

HOW TO BECOME A VENDOR

So you have decided you want to vend at the Makers Fair! What's next? Below is a short guide through the application process and how you can set yourself up for success.

1

GET NOTIFIED

Applications for the Makers Fair go live at the beginning of each quarter, and you must apply within the deadline to be considered. Sign up for our mailing list (by emailing thehub@uw.edu) to receive email alerts before the application, or follow our Instagram and keep an eye out for announcement posts and stories.

2

PREPARE FOR THE APPLICATION

The application is an online form that will ask various questions about your UW affiliation, products, table design, and table decisions. Beforehand, you can determine what day you would like to vend, what table type you would like (full or half), and where you would prefer to be located. We do not guarantee table locations or partners, but we do our best.

3

SHOW US YOUR WORK

The application requires work examples for admission. You can prepare these in advance by updating your Instagram, website, or a Google Drive with images and videos. Make sure these links are **public**. Private drives or Instagram accounts will result in a waitlist decision. Additionally, to reduce the volume of drop-shipping applications, **videos are required for all applications** and must include you saying your business name (no voiceovers, please) or writing it on paper and placing in-frame. An application without a maker-made video will result in an automatic waitlist decision.

4

SUBMIT AND HOLD TIGHT

With all your decisions determined beforehand, you can complete the application within the deadline. **Please allow for up to several weeks of review.** We work diligently to give you an answer as quickly as possible so you can prepare. We will notify you of the result via email.



WHAT IF I'M ACCEPTED?

Hooray! Your acceptance email will include details on your selected date, table-type and how to pay for your table--this will reserve your spot. If you don't pay by the deadline you will be moved to the waitlist and your spot will be given to another vendor. One week before the fair, you will receive check-in instructions.



WHAT IF I'M WAITLISTED?

Don't worry! A waitlist notification is common and most likely due to a surplus of applications. We will work quickly to place waitlisted vendors in open tables. Continue to monitor your email for updates, or let us know if you no longer want to be considered.



WHAT IS THE STAND-BY OPTION?

The stand-by option is meant to reduce the number of empty tables due to vendor no-shows. You can opt-in for the stand-by option in your application. Tables are not guaranteed through the stand-by option. The Makers Fair Team will reach out to selected vendors on the day of the Makers Fair when tables are made available. For more information, see our policies and guidelines.