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## Vendor Information and Market Operating Rules

### OVERVIEW

The Sunday Artisan Market was established to provide artists and crafters with a place to sell their products. All items must be within acceptable quality parameters and must be compatible with the Market environment and contribute to the Market diversity. All work must be of original concept, design and execution, and must be made by the vendor. Buy/sell items, items made from kits, and commercially manufactured products are not allowed.

The market is an outdoor venue, with a season that runs from the first Sunday in April through the Sunday before Christmas, with one Sunday excluded in mid-September. Sundays that fall on national holidays may also be excluded from the season.

We are located near fine restaurants and quality shopping and are very close to a thriving downtown community. Throughout the year, we occasionally have musicians, entertainment, or special events in conjunction with the Market.

### VENDOR CATEGORIES

The Market defines a vendor as an individual or a group of associated individuals who sell their products at the Market. The vendor categories are:

- **Artisans** – Individuals who create and produce a finished product such as ceramics, painting, photography, sculpture, jewelry, glass, furniture, clothing, wooden toys, etc.
- **Producers** – Individuals who offer for sale a product that is grown, processed, or prepared such as edible grains, fruits, vegetables; live plants, trees, shrubs and cut flowers; apiary products; maple syrup and sugar; prepared food such as baked goods, jams, and jellies.
- **Service Providers** – Individuals who sell a service, such as tarot card reading, knife sharpening, or face painting.

**NOTE:** Specific types of products, the number of producers, or number of service providers may be limited when necessary to maintain market balance.

### APPLICATION PROCESS

The applicant must complete an application form, attach necessary requested documents, and submit them to the market manager. These documents can be mailed to the following address:

**The Sunday Artisan Market, Application Committee, P.O. Box 7090, Ann Arbor, Michigan 48107**

The Application Committee will review the submitted documentation and accept or reject the applicant. Notification will be made by the market manager. The time frame to complete the application and notification process is approximately two weeks from receipt of the application.

On the first day of a new vendor's setup, the market manager will conduct an inspection of the products to verify compliance with the products that were approved for sale at the Market.

All vendors must have a Michigan sales tax license and have a copy of the license available while at the market. You can obtain a Michigan sales tax license from <http://www.michigan.gov>. If you do not have a Michigan sales tax license at the time you apply to the Market, you must apply for a license after acceptance to the Market. If you do not have your license on your first setup day at the Market, submit to the market manager a copy of the license application or acknowledgement of receipt of the application.

All vendors are responsible for their own sales tax and other permits as required by local, state and federal governments.

## VENDOR CATEGORIES AND PAYMENT OPTIONS

- **Annual** – A vendor who pays a one-time fee of \$275 per space for the market year (typically 36 weeks). Annuals can rent a maximum of two spaces annually. Annuals renting one space can at any time add a space for \$20 per day on any given Sunday.
- **Daily** – A vendor who attends on a daily basis and pays \$20 per space per day. Dailies can rent a maximum of two spaces on any given Sunday.
  - » A vendor may choose to change from Daily to Annual status at any time; the advantages and disadvantages can be discussed at that time with the market manager. The initial \$60 payment can be applied to the cost of annual membership.

## REFUNDS

There are no refunds of vendor fees.

## VENDOR SENIORITY AND ATTENDANCE

Vendor seniority is determined by a combination of start date and attendance. Seniority is used for Annual and Daily space selection.

Annual vendors who attend a minimum of ten (10) full Market days during the season maintain their seniority and space for the following year.

Vendors should keep their own attendance records, even though the market manager keeps attendance records.

## DAILY OPERATIONS

- **Hours**
  - » Sunday 11 a.m.-4 p.m., April through December with the exception of one Sunday in September and some Sundays that fall on holidays.
- **Annual Vendors**
  - » Must arrive by 9:15 a.m. to keep assigned space(s). Annuals may arrive and set up their displays earlier if they wish.
  - » If arriving late, must call (734) 913-9622 by 9:15 a.m. and leave a message to reserve space(s). Late arrivals who have not left a message on the Market voice mail by 9:15 a.m. may choose any open space if their space is no longer available.
  - » Annuals wishing to set up their displays in a space other than their assigned space(s), or who wish to add a space, must sign in with the market manager by 9:15 a.m.
- **Daily Vendors**
  - » Must sign in with the market manager by 9:15 a.m. in order to be able to choose a space for the day. Sign-in begins at 9:00 a.m.; “walkout” with all daily vendors is done at 9:30 a.m. Daily vendor space-assignment order is as follows, by artisan seniority:
    1. Annual vendors who wish to change their location
    2. Annual vendors who wish to add a second space for the day
    3. Daily vendors
- **Space Fees**
  - » Space rental fees will be collected during registration (9-9:30 a.m.) or immediately after booth setup.
  - » We accept cash or checks (made payable to The Sunday Artisan Market). Receipts are provided.

## GENERAL INFORMATION

- **Market Spaces:**

- » A space is defined as a numbered stall as indicated on the market map. There is a limit of two spaces per vendor.
- » Spaces may not be sublet, *i.e.* a vendor not coming on a Sunday may not give his/her space to another vendor.
- » Space size is approximately 7.5-8 feet frontage on customer sidewalks. Spaces vary in depth, from 5 to 6 feet.
- » As the Artisan Market is a covered venue, tents are not needed. However, the use of tents may be possible, depending on the specifics of your booth and location. The use of a tent must be approved by the market manager. Tents may be limited to specific spaces and may involve an additional cost to the artisan.

