

Space Reservation and Cancellation Policy

This policy applies to all approved vendors who plan to attend The Sunday Artisan Market on a given Sunday.

WHEN TO MAKE A SPACE RESERVATION

Space reservations are done week by week. If you plan to attend on any Sunday, you must reserve your space. The deadline for reserving your space is 5 p.m. on Friday, two days before the Sunday you are planning to attend. If you do not reserve your space by 5 p.m. on Friday, it will be assumed that you will not be attending that week.

Reservations can be made any time from Monday morning until Friday at 5 p.m. Vendors who reserve early in the week are not given priority over vendors who reserve on Friday.

Reservations are not accepted more than a week in advance unless special notice is given by the market manager for early space reservations.

HOW TO MAKE A SPACE RESERVATION

All annual and daily vendors must reserve their spaces.

1. When making your space reservation, please do not respond directly to the email that is sent to all vendors each week as a reminder of Friday's deadline.
2. Send a separate email to tsammanager@gmail.com with your reservation. Specify whether you need 1 or 2 spaces, and which spaces/area of the market you prefer. Also specify any other preferences such as sun, shade, or parking.

Requests will be considered but cannot be guaranteed, based on the number of vendors attending that day, vendor seniority, and the distribution of vendors with similar products throughout the market. Seniority is considered when space assignments are made. Annual vendors are placed before daily vendors, and vendors with earlier start dates have seniority over newer vendors.

3. When your space reservation email has been received, the manager will reply to confirm receipt of your reservation.

ATTENDING WITHOUT A RESERVATION

If you attend without a reservation, you will be assigned a space on Sunday morning based on the availability of unassigned spaces at the time. Notify the manager when you arrive at the market on Sunday so you can be assigned a space.

CANCELLATIONS

How to Cancel a Reservation — Call the market voicemail at **734-913-9622** before 9 a.m. Sunday to cancel. Please do not send your cancellation via email (market email is not checked on Sunday mornings).

Why it's Important to Cancel — When a vendor reserves a space but then cannot attend and does not cancel, (1) it leaves gaps in the market and (2) vendors who may wish to relocate that day do not have the opportunity to do so.

Not Cancelling a Reservation — If you reserve, do not attend, and do not cancel, you will be notified by email that your cancellation for that day was not received, and you will be asked to comply with the cancellation policy in the future. If you do not cancel a reservation for a second time, you may be placed in a less desirable space the next time you set up at the market.

- Cancellations must be received via voicemail by 9 a.m. Sunday so that empty spaces can be filled.