
Vendor Fee Payment Policy

This document establishes policy regarding payment of vendor fees for The Sunday Artisan Market.

DEFINITIONS OF VENDOR STATUS

- Daily Vendor — Pays \$20 per space to rent a booth space on each day the vendor participates in the Market.
- Annual Vendor — Pays a flat fee of \$300 per space to rent a booth space for one market season (April-December).

PAYMENT METHODS

Payments can be made **in cash or by check or money order** payable to The Sunday Artisan Market. If paying in cash at the market, please provide exact change. The Market is unable to accept card payments.

Payments can be given to the manager on any Sunday during the Market season, or mailed to The Sunday Artisan Market, P.O. Box 7090, Ann Arbor, MI 48107.

- **Confirmation of Payment Received** — A receipt will be issued for each payment received. If your payment is received by mail, you will receive an email confirming receipt of your payment. A digital copy of your receipt will be available upon request.

DAILY VENDOR FEE PAYMENTS

Daily vendor fees are paid on the Sunday the vendor attends the Market. The Market manager will visit each daily vendor during market hours and collect the vendor's fee. A receipt will be issued for each payment made.

ANNUAL VENDOR FEE PAYMENTS

Annual vendor fees can be paid in full or in installments. The schedule for installment payments varies, based on when the vendor decides to be an annual:

- **Deciding to be an Annual Vendor at Year-End** — If, toward the end of a Market season, a vendor decides to continue as an annual vendor or convert from daily to annual status for the following year, payments are due as follows:
 - Due Dec. 31 — Deposit, along with a Letter of Intent for next year's market. Required deposit amount: \$25 for one booth space; \$50 for two booth spaces

Installment Payment Schedule:

- Due Jan. 31 — \$55 for one space; \$110 for two spaces
 - Due Feb. 28/29 — \$55 for one space; \$110 for two spaces. Annual vendor accounts must be current by March 1. **If an account is not current by March 1, the vendor will be moved down in the seniority list for space assignments.** Being moved down in the seniority list may result in losing the current/requested space assignment for the Market season.
 - Due March 31 — \$55 for one space; \$110 for two spaces
 - Due April 30 — \$55 for one space; \$110 for two spaces
 - Due May 31 — \$55 for one space; \$110 for two spaces
- **Deciding to be an Annual Vendor Mid-Season** — If a daily vendor converts to annual status after the beginning of a Market season, payments are due as follows:
 - Deposit Due on Date of Conversion to Annual Status
Required deposit amount: \$25 for one booth space; \$50 for two booth spaces

A maximum of three daily payments will be credited toward the annual fee. The balance will be divided into three monthly payments. The final payment will be due 90 days after the date of conversion to annual status.

Example:

1. June 5— Vendor converts to annual status and pays the deposit.
2. July 5— First installment payment is due.
3. Aug. 5— Second installment payment is due.
4. Sept. 5 — Final installment payment is due.