- **Market Amenities:**

- » A roof covers all spaces and provides some protection from the weather. The supports between alternate spaces can be used to anchor or stabilize your display.
- » The Market provides rest rooms and running water.
- » Some spaces include an adjacent parking space. Please check with the market manager for parking availability for the specific booth in question, as availability differs by space.
- » Most spaces offer electricity. Bring your own extension cords, and keep them secured and off walkways.

- **Display:**

- » Vendors must provide their own tables, chairs, and display fixtures.
- » Vendors may not use any portion of the walkways for display or seating purposes, as walkways must be kept clear for pedestrians.
- » Please keep display and merchandise behind the concrete break line and contained within your space.
- » Displays should be kept neat, orderly, safe, and in good repair. Skirted tables and professional-looking displays are encouraged.
- » Be considerate of neighbors arranging their displays and display panels so as not to block customer view of neighboring artisans. If your display includes solid (non-transparent) panels or tall display materials that could obstruct the view of neighboring displays, you may be asked to move them back.
- » Displays should be kept free of clutter and trash. Vendors are responsible for cleaning their areas prior to leaving.
- » Wind can be a problem. Bring items such as weights, clamps, ropes, and bungee cords to stabilize your display.

- **Parking:**

- » Annual vendors with a booth space that does not have adjacent parking may park and unload where space is available. After unloading your vehicle, please move your vehicle if a parking space is not adjacent to your booth space.
- » Daily vendors, please park in the area near Fourth Avenue until you receive your space assignment.
- » If your booth space does not have an adjacent parking space, please unload and move your vehicle to an area of the parking lot that is not used by market vendors. Large vehicles may block visibility and space access, so we ask that such vehicles be parked with this consideration in mind.

- **Smoking at the Market:**

The Market area is a non-smoking venue, as designated by a city ordinance.

- **Meetings and Communications:**

- » Board Meetings— The market is governed by a Board of Directors that is elected by the Market membership. The Board hires a market manager to manage daily operations and marketing activities. Board meetings are typically held monthly or as decided by Board members.
- » Membership Meetings — Membership meetings are held throughout the year. These meetings provide the opportunity for vendors to become acquainted with each other and share information and ideas.
- » Meeting Minutes — Minutes will be sent to all active vendors either by email or postal mail. If you prefer to receive minutes via postal mail, please provide the market manger with a self-addressed, stamped envelope.
- » Clipboards — Information regarding meetings or other activities may also be sent around on a clipboard during the market day. A vendor must secure permission from the market manager to send clipboards or other information throughout the market.

- **Market Promotions:**

The market utilizes print and online media for advertising and promotions.

As with your own personal business, the best form of advertising is “word of mouth.” We rely on each of our vendors to promote our Market and help it grow. This can be done by telling people about our market, inviting other vendors to apply, and distributing Market materials (postcards, fliers, etc.).

- **Vendor Responsibilities:**

Vendors will abide by the Market’s Operating Rules.

Vendors are expected to be courteous in their interactions with other vendors.

Vendors will not interfere with the business operations of other vendors.

The market manager has full authority to enforce all rules. Vendors failing to comply with the Market’s Operating Rules will be denied the opportunity to sell at the Market.

- **Hawking:**

A vendor may not engage in hawking at the Market. Hawking is defined as, but is not limited to:

1. Reaching out physically or verbally from the booth in an attempt to engage a market visitor or potential customer.
2. Pitching a product or “story” by standing in the aisle or by walking back and forth in the aisle.
3. Physically blocking a neighbor’s space or being so loud as to disrupt a neighbor’s business.

- **Course of Action:**

The market manager has full authority to enforce all rules.

The market manager will talk to vendors to ensure they understand the Market Operating Rules.

The market manager will clearly state expectations and request compliance with the rules. The market manager will document concerns and discussion regarding objectionable behavior. Documentation will be placed in individual vendor files.

Repeated disregard of the Market Operating Rules or market manager requests for a change in behavior may result in a vendor being asked to leave the Market.

- **Complaint Process:**

Complaints should be directed to the market manager. Depending on the nature of the complaint, the manager may (1) request that the complaint be submitted in writing and/or (2) forward the complaint to the Board. Complaints about the market manager should be submitted in writing to the Board. Board member contact information is available on the Market website under Artisan Info. The Market website is located at **[www.sundayartisanmarket.org](http://www.sundayartisanmarket.org)**.

- **Market Contact Information & Site Address:**

- » Contact Information

- \* Market Manager Email: [tsammanager@gmail.com](mailto:tsammanager@gmail.com)

- \* Market Phone Number: 734-913-9622 (voice mail; please leave a message)

- \* Market Mailing Address: The Sunday Artisan Market, P.O. Box 7090, Ann Arbor, MI 48107

- » Market Site Address: 315 Detroit Street, Ann Arbor, MI 48104 (Please do not send Market mail to this address.)