

COMMUNITY FREE SPACE INFO SHEET

The Sunday Artisan Market offers free space for use by non-profit organizations — e.g., The Humane Society, Amnesty International, Audubon Society, Food Gatherers, Safe House, Girl Scouts, public schools, poetry or storytelling groups — whose work benefits the community. Such groups may set up a display in a vendor booth space in order to promote their organization, increase public awareness of our market, and increase contacts in the community.

MARKET LOCATION: Kerrytown Farmers Market pavilion: 315 Detroit Street (north of downtown Ann Arbor)

2021 MARKET SCHEDULE

Open —April 11-December 19

- Market Hours: 11:00 a.m. – 4:00 p.m.
- Non-profit Organization Setup Time: 10–11:00 a.m.

SCHEDULING YOUR SETUP AT THE MARKET: Please schedule your setup at the market in advance.

- **Contact:** Jean Wolter **Email:** jeanbwolter@aol.com **Phone:** 734-475-2254

CANCELLING/RE-SCHEDULING: If you cannot participate on your scheduled date and wish to cancel or reschedule, please let us know. We are an outdoor market under a covered roof. Though the roof provides some protection, wind and rain (especially combined) can cause logistical problems, particularly if you are handing out literature. We do not expect you to suffer loss (materials) in order to fulfill your commitment.

WHAT TO BRING

- A 6-foot table or two small tables (combined width = 7 feet). Booth frontage = 7 ft.; depth = 5-7 ft., depending on location.
- A clean table cover or cloth
- A chair for each person who will man your booth
- A 25-foot heavy-duty extension cord if you require electricity in your booth
- A copy of your Non-profit Organization State Certificate. Please give a copy of the certificate to the market manager when you arrive at the market.

WHEN YOU ARRIVE AT THE MARKET

- **Arrival Time** —10 a.m. Please let the market manager know when you arrive. (Look for the manager in the market office or at the Information booth in the center of the main market aisle.) The manager will assign you to a booth.
- **Parking** — Please park in the lot closest to Fourth Ave. When you are assigned to a booth, the market manager will let you know if you may move your vehicle closer to your booth space.

WHAT'S PERMISSIBLE

- Handing out literature
- Talking to visitors
- Collecting contributions
- Selling promotional merchandise such as bumper stickers

WHAT'S NOT PERMISSIBLE

- We do not provide free space to a for-profit business, even if the business offers a free service that day (e.g., a foot masseur giving free foot massages and using the exposure at the market to promote his/her local for-profit business).
- Selling products is not allowed, but exceptions can be made. For example: The Girl Scouts may sell cookies, but a non-profit organization with a gift shop should not expect to sell commercial merchandise. Pre-approval is required to sell anything.
- Political or politically charged organizations: political protests or demonstrations are not allowed.

MARKET GUIDELINES & ETIQUETTE

- In order to comply with COVID safety guidelines, we are operating under restrictions that apply to all vendors and customers at our market (required face masks, social distancing, etc.), Please read our COVID-19 Operating Plan on our website at <https://sundayartisanmarket.org/vendor-information/covid-19-operating-plan>
- You are expected to abide by our rules. Please read our Rules & Regulations on our website: <https://sundayartisanmarket.org/vendor-information/rules-regulations>
- We prefer that you do not leave the market before 4:00 p.m. However, if it is necessary to leave early, please let the manager know ahead of time and pack up as quickly and quietly as possible so as not to cause disruption.

IT'S A "WIN-WIN": We count on you to promote your organization at our market on your scheduled date. In turn, we will promote your event on our website and our Facebook page.

Thank you for participating in our market. We look forward to working with you!

Sincerely,
The Sunday Artisan Market