

MARKET INFORMATION & OPERATING RULES

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, except for holidays and special events.

The Market is located near fine restaurants and quality shopping and is 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, wood products, etc.
- **Producers** – Individuals who offer a product that is grown, processed, or prepared, such as soap and personal-care products, edible grains, fruits, vegetables, baked goods, plants, etc.
- **Service Providers** – Individuals who sell a service such as tarot card reading, knife sharpening, or face painting.

NOTE: Specific types of products, 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, must be compatible with the Market environment, and must contribute to the diversity of the Market. All work must be of original concept, design and execution, and must be made and sold by the approved vendor. Buy/sell items, items made from kits, and commercially manufactured products are not allowed.

- Vendors under the age of 18 may apply. See the Youth Vendors section (below).
- Only one business per booth space is permitted, *i.e.*, two businesses may not occupy one space.

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.

Application Review: An Application Committee will review the application packet and either accept or reject it. The manager will notify applicants regarding the Committee's decision. The time frame to complete the application review process is typically within one week after receipt of the application. During the winter months (January-March) when the market is closed, turnaround time for the application process may take longer.

NEW VENDOR SETUP

On the first day of a vendor's participation, the manager may inspect the display and products to verify that the products displayed are consistent with products that were approved for sale at the Market, and that booth and display setup are done in a safe manner.

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 being accepted to the Market. This is in accordance with state law. 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” Status** — A vendor who pays a flat fee for the market season (usually 36 weeks, from April-December). Annual vendors may rent a maximum of two spaces. Annuals renting one space can at any time add a space on any Sunday at the daily rental rate.
- **“Daily” Status** — A vendor who attends on a daily basis and pays the daily rental fee. Daily vendors may rent a maximum of two spaces on any Sunday. A vendor may convert from Daily to Annual status at any time; the advantages and disadvantages can be discussed with the market manager. For daily vendors who wish to convert to annual status, a maximum of three (3) daily payments will be applied to the annual fee.
- **Space Fees** — Fees for annual and daily vendors are established annually for each market season. Space fees are posted on the Market’s website.

REFUNDS

There are no refunds of annual vendor fees, except in cases of health, a vendor moving out of the area, etc. Requests for refunds must be submitted in writing to the board of directors and will be determined on a case-by-case basis.

VENDOR SENIORITY AND ATTENDANCE

- Vendor seniority is determined by a combination of start date and attendance. All space assignments are based on vendor seniority and product distribution throughout the market.
- 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 manager keeps attendance records, vendors are encouraged to keep their own records.
- Daily vendors who attend a minimum of one (1) full market day during the season will maintain their seniority for the following year. If this requirement is not met, the vendor will forfeit his/her standing in the seniority list. If, after losing seniority, the vendor attends the market in the future, he/she will be re-entered at the bottom of the seniority list as of the date of said attendance.

DAILY OPERATIONS — The market is open for business Sundays from 11 a.m.-4 p.m., April-December, except for holidays and special events. Vendors are expected to keep their booths open for business during market hours and not pack up before 4 p.m.

WEEKLY SPACE ASSIGNMENTS — Vendors must reserve their spaces for each Sunday they are planning to attend.

- **Thursday** — The manager emails all vendors, asking them to confirm their attendance for that Sunday.
- **Friday**
 1. 5 p.m. — Deadline for space reservations. Vendors email the manager **before Friday at 5 p.m.** stating that they will or will not attend the market on Sunday. Vendors should state in that email any special requests or needs.
 2. After 5 p.m. — On paper, the manager first places annual vendors in their spaces, then places daily vendors with the following considerations in mind:
 - Vendor seniority
 - Vendors with similar products are not placed too closely to each other
 - Vendor requests (*e.g.*, sun vs. shade, parking behind their booth, preference for main aisle or north aisle)
 - An attempt is made to place new vendors near experienced vendors

On Friday evening, the manager emails all vendors with a list of vendors who reserved their spaces for Sunday (the list includes vendor names and assigned space numbers). The email includes a market map with the locations of vendor spaces for that Sunday.
- **Sunday Morning**
 1. Cancellations — To cancel a reservation, call the market voicemail at **734-913-9622** before 9 a.m. Sunday. Consider keeping the market number in your wallet or vehicle, or save the number in your phone. **Please do not cancel via email.**
 2. Arrival at Market — Vendors may arrive at the market any time Sunday morning. Bathrooms are opened by 8 a.m.

Note: Vendors who attend the market without a reservation will be assigned a space based on what is available Sunday morning. Vendors without reservations are encouraged to arrive at the market by 9:30 a.m. Spaces that are available on short notice are limited, but there is always space available.
- **First-Time Vendors**
 1. Please park in the lot closest to Fourth Avenue when you arrive on your first day at the market.
 2. See the manager when you arrive. The manager can typically be found near the center of the main market aisle between 8 and 10:30 a.m. The manager will show you where your space is and help you with parking.
 3. Other vendors are always helpful if you need assistance or forgot something (handcart, ladder, table covers, supplies, change). The market has ladders that may be borrowed during setup or teardown of your booth.

