/251/>

Insurance

Liability Insurance is recommended for your protection.

Leaving Display Overnight

If renting an Artisan Day Vendor space for multiple days in a row, vendors are able to leave table(s) and display materials overnight if the display meets these guidelines:

- Display must be covered with black linen
- Display must not be over 5ft tall
- Pybus Market is not responsible for anything left unmanned

Parking Information

On Saturdays, we ask that vendors please park in one of the following locations so that our customers can have easier access to parking.

1. In one of the 16 parking stalls in the BioSports parking lot;
2. the paved parking lots of the professional buildings to our south (i.e., green metal roofs, address 135 S. Worthen Street); or
3. the LOWER level of the gravel lot to our south.
4. Worthen street — just south of the pedestrian foot bridge and across from the Hilton there is a gravel lot. This gravel lot is open 24/7 and can handle some ~20 cars.

Payments

Payments are due at the time the reservation is made. Once vendors request dates, they will be sent an invoice which can be paid online with a card, or in the **Pybus Office** open Monday through Friday from 8am – 5pm.

Power

There are a very limited number of spaces with easy access to power. It is advisable that vendors bring their own extension cords.

Pybus Bucks

Pybus Bucks are wooden tokens worth \$5 each. They work like a gift card and can be purchased by customers at the Information Booth. Vendors may accept Pybus Bucks as a form of payment if they wish. Vendors can exchange them for cash at the Information Booth or in the Pybus Business Office.

Space Requests

Requests on location are accommodated based on what is available at the time the reservation is made for a specific day as well as category adjacencies. Refer to the layout map for which stalls are available on a given day.

Pybus Market reserves the right to change stall assignments at any point.

Sales Reporting

Day Table vendors will report gross sales numbers for each market day. We collect these numbers so that we can have information about which days have higher sales, and what products our visitors connect with. Marketspread will automatically send vendors a reminder email.

To report your sales for a past date:

- Login to your Marketspread account and go to your dashboard.
- You may see a notification on your account reminding you to report sales.
- If you don't, choose "Events" on the left side of the screen and then click the button that says "Report sales" written in green under "events requiring action".
- Here, you can report your sales for the day. There is also a notes section where you can communicate with us about how the day went.

Set Up Details

Building Hours: The building opens at 7am on Saturdays and 8am Sunday-Friday.

Carts: There are carts available for vendors to use, but they are shared by all of the vendors, merchants, and event renters. Please be mindful of others who may be waiting to use the carts and make sure to return them to their designated location.

Start and End Times

Artisan Day Table are available on Fridays, Saturdays, and Sundays from 9am – 2pm. All vendors must be ready to sell at 9am stay until 2pm, but vendors may stay later if desired.

Table/Chair Rentals

Pybus Market does not have any tables or chairs available for rent.

Taxes

Retail sales taxes are the responsibility of the individual vendor.

Pricing

Winter
1.3 – 5.10

| | |
|----------|------|
| Friday | \$20 |
| Saturday | \$35 |
| Sunday | \$10 |

Peak Season
5.15 – 12.26

| | |
|----------|------|
| Friday | \$25 |
| Saturday | \$40 |
| Sunday | \$10 |