

Vendor Payment Options

Updated March 7, 2017

MEMBERSHIP BENEFITS

Membership for the 2017 season is \$40. Benefits of becoming a member:

1. Voting rights regarding board member nominations, bylaw revisions, and articles of incorporation revisions
2. Discounts for members-only on payment Options 1 & 2 (see below)
3. Three excused absences for payment Options 1, 2, and 3 (see below)

PAYMENT OPTIONS

Note: Payment options are based on vendor anticipated attendance. Any payment amounts below are based on example. Actual payment amounts are subject to actual vendor attendance, and management will work with each vendor to determine final rent amount.

- 1. Option 1: Pay for the full year (6 months @ 1 payment) – member discount of 10%** (*Ex: 25 Saturdays X \$35 booth fee = \$875 @ 10% = \$787*)
 - a. Members who use this option will have a permanent booth location.
 - b. This payment option is for paid members only.
- 2. Option 2: Pay for half the season (3 months @ 2 payments) – member discount of 5%**
 - a. Members who use this option will have a permanent booth location.
 - b. This payment option is for paid members only.
- 3. Option 3: Pay by the month (rent due by the 1st of the month) – no discount**
 - a. Vendors who use this option will have a permanent booth location.
 - b. This payment option is for paid members and non-members.
 - c. BHFM will pro-rate any months when market does not operate for the full month.
- 4. Option 4: Pay by the day – no discount**
 - a. Vendors who use this option will not have a permanent booth location.
 - b. Vendors who use this option must check in with management when they arrive at market to pay for their booth rental and receive their booth number.
 - c. Trial and visiting vendors must use this payment option.

5. Invoicing and Payments

- a. For Options 1, 2, and 3, management will email vendors an invoice reminder two weeks prior to rent due date.
- b. Payments must be received prior to the day of setup. Failure to pay on time will result in loss of permanent booth location.
- c. Payments can be made by cash, check, credit card, or PayPal (available on BHFMM website).
- d. Management will email receipts at the end of each month/season for vendor records.

ABSENCES

If a vendor will not be able to attend a market day, the vendor must give management a 24-hour notice via phone call or text message; management will respond immediately to confirm absentee notification. If 24-hour notice is provided, management will credit the vendor for that day's rent. Credits will be included in the next payment due, or if the vendor has paid for the entire season, the credit will be included in a Y/E refund.

Management will not issue rent credit if the vendor fails to provide 24-hour notice. The only exception to this rule is in the case of an emergency (weather, family emergency, etc.). Members are allowed three excused absences per season; any excused absence to the limit of three per season will result in a rent credit/refund.