

ARTISAN SHOP POLICIES

Our best trained sales staff will restock for you every day and be in contact with you and your clientele. We try and handle everything. Anything we can do to help, please let us know and it will be our pleasure to do it to the best of our ability!

BOOTH SIZES: Wall Spaces are approximately 2' x 6' x 8' high. Interior aprox. 3' x 7' x 5' height limit. Interior spaces must be see through at 5'. We will have exact measurements soon. Some wall spaces are set up for shelving. More on that later. Tables provided in the Jewelry Area. About 3' x 6'. Jewelry Cases can be rented for \$300 extra for the entire show. You may provide your own cases but they must be cleared through an Artisan Shop and Must be Clean & Professional.

BOOTHS: Must be clean and design cleared through the Artisan Shop. Basically just let us know what you want to do and we'll see whether it's a fit or not. We reserve the right to remove any unsightly booths that take away from the professional look of the store. The store may have fixtures that can help with your set up. Please ask. We want to help. Interior spaces must be "See Thru" at 5' For security reasons. 6' high Shelves can work. If they are see through on top shelf.

DISPLAYS: Since we set up as a Fine Arts Gallery displays must be professional and adhere to our color scheme of White and Silver. (Some variation will be accepted) Natural wood, some black etc. **ALL DISPLAYS MUST BE APPROVED BY US FIRST.** No table cloths. IKEA has many inexpensive things that work quite well. If you have something that is very nice but not in this color scheme, please send a photo along with your application and we will see if it can work. We want this store to be very professional. It helps us all. The store has shelving areas and some wall displays. More info later with photos of the store. We will help you with your set up to make it easy and reasonably priced! Let's all try and make this the best store in the mall!

APPLICATION: No Refunds once you have signed up. Charge backs are sent to collection. Please fill out the online application. Or Call to sign up over the phone. See Layouts for a general idea of which booth to request. Layout will be updated weekly. We will assign booths based on a first come first served basis. Indicate which booth you would in the online application.

SET UP, OPENING & CLOSING: A few days before we open will be set up time. To Be Announced. Exact opening and closing dates may vary a few days. We are scheduled to be open Nov. 1st Take down will follow closing a few days. Around Jan. 3rd. Opening & Closing dates may vary slightly due to unforseen circumstances.

INVENTORY: Track your daily sales online! You will be assigned inventory Numbers. A simple system that let's you see what has been sold daily online with your vendor login and password. See info this site.

RESTOCKING: Mornings 10am-11am or at the discretion of the store manager. Not when we're busy. No later then one hour before closing. Must be done by closing time.

COMMITMENT: Vendors Must Sign Up For Entire 2 Months This is an incredible opportunity to be in one of The Best Outdoor Malls in Colorado, the Country! At the busiest time of the year for 2 months! We can even provide after Christmas Sales individually suited to your needs.

Artisan Shop is not responsible for Lost, Stolen or Broken Items.

With one exception. If you provide a locked case we will be responsible for all locked up, inventoried items. Theft has never been a big problem at our stores. We have cameras, well trained staff and the mall is low risk.

VENDORS: may help out in their booth but should not block aisles and be sensitive that the help is there for the customers and sales... keep visiting with them to a minimum. All sales must be run through our registers. Any concerns may be taken up with the store manager and never in front of customers. Rude behavior will not be tolerated and could result in cancelation without refund. Send any concerns to boulderartisanshop@gmail.com and it will be addressed as soon as possible. **Vendor agrees to let Great Art Fairs use photos of their work for promotion of it's events.**

PAYMENTS: During the Holiday season vendors will be paid twice for free. Or sign up for additional payments. 1 week in arrears. We do 30 Day EXCHANGE ONLY as much as possible. You may access your account daily online. Info in this website soon. Click VENDOR INFO

We reserve the right to change venues do to unforeseen circumstances either by acts of nature (one year the floods ruined our original space) These are both rare... Twice in the last 34 years.

Any variation to these policies is at the sole discretion of the ArtisanShop and must be adhered to by all participants. Participation in the Artisan Shop is an acceptance by the vendor to the policies above. They may be changed as we get closer to the event to accommodate unforseen circumstances. These are the current policies and any others either written or in print are not valid. Any violation to the store policies may result in immediate ending of contract and removal of vendor and their products from the store without refund of fees paid. Vendor will receive payment for anything sold up to that time. We have never had to do this thanks to the cooperation of all involved! Remember we are there to help make this a very fun and profitable event. We have been organizing these stores in one form or another for over 30 years and enjoy doing it every season.