SPACE FEES

Space rental fees are collected during market hours. The Market accepts cash or checks (made payable to The Sunday Artisan Market). Receipts are provided for all payments. **The Market does not accept card payments.**

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 who is not coming on a Sunday may not offer his/her space to another vendor.
- » Space width is approximately 7.5-7.75 feet frontage on customer sidewalks, with a few exceptions. Space depth varies from 5 to 8 feet.
- » As the Market is a covered venue, tents are not needed. Tent use is possible, however, depending on your booth location. The market manager must approve tent use. Tents may be limited to specific spaces, and vendors must use their own tents.

• Market Amenities

- » A roof covers all spaces, providing some protection from the weather. Roof supports can be used to anchor/ stabilize displays.
- » The Market provides rest rooms and running water.
- » Some spaces include an adjacent parking space. Please check with the manager for parking availability for your booth.
- » Most spaces provide electricity. Bring your own heavy-duty extension cords, and keep them secured and off walkways.

• Display & Merchandise

- » Vendors 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(s).
- » 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.
- » Vendor booth spaces should be kept free of clutter and trash. Vendors are responsible for cleaning their areas prior to leaving.
- » Wind can be problematic. Bring items such as weights, clamps, ropes, and bungee cords to stabilize your display and your products.
- » Any products that are on display that have not been approved by the market must be immediately removed from the vendor’s display.

• Liability

The Market is not responsible for damage to vendors’ products, display, or personal property.

- **Parking** — If your booth has an adjacent parking space, you may park behind your space. (If you rent two spaces, you may park behind one of your spaces.) Please consult the parking map on our website or talk to the market manager on Sunday morning with any questions about parking.
- **No Smoking at the Market** — The market is a no-smoking venue, and it is posted as such.
- **No Alcohol at the Market** — Alcohol is prohibited in city parks without a permit. As The Sunday Artisan Market organization does not have a permit for alcohol sales or consumption, alcohol is prohibited at The Sunday Artisan Market.

YOUTH VENDORS

The Market welcomes vendors under the age of 18 with the following requirements:

1. For youth applicants, a parent or guardian must co-sign the application and provide contact information (phone number and email address) if it differs from the youth’s contact information.
2. Vendors aged 15 and under must be supervised by an adult throughout the market day. This includes setup and teardown of the vendor’s booth.
3. The youth vendor and adult supervisor must check in with the market manager upon arrival at the market.
4. Please read the Youth Vendor document on the market’s website: <https://sundayartisanmarket.org/vendor-information/youth-vendors>.

MARKET GOVERNANCE AND ORGANIZATION

The Market is governed by a board of directors that is elected by the Market membership (see the bylaws for details). The board hires a market manager to manage daily operations, marketing activities, and Market 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 may be held throughout the year. These meetings give vendors the opportunity to become acquainted with each other and share information and ideas.
- » Clipboards — Market information may be circulated on a clipboard during the market day. A vendor must obtain permission from the manager to distribute clipboards or other information throughout the market.

• Market Promotions

The Market utilizes print and online media for advertising and promotions. We rely on 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 postcards, flyers, and other materials.

• Vendor Responsibilities

- » Vendors will abide by the Market's operating rules.
- » Vendors are expected to be courteous in their interactions with other vendors.
- » Vendors may 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.

• Compliance With Operating Rules & Safety Manual

The manager has full authority to enforce all Market rules. Though the manager deals with vendors who violate the rules, the manager may ask one or more board members to assist in resolving problems.

In dealing with non-compliance issues, the market manager will:

1. Talk to the offending vendor to ensure the vendor understands the Market's operating rules.
2. State expectations clearly and request compliance with the operating rules, both verbally and in writing.
3. Document and retain a copy of all relevant communication/information in the vendor's file.
4. Bring the issue to the board if the issue cannot be resolved. The board may direct the manager to notify the non-compliant vendor that he/she will be denied the opportunity to sell at the market until compliance is met.

The Market's **Safety Manual**, published separately, is part of the Market's operating rules. Please read the Safety Manual, available on the Market's website at:

https://sundayartisanmarket.org/wp-content/uploads/2018/07/SAFETY-MANUAL-revised_07_18_18.pdf

• 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 resolve the problem or request that the complaint be submitted to the board in writing. Board-member contact information is on the Market website: <https://sundayartisanmarket.org/vendor-information/board-members>.

MARKET CONTACT INFORMATION

- Email (market manager): <mailto:tsammanager@gmail.com>
- Phone: 734-913-9622 (market voice mail; leave a message)
- Mailing Address: The Sunday Artisan Market, P.O. Box 7090, Ann Arbor, MI 48107
- Physical Address (market site): 315 Detroit Street, Ann Arbor, MI 48104 (Do not send mail to this address.)