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COMMUNITY MARKET
FEATURING WOMEN OF COLOR

**2024
VENDOR
HANDBOOK**

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NOT YOUR ORDINARY MARKET

Welcome to Mujeres Makers Market!

Whether you're a seasoned member of our vibrant community or considering joining us for the first time, we're delighted to have you here. At Mujeres Makers Market, we proudly showcase the talents of local women of color, representing a diverse array of cultural and racial backgrounds. Our journey began on International Women's Day in 2021, when five of us came together, united by shared experiences and a vision for the pop-up market scene in Santa Barbara. Since then, we've had the privilege of welcoming hundreds of talented vendors from across the Central Coast, spanning from Los Angeles and San Francisco to San Diego and even Oaxaca City.

As we continue to grow and evolve, we've introduced special events celebrating occasions like International Women's Day, Fiesta, Dia de Los Muertos, and Las Posadas. These gatherings serve as more than just market days; they're opportunities for our vendors to come together in a safe, inclusive space, fostering a sense of community and connection. Our shoppers are discerning individuals seeking unique and meaningful shopping experiences, all while championing small, local, and women-of-color-owned businesses and engaging with their community.

This handbook is designed to support a thriving, sustainable market environment by outlining policies that contribute to the success of all our vendors. Should you have any questions or require clarification on any aspect, please don't hesitate to reach out.

Thank you for being part of the Mujeres Makers Market family, and we extend a warm welcome to the 2024 Vendor Handbook!

The MMM Team

MISSION

To bring visibility to the WOC businesses in our community. We focus on creating a safe space by filling the gap in representation.

VISION

To cultivate meaningful and harmonious markets where locals can connect and share their brands.



2024 CALENDAR



March 3rd
International Women's Day

April 7th

May 5th
MMM 3rd Anniversary

June 2nd

July 7th

August 3rd + 4th
Fiesta

September 1st

October 6th

November 3rd
Dia de Los Muertos

November 30th + December 1st
Holiday



MARKET BOOTH SPACE

BOOTH FEE

Non-Food Vendor 6x6 space	\$85.00 / \$135.00*
Non-Food Vendor 7x9 Premium Awning space	\$100.00 / \$150.00*
Non-Food Vendor 10x10 space	\$135.00 / \$185.00*
Non-Food Vendor 10x10 Shared space	\$150.00 / \$200.00*
Non-Food Vendor 10x10 Premium Corner space	\$150.00 / \$200.00*
Non-Food Vendor 10x10 Premium Corner Shared Space	\$175.00 / \$225.00*
Food Vendor 6x6 space	\$150.00 / \$200.00*
Food Vendor 7x9 Premium Awning Space	\$175.00 / \$225.00*
Food Vendor 10x10 space	\$200.00 / \$250.00*

*Events ie. IWD, MMM Anniversary, Fiesta, DDLM, and holidays have a special fee

MARKET GUIDELINES

The nitty-gritty but necessary information that will help make this market extraordinary.

APPLICATION PROCESS

Our market operates on a month-to-month application basis; all vendors must reapply each month. Each application is carefully reviewed, and we also examine your website and/or social channels to gain a comprehensive understanding of your business. Selected vendors will be notified via email.

LOGISTICS

Market Vendor Logistics, containing setup guidelines, are emailed the week of the market event. These instructions provide step-by-step directions for setup and breakdown.

LICENSES, INSURANCE AND PERMITS

All vendors must submit current copies of required permits and licenses with their application. These documents should also be carried to each market. Vendors are encouraged to have personal insurance for general and product liability. Please verify if a special business license is necessary in each city.

VENDOR CONDUCT

Vendors must treat all staff, volunteers, shoppers, and fellow vendors with respect and patience. This includes respecting property, nearby businesses, maintaining cleanliness, minimizing noise, utilizing space efficiently, and parking appropriately. Disrespectful behavior towards community members is unacceptable and may result in market suspension or expulsion.

FINES AND PENALTIES

Violations of rules may result in fines or consequences:

1. First violation: Written warning
 2. Second violation: Written warning and \$50 fine
 3. Third violation: Termination from the market
- All fines must be paid before vendors are allowed to sell again.

RULES

- Vendors must stay until closing.
- Setup must be within designated space.
- Sharing a booth requires approval from the MMM Team.
- Vendors are responsible for cleaning their space and removing trash, equipment, and merchandise.
- Vendors must vacate the site no later than 1 hour after market closure.
- Prohibited items include drug paraphernalia, weapons, replicas, adult material, food, and alcoholic beverages. The sale of counterfeit or stolen goods, as well as the use or sale of drugs and alcohol, is strictly prohibited.

