**Huntingdon Farmers’ Market Vendor Fee Policy**

Annual fee

* Returning vendors: pay when submitting renewal application
* New vendors: pay upon acceptance into the market
* Non-refundable

Weekly fees

* Each vendor may choose to
	+ Pay weekly fee each week vendor is participating in the market **OR**
	+ Pay for the entire season up front (minus whichever weeks the vendor plans not to participate)
* Vendors paying for all weeks of the season up front shall receive a discount equal to one week’s-worth of fees

Fee refunds / credits for up-front payments of weekly fees

* If a vendor’s membership in the market is terminated by the market, following the procedure outlined in the Bylaws, no prepaid fees will be refunded or credited.
* If a vendor withdraws voluntarily from the market during the season and has given notice to the Market Manager of his/her decision to withdraw, weekly fees for the remainder of the season shall be refunded, minus 1 week’s-worth of fees.
* If a vendor stops attending the market without giving notice to the Market Manager of his/her decision to withdraw, weekly fees for the remainder of the season, minus 1 week’s-worth of fees, shall be credited to the vendor’s account for use in the following season.
* If a vendor is unable to attend the market on particular date(s) and communicates in advance with the Market Manager, the vendor’s account will be credited for unused weeks, minus 1 week’s-worth of fees, for use in the following season. If the vendor does not plan to return to the market the next season, the amount will be refunded.

Adopted 25 January 2021; amended 28 January 2021