



Holiday Art Market

Vendor Guidelines

Thank you for participating in the MAFAC Holiday Art Market! We are excited to welcome you to this curated event celebrating regional artists and makers while supporting the Marshall Area Fine Arts Council through a community holiday market and silent auction.

These guidelines are intended to help create a welcoming and successful experience for vendors and visitors alike.

Event Information

Date: Small Business Saturday (November 28)

Event Hours: 11:00 AM – 4:00 PM

Location: MAFAC Gallery & Marshall City Hall

Important Deadlines

Due by November 14th, 2026

Please complete the following to confirm your participation:

- ☐ Booth Agreement
- ☐ Booth Fee Payment (\$35)
- ☐ Minnesota Form ST19 (Operator Certificate of Compliance)

Booth Information

- Approximately eight vendors will participate in the Holiday Art Market.
- Booth assignments are determined by MAFAC prior to the event.
- Vendors will be notified of their booth location before the event.
- Booth spaces are intended for the display and sale of original artwork and quality handmade goods.
- Vendors are responsible for bringing any display materials not provided by MAFAC.

(Table size, chairs, booth dimensions, and electrical availability will be communicated prior to the event.)

Setup & Teardown

Vendor Setup

- Vendors may set up either **Friday evening, November 27, or Saturday morning, November 28.**
- Booths should be completely set up prior to the market opening.

Event Hours

- Vendors are expected to remain open for the duration of the event (11:00 AM – 4:00 PM).

Teardown

- Breakdown begins after the market closes.
- Vendors are responsible for removing all merchandise and display materials.
- Booth spaces should be left clean and in the same condition they were found.

Vendor Responsibilities

Vendors agree to:

- Sell original artwork or quality handmade goods.
- Staff their booth throughout event hours.
- Maintain a professional, welcoming display.
- Conduct all sales from their assigned booth.
- Collect and remit any applicable Minnesota sales tax.
- Submit any required vendor documentation, including Minnesota Form ST19.
- Respect fellow vendors, volunteers, and visitors.

Silent Auction

The Holiday Art Market includes a silent auction fundraiser benefiting the Marshall Area Fine Arts Council.

- Vendors are encouraged, but not required, to donate one artwork or handmade item.
- Donation information and deadlines will be provided separately.
- Silent auction donations are managed independently from vendor booth sales.

If you are donating an item to the MAFAC Silent Auction, please deliver your donation and complete the Donation Form by **November 21, 2026**.

Hospitality

Light refreshments will be available for vendors and guests throughout the event.

Volunteer assistance will be available during the event as staffing permits.

Parking & Accessibility

Vendors may use the loading zone located directly in front of the building to unload materials and artwork during vendor setup.

After unloading, vendors are asked to move their vehicles to the parking lot behind the building to keep the front loading zone available for other vendors.

Contact Information

Questions before the event may be directed to:

Marshall Area Fine Arts Council

Email: mafac.arts@gmail.com

Phone: (507) 532-5463

Thank you for helping create a welcoming Holiday Art Market for our community. We appreciate your participation and look forward to celebrating the season with you!