

Payments for the Downtown Marketplace

Due to the high volume of participation requests and increased numbers on waiting lists, occasional inclement weather, all payments for inclusion in the Downtown Marketplace will need to comply with the following:

Payment must be made for two markets *in advance*. (One is for your upcoming Market and the other is for next one you wish to participate in.) This will avoid problems should we have inclement weather, or if you have to cancel, etc. At each event, once you have a check 'on account' you will simply use that one and replace it each time with the next check.

If you write two separate checks, as a courtesy, each will be deposited the Monday before that designated market. You must, however, notate which check is meant for which date on the memo line entitled *For* _____.(Don't post date)

Changes made without penalty.

All participation date changes must be made by the Monday PRIOR to the designated market to avoid forfeiting your market fee.

Phone or E-mail messages record dates and times, however, any and all messages must be confirmed by Market Management to be considered complete- make sure you receive a response.

Participation AFTER Tuesday for same week

Should space be available, all payments will be assessed a late fee of \$10.00 in addition to regular fee for market

No reservations for same week market will be accepted after Thursday due to map preparation and distribution

Payments may be made at the Market

Make all checks payable to: Downtown MarketPlace

In order to get payments in on a timely basis, participants must be responsible for dropping off payments at the *Market Information booth* by 10A.M. Place payment in envelope with your name and date of participation on the outside. Receipts will be written and available for pick up at the market for your convenience. Drop off by vendor is required.

If you choose to mail them, mail early as they must be received by Monday. Mail them to:
Downtown MarketPlace, C/O Tallahassee Downtown Improvement Authority, P O BOX 10893,
TALLAHASSEE, FL 32302

Any questions or messages contact

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