



## Market Fee Structure

The base participation fee covers a **single 10x10 tent space**. Any commitment below 50% of the season (30-33 weeks) is considered as a DROP-IN vendor. DROP-IN vendor spaces may vary weekly, depending on the schedules of regular season vendors. Part-time vendor spaces are limited and will be assigned on a case-by-case basis at the discretion of the Market Management team. **Note: priority acceptance and placement are given to full-time vendors.**

Market Day	Vendor Type	Space Cost
Thursday (Season Pass)	Full Time Vendors	Single: \$325 Double: \$650
Saturday (Season Pass)	Full Time Vendors	Single: \$425 Double: \$850 Triple: \$1,275
Winter Market (Season Pass)	Full Time Vendors	Single: \$125
Daily Space Fee	DROP-IN Vendors	Single: \$50 Double: \$100

All fees must be **paid in full** before the vendor can begin the Market.

### Payment Information

- If your application is accepted, you will receive confirmation of acceptance and an invoice from Marketspread.com with a breakdown of your market fees.
- You must pay the Market Space Fee **by March 4<sup>th</sup> at midnight**. A late payment fee of \$25 will be charged 10 days after the date an invoice is issued and every 10 days until full payment is received, unless the vendor notifies HMI of their withdrawal from the Market.
- Payments may be made by cash, check, or credit/debit card. Card payments processed online, in person, or over the phone will be charged a 3% fee.
- Checks or ACH transactions returned for insufficient funds will be charged a \$25 fee. Vendors will not be able to attend the Market until the matter is resolved.
- Make checks payable to "Historic Manassas, Inc." Please make sure to include your business name (if not printed on check) and Farmers Market in the memo. **Mail checks to:**

Historic Manassas, Inc.  
Attn: Jheanel Butler  
9431 West Street,  
Manassas VA 20110