



## MARKET INFORMATION & OPERATING RULES

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### OVERVIEW

The Sunday Artisan Market was established to provide artists and crafters with a place to sell their products.

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 major holidays, specifically Easter and Christmas Eve, 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.

### VENDORS

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

### VENDOR CATEGORIES

- **Artisans** – Individuals who create and produce a finished product such as ceramics, painting, photography, sculpture, jewelry, glass, furniture, clothing, wooden toys, etc.
- **Producers** (plants, edible produce, and food) – 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

**What's Acceptable:** All items must be within acceptable quality parameters and must be compatible with the Market environment and contribute to the diversity of the Market. 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.

- Vendors under the age of 18 may apply. However, a parent, guardian, or other adult must also sign the application and accompany the minor-child vendor at all times while at the Market. See the Youth Vendors document on the market website at <http://sundayartisanmarket.org/vendor-information/youth-vendors>
- Only one “business” per booth space is permitted.

### How to Apply:

1. Complete an application form. This form is available as a PDF on the Market website: <http://sundayartisanmarket.org/vendor-information/application>
2. Mail the completed form, along with the required materials, to the address specified on the application. **Applications will not be accepted via email.** There is no fee to apply.

The Market's Application Committee will review the application packet and either accept or reject it. The market manager will notify applicants regarding the Committee's decision. Time frame to complete the application review and notification process is typically one to two weeks from receipt of the application.

## NEW VENDOR SETUP

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

## MICHIGAN SALES TAX LICENSE

Each vendor must have a copy of his/her Michigan sales tax 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 when you apply to the Market, you must apply for a license after acceptance to the Market.

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

## VENDOR STATUS & PAYMENT OPTIONS

- **Annual** – A vendor who pays a one-time, flat fee for the market year (usually 36 weeks). Annual vendors can rent a maximum of two spaces annually. Annuals renting one space can at any time add a space any Sunday at the daily rental rate.
- **Daily** – A vendor who attends on a daily basis and pays the daily rental rate. Daily vendors can rent a maximum of two spaces on any Sunday. A vendor may change from Daily to Annual status at any time; the advantages and disadvantages can be discussed with the market manager. For new vendors, the initial payment is due during registration on their first day at the Market. The initial payment can be applied to the cost of annual membership. For daily vendors who wish to convert to annual status, a maximum of 3 daily payments may be applied to the annual fee.
- **Fees** — Annual- and daily-vendor fee amounts can be found on our website at <http://sundayartisanmarket.org/vendor-information/become-a-vendor>

## 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. Though the market manager keeps attendance records, vendors are encouraged to track their attendance.

## DAILY OPERATIONS

- **Hours** — The market is open for business Sundays from 11 a.m.-4 p.m., April through December, with the exception of one Sunday in September and some Sundays that fall on holidays. Vendors are expected to keep their booths open for business during market hours and not pack up before 4 p.m.
- **Annual Vendors**
  - » Annuals must arrive by 9:15 a.m. to keep assigned space(s) for the day. Annuals may arrive and set up their displays earlier.
  - » Annuals who will arrive after 9:30 a.m. must call the Market voicemail at (734) 913-9622 by 9:15 a.m. and leave a message to reserve their space(s). Late arrivals who have not left a voicemail message by 9:15 a.m. may choose any open space if their space is no longer available when they arrive.
  - » 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. and go through the space-assignment process at 9:30.
- **Daily Vendors**
  - » Daily vendors must register with the market manager by 9:15 a.m. in order to be able to choose a space for the day. Registration begins at 9:00 a.m.; space assignment begins at 9:30 a.m.Vendor space-assignment order is as follows and is based on vendor seniority:
  1. Annual vendors who wish to change their space for the day
  2. Annual vendors who wish to add a second space for the day
  3. Daily vendors
  - » Any daily vendor who arrives late (after 9:30) may choose an open spot, with the approval of the market manager.
- **Space Fees** — Space rental fees will be collected during registration (9-9:30 a.m.) or during market hours. The Market accepts 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.
- » 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 (width) is approximately 7.5 feet to 7.75 feet frontage on customer sidewalks, with a few exceptions. 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 market manager must approve the use of a tent. 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 roof supports 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 booth in question, as availability differs by space.
- » Most spaces provide 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 public walkways for display or seating purposes. Walkways must be kept clear for pedestrians.
- » Please keep display and merchandise behind the concrete “break line” and contained within your space.
- » Keep displays neat, orderly, safe, and in good repair. Skirted tables and professional-looking displays are encouraged.
- » Be aware of neighboring vendors and their displays, and set up your booth in a way that does not block a customer’s view of your neighbor. 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: If a parking space is not adjacent to your booth:
  1. Park in any open space.
  2. Unload your vehicle; then move it.
- » Daily Vendors: Before space assignment, park in the lot closest to Fourth Avenue, on the street, or in a nearby lot until you receive your space assignment.
- » All vendors: 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. You may also park on the street or in a nearby lot. As large vehicles may block visibility and space access, we ask that such vehicles be parked with this consideration in mind.

### • No Smoking at the Market

A city ordinance designates the market as a no-smoking venue, and it is posted as such.

## MARKET GOVERNANCE AND ORGANIZATION

The Market is governed by a Board of Directors elected by the Market membership (see the bylaws for details). The board hires a market manager to manage daily operations, marketing activities, and records.

### • Meetings and Communications

- » Board meetings are held monthly or as decided by Board members. Board meeting minutes will be sent to all active vendors by email. To receive minutes via postal mail, please provide the market manager with a self-addressed, stamped envelope.
- » Membership meetings are held throughout the year. These meetings give vendors the opportunity to become acquainted with each other and share information and ideas.
- » Clipboards — Information regarding meetings or other activities may also be circulated 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. 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 other vendors' business operations.

### • Hawking

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

- » Reaching out physically or verbally from the booth in an attempt to engage a market visitor or potential customer.
- » Pitching a product or "story" by standing in the aisle or by walking back and forth in the aisle.
- » 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 manager deals with vendors who violate the rules, but the manager may ask a board member to assist in resolving problems. Repeated disregard of market rules and regulations (such as packing up early) could result in denial of a vendor's application for the subsequent market year. Vendors failing to comply with the Market's Operating Rules will be denied the opportunity to sell at the Market.

» The market manager will:

1. Talk to an offending vendor to ensure the vendor understands the Market Operating Rules.
2. Clearly state expectations and request compliance with the rules.
3. Document concerns and discussion regarding objectionable behavior and place the documentation in the individual's vendor file.

### • Complaint Process

- » Complaints about another vendor or other matters should be directed to the market manager. Depending on the nature of the complaint, the manager may:
  1. Resolve the problem
  2. Request that the complaint be submitted in writing
  3. 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 under Artisan Info on the Market website, at [www.sundayartisanmarket.org](http://www.sundayartisanmarket.org).

### • Market Contact Information

- » Market Manager Email: [tsammanager@gmail.com](mailto:tsammanager@gmail.com)
- » Market Phone Number: 734-913-9622 (voice mail; leave a message)
- » Market Mailing Address: The Sunday Artisan Market, P.O. Box 7090, Ann Arbor, MI 48107

- **Market Location (site address):** 315 Detroit Street, Ann Arbor, MI 48104 (Do not send Market mail to this address.)