

Payment Guidelines for Participation in the Downtown MarketPlace

If accepted for participation in the Downtown MarketPlace all fee payments need to comply with the following:

Initial Season Payment:

Initial season payment must be made for (2) two markets in advance.

For any other payments in advance, checks will be deposited the Monday prior to the designated Market. If you pay in advance please NOTE on your check the Market date you wish to attend. Please do not pre-or post-date checks.

Change of participation date without loss of fee:

All participation date changes must be made before NOON on the Tuesday PRIOR to the designated market to avoid forfeiting your market fee payment. Please phone or email your cancellation notices prior to the deadline. Market management must confirm the cancellation before it is considered accepted.

Late participation sign-up

Reservations for a MarketPlace space must be made prior to the Tuesday before next Saturday Market. Space is not always available. Reservations and payments made after Tuesday (before the Saturday market) may be assessed a late fee of \$10.00, in addition to the regular weekly fee, IF SPACE IS AVAILABLE. UNDER NO CIRCUMSTANCES will reservations for a market space be accepted after the Thursday before the Saturday MarketPlace.

Payments may be made at the Market - Make all checks payable to: Downtown MarketPlace

In order to be assured a space at each or the next MarketPlace, vendor payments should be made on a timely and advance basis. **Vendor participants must be responsible for dropping off payments at the MARKETPLACE INFORMATION BOOTH by 10 A.M.** Please put your check in an envelope with your name and the desired date of participation on the outside. Receipts will be provided and available for pick up at the market for your convenience. Payment drop off by vendor is required.

If you choose to mail payments, then please mail them early enough so they are received by the Monday before the Saturday MarketPlace you wish to attend.

Mail checks to: **Downtown MarketPlace, C/O Tallahassee Downtown Improvement Authority, P O BOX 10893, TALLAHASSEE, Florida 32302**

If you have any questions or would like further information about payments contact Allen Thompson at 850.224-3252: or thompsal@earthlink.net