



Application Information for the 2021 Market Season

Dear Applicant,

Thank you for your interest in The Sunday Artisan Market.

With our market opening for the 2021 season during the COVID pandemic, we've made some changes to the application requirements and process. These changes differ from the information on the application:

1. **Michigan Sales Tax License** — If your application is approved, you must have your sales tax license with you when selling at the market. (The Market does not need a copy of your tax license.) Vendors are responsible for obtaining their sales tax licenses, as this is a state requirement.
2. **Advance Payment for New Vendors** — The \$60 up-front payment for new vendors has been waived for this year. This means that your booth fee is due on the day you set up at the market. The manager will collect your booth fee during market hours.
3. **Daily Booth Fee** — The daily booth fee is \$20 per space per day (limit 2 spaces). If you're interested in becoming an annual vendor, the fee is \$300 per space (limit 2 spaces). Email tsammanager@gmail.com or talk to the manager at the Market if you'd like to convert to annual status. There are many advantages to becoming an annual vendor, and we would be happy to discuss them with you.
 - **Registration for Daily Vendors** — There is no registration for daily vendors in the market office on Sunday mornings. Vendors planning to set up on any Sunday must confirm attendance in advance. This is necessary in order to assign booth spaces ahead of time.
 - **Space Reservations** — Every Thursday, all approved vendors will receive an email asking for confirmation of their attendance (yes or no) for that Sunday's market. Space reservations are due by email each Friday at 5 p.m. Details on space reservations and cancellations are included in the Thursday email.
 - **Space Assignments** — A list of vendors' names and their assigned spaces for that Sunday will be emailed to all vendors on Friday evening. Along with the list of space assignments, the email will contain a market map that shows the market layout with vendors and their space locations for that Sunday.
4. **COVID Safety Guidelines at the Market** — In order for the Market to operate during the pandemic, there are guidelines and safety precautions that all vendors (and customers) must follow. Please read the market's 2021 operating plan on our website:
 - Go to www.sundayartisanmarket.org.
 - Under the **Info for Vendors** tab, click on **COVID-19 Operating Plan**.

Contact Info/Questions:

- Email — tsammanager@gmail.com
- Phone — 734-913-9622 (voice mail; please leave a message)