



Fall 2023

Flanders is excited to host our 12<sup>th</sup> annual Artisan Marketplace in the historic Natalie Van Vleck House from November 11 – December 22 (open 7 days a week except Thanksgiving Day) from 10 AM – 4 PM. The Marketplace is open to local artisans selling unique quality merchandise and we would love for you to join us to showcase your lovely items for sale!

Flanders Artisan Marketplace began in November 2012 with just 13 local artisans displaying their merchandise. Since then we have grown to showcase over 35 local artisans' products and need you to continue to grow in 2023!

Flanders volunteers give freely of their time to help run the shop. We encourage you to volunteer for a shift – we will provide training and will also waive the \$20 registration fee if you volunteer for a 2 – 4-hour shift.

Participants will be subject to the approval of the Marketplace Committee and will be assessed a 40% commission (for non-members) and 30% commission (for members) to Flanders on all items sold.

Funds raised through the Flanders Artisan Marketplace will support Flanders' continued growth in educational programs, special events, and land stewardship efforts.

Please let me know if you are interested in participating!

Sincerely,

Amber M. McDonald  
203-263-3711 x 12



**Thank you for your interest in becoming a vendor at the  
Flanders Artisan Marketplace!**

**The following is the basic information that you will need in order to participate.  
If you have any other questions, please do not hesitate to contact us.**

### **Schedule:**

Saturday, November 11<sup>th</sup>: Opening Day: 10 AM - 4 PM

Sunday, November 12<sup>th</sup> – Friday, December 22<sup>nd</sup>: 10 AM – 4 PM

The marketplace will be closed on Thanksgiving Day.

### **Delivery of Items and Pick up:**

- Vendor inventory must be delivered to Flanders from **October 25 until November 3**.
- All inventories should be brought to the Main Office located in the South Farm House at 596 Flanders Road in Woodbury.  
(Just south of Church Hill Road.)
- Items can be dropped off **between** 9:30 AM – 2 PM Monday – Friday  
(**NOT** on the weekends)
- **When dropping off items, they need to be correctly labeled, counted and properly inventoried**
  - **All items must be priced and inventoried at time of drop off or we will not accept the items**
- Vendors will be asked to fill out an inventory sheet (attached in email) and to properly mark all items with their Vendor Code which will be given to you by Flanders. If you have specific instructions for the set up of your items, please include them and we will make every effort to set the items in that manner.

\*Please note – Flanders reserves the right to re-arrange displays to accommodate all vendors.

- If you bring items in plastic totes, please mark the totes with your name.
- At the close of the artisan market, all unsold items must be claimed and removed before the end of December 2023. Please call the office prior to coming, 203-263-3711 x 12 or email [flanders@flandersnaturecenter.org](mailto:flanders@flandersnaturecenter.org)

### **Store Help & Demonstrations:**

Flanders volunteers do help run the shop but we also need your help to fill the schedule and ensure we have enough staff to encourage sales and ring out purchases! Please look over the schedule and choose a time block of 2 or 4 hours when you can help out. There will be training so no experience necessary!

**There is a \$20 registration fee but it will be waived for any vendor that volunteers for a shift!**

### **Membership Benefit:**

Are you a member of Flanders? If not, take advantage of this opportunity. Members who participate in the Artisan Marketplace pay a 30% commission to Flanders. All non-members pay 40%. An individual membership is \$35 per year and a family membership is \$65 per year. This helps Flanders fund program and conservation efforts to our community. Benefits include being featured on our Facebook page with your biography and photos of your products as well as discounts on programs that Flanders offers. If you decide to become a member please submit by November 3.

### **Vendor Payment:**

All vendors will be paid by check from Flanders Nature Center & Land Trust by the end of December 2023. Your commission check does not include sales tax. Flanders collects that separately and sends it to the state.

If you have any questions, please contact Flanders at 203-263-3711 Ext. 12 or [flanders@flandersnaturecenter.org](mailto:flanders@flandersnaturecenter.org).  
We look forward to a successful season together!



Instructions: Please fill out, sign and return.

<b>Fees:</b> If you sign up and volunteer to work in the store for 2 hours or more, the registration fee will be waived.	Amount
\$20 – Registration.	\$

<b>Membership:</b> Become a member and Flanders receives 30% commission. Non-member vendors will have a 40% commission.	
\$35 – Individual	\$
\$65 – Family	\$
<b>Total Due</b>	\$

<b>Times Available to volunteer at the Artisan Marketplace</b>	
(example) November 14	2 – 4 PM

Date	Time	Date	Time	Date	Time
Saturday, Nov 11, 2023		Sunday, Nov 12, 2023		Monday, Nov 13, 2023	
Tuesday, Nov 14, 2023		Wednesday, Nov 15, 2023		Thursday, Nov 16, 2023	
Friday, Nov 17, 2023		Saturday, Nov 18, 2023		Sunday, Nov 19, 2023	
Monday, Nov 20, 2023		Tuesday, Nov 21, 2023		Wednesday, Nov 22, 2023	
Friday, Nov 24, 2023		Saturday, Nov 25, 2023		Sunday, Nov 26, 2023	
Monday, Nov 27, 2023		Tuesday, Nov 28, 2023		Wednesday, Nov 29, 2023	
Thursday, Nov 30, 2023		Friday, Dec 1, 2023		Saturday, Dec 2, 2023	
Sunday, Dec 3, 2023		Monday, Dec 4, 2023		Tuesday, Dec 5, 2023	
Wednesday, Dec 6, 2023		Thursday, Dec 7, 2023		Friday, Dec 8, 2023	
Saturday, Dec 9, 2023		Sunday, Dec 10, 2023		Monday, Dec 11, 2023	
Tuesday, Dec 12, 2023		Wednesday, Dec 13, 2023		Thursday, Dec 14, 2023	
Friday, Dec 15, 2023		Saturday, Dec 16, 2023		Sunday, Dec 17, 2023	
Monday, Dec 18, 2023		Tuesday, Dec 19, 2023		Wednesday, Dec 20, 2023	
Thursday, Dec 21, 2023		Friday, Dec 22, 2023			

**Please make checks payable to: Flanders Nature Center & Land Trust.**

Your commission check does not include sales tax. Flanders collects that separately and sends it to the state.

I (we) will not hold responsible any participating organization in the Flanders Artisan Marketplace, Flanders Nature Center & Land Trust, Inc., or its members or helpers, for personal injuries or property damage or loss, nor will I (we) be a party to any legal action against them for any reason.

Signature(s) of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name (s) of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Do you want to receive Flanders Calendar of Events?    \_\_\_\_\_ Yes    \_\_\_\_\_ No