



## Vendor Information and Market Operating Rules

### OVERVIEW

The Sunday Artisan Market was established to provide artists with a place to sell their products. All items must be within acceptable quality parameters, must be compatible with the Market environment and contribute to the Market diversity. All work must be of original concept, design and execution and made by the vendor. Buy/sell items, items made from kits, and commercially manufactured products are not allowed.

The market is an outdoor venue, with a season that runs from the first Sunday in April through the Sunday before Christmas, with just a few Sundays excluded. We are located near fine restaurants and quality shopping and are very close to a thriving downtown community. Throughout the year, we occasionally have musicians, entertainment and different special events in conjunction with the Market.

### MEDIUM CATEGORIES

Specific type(s) of products, number of Producers, or number of Service Providers may be limited when necessary to maintain market balance.

**Artisan** – Individuals who create and produce a finished product such as ceramics, painting, photography, sculpture, jewelry, glass, furniture, clothing, wooden toys, etc.

**Producer** – Individuals who offer for sale a product that is grown, processed, or prepared such as edible grains, fruits, vegetables; live plants, trees, shrubs and cut flowers; apiary products; maple syrup and sugar; prepared food such as baked goods, jams, jellies.

**Service Provider** – Individuals who sell a service, i.e. tarot card reading, knife sharpening, and face painting.

### VENDORS

- Must complete an application form, attach necessary requested documents and submit to the Market Manager --the documents can be mailed to: The Sunday Artisan Market, Market Manager, 317 S. Division St., PMB #2, Ann Arbor, Michigan 48104.
- Application committee will review the submitted documentation and accept or reject the applicant. Notification will be made by the Market Manager. Time frame to complete process is a minimum of two weeks.
- Market Manager will, on the first day of set up, conduct an inspection of goods to verify they are in compliance with the application.
- Once accepted, vendors will abide by the Market Operating Rules, and conduct business in a courteous and professional manner. Market Management has full authority to enforce all rules, and any vendor failing to comply will be denied the opportunity to sell at the Market.
- Must have a tax ID license and keep copy on person while at the market.
- Are responsible for their own sales tax and permits as required by local, state and federal governments.

- Michigan State Tax License form at:  
[http://www.michigan.gov/taxes/0,1607,7-238-43519\\_43521-155361--,00.html](http://www.michigan.gov/taxes/0,1607,7-238-43519_43521-155361--,00.html)

## **CATEGORIES AND PAYMENT OPTIONS**

- Annual** - Vendor who pays a one-time fee (\$200) for an assigned stall that is used each Sunday vendor attends market.
- Daily** – Vendors who attend on a daily basis will pay \$15 per day for one stall that is assigned each Sunday the vendor attends market. Daily Vendors must see the Market Manager to sign in before setting up. A vendor may choose to change from Daily to Annual status at any time; the advantages and disadvantages will be discussed at that time with the manager. Up to three payments as a daily can be applied to the cost of annual membership in direct relation to the number of booths they are renting, i.e., renting two booths as a daily will not double your discount on a single annual booth. Please see the Market Manager if you have any questions.

## **VENDOR SENIORITY AND ATTENDANCE**

- Vendor seniority is defined by a combination of start date and the market attendance record. Seniority is used for Annual and Daily stall selection.
- Annual vendors who attend a minimum of 10 full Market days during the season maintain their seniority and space for the following year.
- Each vendor should keep their own attendance record even though the Market Manager keeps attendance records.

## **DAILY OPERATIONS**

Hours - Sunday, 11 am-4 pm - April through December with the exception of one Sunday.

### **Annual Vendors:**

- Must arrive by 9:30 A.M. to keep assigned space -- can arrive and set up earlier if they wish.
- If arriving late, must call (734) 913-9622, option #3 by 9:15 to leave a message to reserve space.
- Late arrivals, who have not called in, will be assigned any open space.
- Vendors wishing to set-up in a space other than their assigned stall, or add an additional stall, must sign in by 9:30 am

### **Daily Vendors:**

- Sign-Up Sheet will be available from 9:00 - 9:30 am with space assignment starting approximately at 9:30 A.M.

