



## **Artisan Information and Market Operating Rules**

### **OVERVIEW**

The Sunday Artisan Market was established to provide artists with a place to sell their products. All items must be within acceptable quality parameters, must be compatible with the Market environment and contribute to the Market diversity. All work must be of original concept, design and execution and made by the artisan. 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 just 1 Sunday excluded in mid-September. 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 and different special events in conjunction with the Market.

### **MEDIUM CATEGORIES**

Specific type(s) of products, number of Producers, or number of Service Providers may be limited when necessary to maintain market balance.

**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, jellies.

**Service Providers** – Individuals who sell a service, i.e. tarot card reading, knife sharpening, face painting.

### **APPLICATION PROCESS**

The Applicant must complete an application form, attach necessary requested documents and submit to the Market Manager --the documents can be mailed to: 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. Time frame to complete process is a minimum of two weeks.

The Market Manager will, on the first day of set up, conduct an inspection of goods to verify they are in compliance with the application.

All artisans must have a Michigan sales tax ID license and keep a copy on their person while at the market. You can obtain a Michigan State Tax License form at:  
[http://www.michigan.gov/documents/2771f\\_2901\\_7.pdf](http://www.michigan.gov/documents/2771f_2901_7.pdf)

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

## **ARTISAN CATEGORIES AND PAYMENT OPTIONS**

**Annual** – An artisan who pays a one-time fee (\$275/space) for an assigned space that is used each Sunday the artisan attends the market.

**Daily** – An artisan who attends on a daily basis will pay \$20 per day for one space that is assigned each Sunday the artisan attends market. Daily Artisans must see the Market Manager to sign in before setting up. An artisan may choose to change from Daily to Annual status at any time; the advantages and disadvantages will be discussed at that time with the manager. Up to three payments as a daily can be applied to the cost of annual membership in direct relation to the number of booths they are renting, i.e., renting two booths as a daily will not double your discount on a single annual booth. Please see the Market Manager if you have any questions.

## **ARTISAN SENIORITY AND ATTENDANCE**

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

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

Each artisan should keep their own attendance record even though the Market Manager keeps attendance records.

## **DAILY OPERATIONS**

Hours: Sunday 11 am--4 pm, April through December with the exception of one Sunday in September.

### **Annual Artisans:**

Must arrive by 9:30 A.M. to keep assigned space. They may arrive and set up earlier if they wish.

Must call (734) 913-9622 by 9:15 to leave a message to reserve space if arriving late.

Late arrivals who have not called in will be assigned any open space if their space is no longer available.

Artisans wishing to set-up in a space other than their assigned space, or add an additional space, must sign in by 9:30 am

### **Daily Artisans:**

Must sign in by 9:30 am in order to be assigned a space for the day. Sign in begins at 9:00 am and is done based on seniority

Daily space assignment order is as follows, by artisan seniority:

Annual Artisans wishing to change their location

Annual Artisans wishing to add a second space for the day

Daily Artisan Artisans

Daily Producers & Service Providers

### **Space Fees**

Space rental fees will be collected after set up. We accept cash or checks made payable to: **The Sunday Artisan Market**. Receipts are provided to artisans for their expense and attendance records.

## **GENERAL INFORMATION**

### **Artisan:**

The market defines an artisan as an individual or group of associated individuals who sell at the market.

**Market Spaces:**

A space is defined as a numbered stall as indicated on the market site map.

There is a limit of two spaces per artisan.

Spaces may not be sublet, i.e. an artisan not coming on a given Sunday may not give their space to another artisan.

Space size is approximately 7 - 8 ft. frontage on customer sidewalks; the depth varies.

The Artisan Market is a covered market. Therefore, 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 **prior to use**. Tents may be limited to specific spaces and may involve additional cost to the artisan.

**Market Amenities:**

A roof provides some protection from the weather and covers all spaces. The supports can be used to anchor or stabilize your display.

The Market provides restrooms 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 the availability differs space by space.

Most spaces offer electricity (you must bring your own extension cords and these must be secured and kept off walkways.) There may be an additional fee for excessive electrical drainage.

**Display – Artisans:**

Must provide their own tables, chairs, and display fixtures.

May not use any portion of the walkways for display or seating purposes, as they must be kept clear for pedestrians

Must keep display and merchandise behind concrete break line and contained within their space.

Must keep display neat, orderly, safe, and in good repair at all times. Skirted tables and professional-looking displays are encouraged.

Be considerate of neighbors arranging display and display panels so as not to block customer view of neighboring artisans. Solid (non-see through) panels or other display materials that are taller than 3 ft. must be set back from the walkway a minimum of 2 ft. to avoid obstructing the neighboring displays.

Are expected to keep their display and space free of clutter and trash and are responsible for cleaning their area prior to leaving.

Need to be aware that wind can be a problem, so need to bring items such as weights, clamps, ropes, and bungee cords to stabilize their display.

**Parking:**

Annual artisans with a space without parking may park and unload where space is available; once unloaded, please move your car if parking is not included with your space

For Dailies, please park in the area near Fourth Avenue until you receive your assignment.

If your space does not include parking, you are asked to unload and move your vehicle to one of the area parking lots. Large vehicles may block visibility and space access so we ask that such vehicles be parked with this consideration in mind.

If you need further parking information, please see the Market Manager.

**Smoking in the market:**

The market area is a non-smoking venue. Artisans who violate the No Smoking Ordinance in the Market area (as defined by the city of Ann Arbor) are to be given a verbal warning upon the first infraction, a written warning upon the second infraction and a one-day suspension upon the third infraction.

**Membership Participation and Communication:**

The market is governed by an elected Board of Directors. The Board of Directors hires a Market Manager to manage daily operations and marketing activities.

Meetings - Board Meetings are typically held on the last Sunday of the month, or as decided by the Board of Directors; Membership meetings are typically held the first Sunday of the month, or needed to accommodate artisan attendance. When these dates fall on a holiday weekend the meetings are usually re-scheduled.

Meeting Minutes and other information will be sent to all active artisans either by e-mail or postal mail. If artisans prefer postal mail, please provide the Market Manger with self-address stamped envelope.

Information regarding meetings or other activities may also be sent around on a clipboard during the market day.

An artisan must secure permission from the Market Manager to send clipboards or other information or communication around the market.

### **Market Promotion:**

The market utilizes local, regional, statewide media, as well as online links and social networking sites for advertising and promotion.

As with your own personal business, the best form of advertising is word of mouth. We rely on each of our artisans to help our market grow by telling people about our market and by inviting other artists to apply.

### **Artisan Responsibilities:**

Once accepted, artisans will abide by the Market Operating Rules.

Artisans are expected to be courteous in their interactions with other artisans.

Artisans will not interfere with the business operations of another artisan.

Market Management has full authority to enforce all rules, and any artisan failing to comply will be denied the opportunity to sell at the Market.

### **Hawking**

An artisan may not engage in hawking or hawk his/her product at the market.

Hawking is defined as, but 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 Management has full authority to enforce all rules.

The Market Manager will talk to the artisan to make sure they understand the Market Operating Rules.

The Market Manager will clearly state the expectations and request compliance with the rule.

The Market Manager will document concerns and discussion regarding objectionable behavior.

Documentation will be placed in individual artisan files.

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

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Market Manager E-mail: [tsammanager@gmail.com](mailto:tsammanager@gmail.com)

Market Phone Number: 734-913-9622 (voice mail only)

Mailing address: The Sunday Artisan Market  
PO Box 7090  
Ann Arbor, MI 48107

Market site address: 315 Detroit Street  
Ann Arbor, MI 48104

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