



## VENDOR (OUTDOOR) FAQ

# VENDOR FAQ

### HOW DO I APPLY?

All vendors need to complete a [new vendor form](#) before registration. Only approved vendors will participate in that months' market.

### WHAT IS REQUIRED?

Tables, chairs and tents will be provided.

### HOW MUCH SPACE DO I HAVE?

Vendors will be allowed a 10x10 area to set up products and table(s).

### CAN I BUY AN ADDITIONAL 10X10 SPACE?

Yes. Simply add the number of spaces needed to your checkout while in the payment center.

### HOW EARLY CAN I SETUP?

Setup time is between 4:00pm-5:30pm. **Vendors who arrive after 5:30pm will not be allowed to set up and will forfeit their vending credit.** Once you arrive at the Buffalo Soldiers National Museum please come in and sign in before you begin unloading. **NO EXCEPTIONS. VENDORS MUST NOT BREAKDOWN UNTIL 10:00PM.**

### WHERE DO I SETUP?

Our market is first come first serve. A BLCK Market member will have a sign-in sheet. Promptly at 4:00pm, vendors will be placed in the order of the sign-in sheet. You will receive a number at sign-in. Please find an open table and place your number on the table in order to reserve your area. **PLEASE DO NOT REMOVE ANY RESERVED SIGNS OR NUMBERS DURING SETUP.**

### WILL TABLES BE PROVIDED?

Yes. The BLCK Market will provide one 6ft. table for all vendors.

### WILL CHAIRS BE PROVIDED?

Yes. Two chairs will be provided for each vendor table.

**WHERE DO I PARK?** Please park in the Buffalo Soldiers National Museum parking lot on San Jacinto Street. **Street parking is also available.**

**WHERE DO I CHECK IN?** There are two entry ways into the Buffalo Soldiers Museum. Please check in on the side of BSM on the stairs entrance. If you need to use the elevator please come through the main BSM entrance in the BSM parking lot. Please be patient and allow each vendor to check in, in an orderly fashion. **BE PREPARED TO MOVE YOUR VEHICLE IN ORDER FOR FOOD TRUCKS TO BE PLACED.**

### WHERE DO I UNLOAD?

Please unload in the Buffalo Soldiers National Museum parking facing Alabama Street.

**IS THERE AN ELEVATOR?**

Yes. If you need to use the elevator please come through the main Buffalo Soldiers National Museum entrance facing Alabama Street.

**WHO IS RESPONSIBLE FOR CLEANING?**

Please clean your area before you leave. **RESPECT THE SPACE.**

**WHAT IS YOUR REFUND POLICY?**

We have a strict **NO REFUND POLICY**. Vendors can only transfer credits from date to date. Vendors must notify our vendor support 48 hours before in order to successfully transfer your credit. All other transfer requests outside of our guidelines will be denied. **REMEMBER! YOU CAN ONLY TRANSFER ONCE.**

**INCLEMENT WEATHER POLICY**

The BLCK Market is a rain or shine event. During inclement weather outdoor vendors will be placed in the various breakout rooms throughout the museum.

Visit [BLCKMarket.com](http://BLCKMarket.com) for updated information.