Space assignment order is as follows, by vendor seniority:

- Annual Vendors wishing to change their location
- Annual Vendors wishing to add an additional space for the day
- Daily Artisan Vendors
- Daily Producers & Service Providers

### **Space Fees**

- Space rental fees will be collected after set up --cash or checks made payable to: **The Sunday Artisan Market**. Receipts are provided for vendors to maintain their own expense and attendance records.

## **GENERAL INFORMATION**

### **Market Spaces:**

- Limit of two spaces per vendor (extra space requirements will be considered on a case-by-case basis).

- Spaces may not be sublet, i.e. a vendor not coming on a given Sunday may not tell someone else they can have their space.
- Space size is approximately 7 - 8 ft. frontage on customer sidewalks; the depth varies.
- Canopy tents are not necessary. If you need one, please discuss with the Market Manager in advance, as there are only a couple of places where a tent can be used.

**Market Amenities:**

- A roof that provides some protection from the weather covers all spaces, and the supports can be used to anchor or stabilize your display.
- The Market provides restrooms and running water.
- Some spaces include an adjacent parking space.
- Some spaces offer electricity (you must bring your own extension cords and these must be secured and kept off walkways.) There may be an additional fee for excessive electrical drainage.

**Display - Vendors must:**

- Provide their own tables, chairs, and display fixtures.
- May not use any portion of the walkways for display or seating purposes, as they must be kept clear for pedestrians
- Must keep display and merchandise behind concrete break line and contained within their space.
- Must keep display neat, orderly, safe, and in good repair at all times. Skirted tables and professional-looking displays are encouraged.
- Will be considerate of neighbors arranging display and display panels so as not to block customer view of neighboring vendors. Solid (non-see through) panels or other display materials that are taller than 3 ft., must be set back from the walkway a minimum of 2 ft. to avoid obstructing the neighboring displays.
- Are expected to keep their display and stall free of clutter and trash and are responsible for cleaning area prior to leaving
- Wind can be a problem, so please bring items such as weights, clamps, ropes, and bungee cords to stabilize your display.

**Parking:**

- Annual vendors with a space without parking may park and unload if space is available; once unloaded, please move your car if parking is not included with your space
- Daily parking prior to set-up, please use the area off Fourth Avenue
- If your stall does not include parking, you are asked to unload and move your vehicle to one of the area parking lots. Large vehicles may block visibility and stall access so we ask that such vehicles be parked with this consideration in mind.
- If you need further parking information, please see the Market Manager.

**Smoking in the market:**

Vendors who violate the No Smoking Ordinance in the Market area (as defined by the city of Ann Arbor) are to be given a verbal warning upon the first infraction, a written warning upon the second infraction and a one-day suspension on the third infraction.

**Membership Participation and Communication:**

- The market is governed by an elected Board of Directors who hire a Market Manager to manage daily operations and marketing activities.
- Meetings - Board Meetings are held last Sunday of the month; Membership meetings are held the first Sunday of the month.
- Minutes and other information will be sent to all active vendors either by e-mail or postal mail. If vendors prefer postal mail, please provide the Market Manger with self-address stamped envelope.
- Information regarding meetings or other activities will also be sent around on a clipboard on any given Sunday.

**Market Promotion:**

- Advertising and promotion utilizes local, regional, statewide media, as well as online links and social networking sites.
- As with your own personal business, the best form of advertising is word of mouth. We rely on each of our vendors to help our market grow by telling people about our market, and by inviting other artists down to sell.

Please visit our website at [www.sundayartisanmarket.org](http://www.sundayartisanmarket.org)

Market Manager E-mail: [tsammanager@gmail.com](mailto:tsammanager@gmail.com)

Market Phone Number: 734-913-9622

Mailing address:           The Sunday Artisan Market  
                                  317 S. Division  
                                  Ann Arbor, MI 4804

Market site address:      315 Detroit Street  
                                  Ann Arbor, MI 48104