Any exceptions must be approved by the MMM Team.

MARKET RULES ENFORCEMENT

Market rules are enforced by the MMM team member or designee with on-site authority. Complaints should be directed to the MMM team member in a non-disruptive manner. Written complaints will receive a written response, while verbal complaints will be tracked without written responses.

GENERAL POLICY

LIABILITY

Mujeres Makers Market LLC, its owner, and its venue partners will not be responsible for any damage or loss to the vendor property, injury to, or death of the vendor. Mujeres Makers Market LLC is not responsible for ensuring sales. Meeting sales goals is the sole responsibility of the vendor. The vendor holds themselves accountable for all risks involved, including loss, damage, liability, or injury from any cause. The vendor releases and waives any claims against Mujeres Makers Market LLC, its owners, and its venue partners related to the previously mentioned statements.

CANCELLATION, WEATHER & REFUND

Vendor fees paid shall not be refundable under any circumstances. All events we operate are held on the date scheduled – RAIN OR SHINE! Cancellation of a market day is viewed as a last resort. If weather conditions present safety hazards beyond what staff could be reasonably expected to handle the market will be canceled. The foremost concern of MMM is the safety of our vendors, staff, and shoppers. If inclement weather is forecasted before the market day, the decision to close a market will be made within 48 hours if information exists at that time. A last-minute cancellation is possible in the case of unexpected extreme weather. In all cases, if the event were to cancel, postponed, or delayed, notification would be posted on our website, and communications would go out via email. We offer credit due to severe weather cancellations or mandatory stay-at-home orders but not for vendor-initiated cancellations.

HEALTH & SAFETY

Mujeres Makers Market LLC continues to prioritize the health and safety of vendors and shoppers. Mujeres Makers Market LLC will comply with all federal, state, and local COVID regulations. Current requirements and updates will be communicated to vendors via email with as much notice as possible if/when circumstances change. By selling at the Mujeres Makers Market LLC, you voluntarily assume all risks related to exposure to COVID-19 and agree to indemnify and hold harmless Mujeres Makers Market LLC along with their respective team members against any claims and causes of action related to COVID-19 exposure. The seller is aware that Mujeres Makers Market LLC does not guarantee the safety or security of the person or property of sellers employees at its market.

NON-DISCRIMINATION & HARASSMENT POLICY

Vendors are expected to treat others in the market civilly and respectfully and may not treat any person in a manner that is demeaning, rough, menacing, vulgar, profane, or abusive. If you experience or witness harassment at the market, please notify the MMM team as soon as possible so the matter can be addressed. The safety and well-being of MMM staff, shoppers, volunteers, and vendors is of utmost importance. Any vendor found in violation of our non-discrimination policy may be excluded from the market and forfeit vendor fees without warning.

PAYMENT & FEES

METHOD OF PAYMENT: Vendor may remit Booth Fee to MMM via a QuickBooks invoice included in Vendor Offer E-mail. Note: E-Checks are not permitted. **LATE PAYMENT FEE:** If a vendor cannot make a payment on time, a \$10 late fee will be applied to their invoice. **BOUNCED CHECK:** Vendors that write checks that get returned to us are charged a \$25.00 fee, and must be paid within 30 days from the issue date, with the additional \$25 fee included in the amount. **CHARGEBACK:** Any credit card chargebacks or charge disputes initiated by vendors will result in a \$50 fine, along with repayment of the initial charge & a pause on selling eligibility until the balance is paid off.

MEET THE TEAM



MARITZA FLORES

Co-Founder

Maritza is the owner of Sol Vintage y Mas, office manager for La Tierra Landscape Corp, and enjoys traveling the world.



ELYSIA GUILLÉN

Co-Founder

Elysia is a vintage curator + event stylist and owner of La Segunda Estudio. She has an extensive background in restaurants and hospitality. In her free time, she enjoys traveling and spending time with her husband, daughter, and two cats.



LILI MUÑOZ

Co-Founder

Lili is the owner of Colibri—a shop that focuses on selling handmade and fair trade goods from Latin America. A first-generation Mexican-American and a Santa Barbara local who enjoys traveling the world and being a taco connoisseur.



LEAH ORTEGA

Co-Founder

Leah is the owner of Ortega Vintage Goods, an interior designer, and first-generation alumni of UCSB. She loves hunting for vintage treasures and hanging out with her family, boyfriend, and her dog Benny.



MUJERES MAKERS MARKET, LLC.

Santa Barbara,
California

www.mujireshmakersmarket.com
info@mujireshmakersmarket.com
[@mujireshmakersmarket](https://www.instagram.com/mujireshmakersmarket)