

COMMUNITY FREE SPACE INFO SHEET

The Sunday Artisan Market offers a free booth space for use by non-profit organizations whose work benefits the community. These organizations include, but are not limited to, The Humane Society of Huron Valley, Amnesty International, The Audubon Society, Food Gatherers, Safe House, Girl Scouts, public schools, and poetry or storytelling groups. Such groups may set up a display in a market booth in order to promote their organization and increase community contacts and public awareness of our market.

MARKET LOCATION: Ann Arbor Farmers' Market pavilion: 315 Detroit Street (this is not a mailing address).

2022 MARKET SCHEDULE

Open —April 3–December 18, 2022 (Closed April 17 for Easter)

- Market Hours: 11:00 a.m. – 4:00 p.m.
- Non-profit Organization Setup Time: 10–11:00 a.m. Display must be ready by 11 a.m. when the market opens for business.

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

- **Contact:** Stacie Vaughn at <mailto:HappyLittleWhales@gmail.com>

CANCELLING or RESCHEDULING: We are an outdoor market covered by a roof. Though the roof provides some protection, wind and rain (especially combined) can cause problems, particularly if you are handing out literature. We do not expect you to suffer a loss of materials in order to fulfill your commitment.

- If you cannot participate on your scheduled date, please let us know in advance. To cancel your reservation, leave a message on the market voicemail at **734-913-9622 before 9 a.m.** on the day of your scheduled setup.

WHAT TO BRING

- A 6-foot table or two small tables (combined width of 7 ft). Booth frontage (width) = 7 ft.; depth = 5-7 ft., depending on location.
- A clean table cover. The cover should be long enough so as to cover the front of your display table from top to bottom.
- A chair for each person who will occupy your booth.
- Your organization's pamphlets or other information, along with a sign identifying your organization.
- A 25-foot heavy-duty extension cord if you require electricity in your booth (there is no charge for using electricity at the market). Your extension cord must be secured to the post and/or to the ground so as not to present a trip factor in/around your booth.
- A copy of your Non-profit Organization State Certificate. Email the certificate to tsammansager@gmail.com or give it to the manager when you arrive at the market.

WHEN YOU ARRIVE AT THE MARKET

- **Arrival Time** —**10 a.m.** Inform the market manager when you arrive, and you will be assigned a booth. Look for the manager in the market office or at the Information booth in the center of the main market aisle. If you cannot find the manager, ask any vendor where the manager is. Someone will point you in the right direction.
- **Parking** — Park in the lot closest to **Fourth Ave.** The manager will let you know if you may move your vehicle closer to your booth.

WHAT'S PERMISSIBLE

- Handing out literature
- Talking to visitors
- Collecting contributions
- Selling promotional merchandise such as bumper stickers that promote your organization.

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 that local business).
- Selling products is generally not permitted, but exceptions can be made. For example: The Girl Scouts may sell cookies, but a non-profit organization with a gift shop cannot sell commercial merchandise. Pre-approval is required to sell anything at the market.
- Political or politically-charged organizations, political protests, demonstrations, or petitions are not allowed.

MARKET GUIDELINES & ETIQUETTE

- We are operating under COVID restrictions that apply to all vendors and visitors at our market. Please read the 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 the 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 disrupt the market.

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 at the market on our website and Facebook pages.

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

Sincerely,
The Sunday Artisan Market Board of Directors & Manager