



The Depot Artisan Market Vendor Agreement

1757 Jackson Ln
Pinetop-Lakeside, AZ 85929

Hours

The Depot Artisan Market will be open every **Saturday from 9:00am to 1:00pm, beginning March 14, 2026**. Vendor setup will start at 8:00am, and teardown will begin promptly at 1:00pm. We ask that all vendors remain at the market for the full duration of operating hours, even if you happen to sell out early. If that happens, you're more than welcome to take pre-orders for the following week—just please hold off on packing up until 1:00pm. This helps ensure a welcoming, full market experience for our patrons and avoids any confusion about closing times. We appreciate your cooperation in making the market vibrant and inviting for everyone.

The Market will start in March and end in November, weather permitting.

Space

Vendor spaces are located in the courtyard behind the coffee shop and measure 10'×10', providing enough room for a standard canopy. Because space in the courtyard is limited, we are only able to offer a total of 22 vendor spots. If you're interested in partnering with another vendor and sharing a 10'×10' space, we encourage it—this helps us welcome more vendors and create a fuller, more diverse market experience.

Due to the high summer temperatures, all vendors will be required to set up a canopy beginning the first week of May. For safety reasons, canopies must be properly weighted to ensure they remain secure in the event of strong winds and do not pose a risk to the property or to fellow vendors.

Vendors are responsible for providing their own canopies, tables, and any other setup materials. The Depot Artisan Market is not able to supply these items.

Fees

This season we will be introducing vendor fees to help support and grow the market. All fees will be collected by the market manager and used directly for marketing and promotional efforts, including items such as sandwich boards, banners, feather flags, advertising, flyers, and website. The fees will be as follows:

Monthly fees are set at **\$20 per month** per vendor space, with a seasonal cap of \$100 per vendor. Vendors who choose to pay for the full season up front may take advantage of a discounted annual rate of \$80. Because vendor space is limited, we strongly encourage vendors to take advantage of the monthly plan to secure a guaranteed spot at the market. To take advantage of the discounted full season rate, you must pay in full no later than April 15th, 2026.

A **\$7** daily fee is also available for vendors who are unable to attend regularly or who would like to try out the market before committing to a full month.

Please note that all vendor fees are used exclusively to support and grow the market by attracting as many visitors as possible. The Depot Coffee Shop does not receive any portion of the fees paid for use of the space.

Attendance

Vendors who choose the monthly payment option are expected to attend the market on a regular basis. We understand that occasional conflicts come up, and if you're unable to attend, we ask that you provide at least 24 hours notice. This allows us time to offer your space to another vendor and help keep the market full and lively. If you are unable to attend, your space may be filled for that day and refunds will not be issued.

Vendors who do not show up without providing at least 24 hours notice will receive an unexcused absence. After four unexcused absences, vendors will no longer be eligible for a monthly space and will be required to move to the daily rate and/or be placed on the waiting list.

Wait List

Once all 22 vendor spaces are filled, additional vendors will be placed on a waiting list. If a space becomes available due to a cancellation, the market manager will reach out to vendors on the waiting list to fill the open spot. Should a monthly space open up, vendors on the waiting list will also be contacted to see if they are interested in becoming a monthly participant.

Licenses

Each vendor is solely responsible for researching and obtaining any licenses or permits required by the State of Arizona or the Town of Pinetop-Lakeside. Vendors selling food are required to hold a valid cottage food license, and we also strongly recommend carrying business insurance and an Arizona Transaction Privilege (sales tax) license, as applicable.

Neither The Depot Coffee Shop nor the market manager is responsible for securing or verifying vendor licenses and permits, and both are released from any liability related to individual vendor businesses or licensing requirements.

Parking

Vendors should park in the LDS Church parking lot down the road to leave room for patrons to park in the coffee shop and water company lots.

Choice of Vendors

Vendors will be selected with the goal of offering shoppers a well-balanced and appealing variety of products. Final vendor selection is at the discretion of The Depot Coffee Shop and the market manager. We reserve the right to approve or decline vendors based on the products being offered, how they complement existing vendors, and how well they align with the overall atmosphere and vision of the market.

Vendor Conduct

All vendors are expected to conduct themselves and manage their spaces in a professional and respectful manner. Foul language, aggressive behavior, smoking, vaping, and the use of alcohol or drugs are not permitted. To maintain a comfortable shopping environment, loud calling or “hawking” to promote products or draw attention to a booth is also not allowed.

Leashed dogs are permitted in vendor spaces as long as they are well-behaved and not disruptive or aggressive. Vendors are responsible for cleaning up after their dogs if an accident occurs. Please take dogs outside of the courtyard to prevent issues in shared areas.

This is a family-friendly venue, and our goal is to create a welcoming and enjoyable experience for everyone. Vendors are encouraged to be friendly, approachable, and engaging with all guests who visit their booths.

Termination

The Depot Coffee Shop and the market manager reserve the right to terminate any vendor at their discretion.

Refunds

No refunds will be issued for fees once paid.

Please sign and date to show that you have read and agree to abide what has been outlined.

Signature

Date