

## 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 Sunday Artisan Market is held at the Ann Arbor Farmers' Market site in the historic Kerrytown™ district, near a variety of restaurants and shopping venues and just a few blocks from downtown Ann Arbor.

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 handmade 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 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.

### APPLICATIONS

**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 electronically.** There is no fee to apply.

**Application Review:** An application committee reviews the complete application packet and either accepts or rejects it. The manager notifies applicants via email regarding the committee's decision. The time frame to complete the application review process is typically within one week after receipt of the complete application. During the winter months (January-March) when the Market is closed, turnaround time for the application process may take longer.

**Appeals:** The board of directors makes the final decision on any appeals regarding denied applications.

### 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 and professional-looking manner.

## **VENDOR LICENSES & PERMITS**

Vendors are responsible for obtaining their own licenses and permits as required by local, state, and federal governments for products sold at the Market.

Information on **Michigan Sales Tax** licensing is available at <https://www.michigan.gov/taxes/business-taxes/sales-use-tax/information/sales-tax-license-faq>. If you do not have a sales tax license when you apply to the Market, you must apply for a sales tax license after being accepted to the Market. This is in accordance with state law.

Food must comply with **Cottage Food** regulations. More information can be found at <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information>

## **VENDOR STATUS**

- **“Annual” Vendor** — A vendor who pays a flat fee for the Market season (usually 36-38 weeks, from April-December). Annual vendors may rent a maximum of two spaces. Annuals renting one space can add a space on any Sunday at the daily rental rate.
- **“Daily” Vendor** — 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.
  - **Converting to Annual Status Mid-Year** — A vendor who converts to annual status mid-year pays the deposit and is converted to annual status when the deposit is paid. The booth rent for a maximum of 3 days' attendance that year will be applied toward the annual fee. The balance can be paid in full or in installments over a three-month period. The manager will provide a payment schedule for paying the balance, which is due three months after the deposit was paid.
- **Returning Vendors** — Vendors who have not set up at the Market within one calendar year must reapply.

## **BOOTH RENTAL FEES**

Booth fees for both annual and daily vendors are posted on the Market's website.

- **Daily Vendor Fees** — Daily vendors pay the booth fee on each day they attend the market. Fees are collected during Market hours.
- **Annual Vendor Fees** — Annual vendors pay a flat fee for a full market season. A payment plan allows for paying the annual fee in installments. Annual fees can be paid at the Market on Sundays or sent by standard mail.

## **PAYMENT OPTIONS**

The Market accepts cash (exact amount preferred), check, or money order payable to The Sunday Artisan Market. Receipts are provided for all payments. Information on vendor payments is documented in the Vendor Fee Payment Policy, available on the Market's website

## **REFUNDS**

There are no refunds of annual vendor fees, except in cases of unforeseeable and extenuating circumstances. Requests for refunds must be submitted in writing to the board of directors and are determined on a case-by-case basis.

## **VENDOR SENIORITY**

Vendor seniority is determined by start date at the Market.

## **ATTENDANCE**

All vendors must attend at least 3 full Market days in a season in order to maintain their seniority for the subsequent market year. A full Market day is 11 a.m. to 4 p.m.

Annual vendors must attend at least 10 full Market days in a season to retain their spaces for the subsequent market year.

Vendors who do not meet the attendance requirements will forfeit their standing in the seniority list. If a vendor who has lost seniority attends the Market in the future, that vendor's new seniority date will be the next date the vendor attends the Market. Though the manager maintains attendance records, vendors are encouraged to track their own attendance.

## **DAILY OPERATIONS**

Market hours are 11 a.m. until 4 p.m. Vendors are expected to have their booths completely set up and fully stocked by 11:00, and are expected to wait until 4:00 before removing items from their displays and packing up their booths. Exceptions to this rule must be approved in advance by the Market manager (such as, if you need to leave the market before 4:00). Violations of this rule could result in (up to and including) loss of the vendor's current space assignment. Repeated late setups or early packups, without prior approval from the manager, could result in actions up to and including suspension from the market.

## WEEKLY SPACE ASSIGNMENTS

Vendors must reserve their spaces for each Sunday they are planning to attend. Information on space assignments is documented in the Space Reservation and Cancellation Policy, available on the Market's website.

Space assignments are based on vendor status, vendor seniority, product distribution throughout the Market, and attendance.

## GENERAL INFORMATION

### Market Booth Spaces

- A booth space is defined as a numbered stall as indicated on the Market map. Booth space numbers are painted on the aisle-facing side of the posts between booths.
- Spaces may not be sublet, *i.e.*, a vendor who is not coming on a Sunday may not offer their 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, 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. Tent guidelines are available on the Market's website.

### Market Amenities

- A roof covers all booth spaces, providing some protection from the weather. Roof supports can be used to anchor/stabilize displays.
- The Market provides rest rooms onsite. Restrooms are also available in the Kettletown Market & Shops building, next to the market.
- Some booth spaces include an adjacent parking space. Please check with the manager for parking availability for your booth.
- Most booth 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. Professional-looking displays are required.
- 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.

### Music at the Market

Vendors may play music on their personal devices, providing the music is family-friendly and is not so loud that it disrupts other vendors.

**Liability** — The Market is not responsible for damage to vendors' products, display, or personal property.

**No Smoking** — A city ordinance prohibits smoking at the market; No Smoking signs are posted throughout the market. The Sunday Artisan Market prohibits vaping or using e-cigarettes.

**No Alcohol** — Alcohol is prohibited at The Sunday Artisan Market.

**No Open Flames** — A city ordinance prohibits open flames at the 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 are 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.
- » Market information is disseminated to all vendors via email or during Market hours by the manager, any board member, or designee (approved by the manager or board member). For Market business that requires a vote, paper ballots may be distributed during Market hours or via standard mail. A vendor must obtain permission from the manager or a board member to distribute 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, regulations, and policies.
- » 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](https://sundayartisanmarket.org/wp-content/uploads/2018/07/SAFETY-MANUAL-revised_07_18_18.pdf)

### • Complaint Process

Complaints about another vendor or other Market matters should be directed to the 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 deliver or send mail to this address.**)