

COMMUNITY FREE SPACE INFO SHEET

The Sunday Artisan Market offers free booth space to non-profit organizations. Examples include The Humane Society of Huron Valley, Amnesty International, The Audubon Society, Food Gatherers, Safe House, Girl Scouts, Boy Scouts, public schools, poetry or storytelling groups, etc. Such groups may set up an information table or display in a market booth in order to promote their organization.

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

2023 MARKET SCHEDULE

Open —April 2-December 17, 2023 (Closed April 9 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 Benison at HappyLittleWhales@gmail.com

CANCELLING or RESCHEDULING: We are an outdoor market covered by a roof. Though the roof provides some protection, wind and rain 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 call the market voicemail in advance of your scheduled date: **734-913-9622**.

WHAT TO BRING

- One or two tables that will fit into a 5'-x-7' space. Allow room for your organization's volunteer(s) to sit.
- A chair for each person who will occupy your booth.
- A clean table cover. The cover should be long enough so that it covers the front of your display table from top to bottom.
- 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 — When you arrive please park in the west area of 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.

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.
- Selling raffle tickets is 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>
- Please read the Market's 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!