# Vendor Payment Options

**Updated November 23, 2018**

## Membership Benefits

Membership for the 2019 season is $40. Benefits of becoming a member include voting rights regarding board member nominations, bylaw revisions, and articles of incorporation revisions.

Member fees are $35 per day. Wednesday and Saturday have equal daily rate. Non-member fees are $45 per day. Prairie Berry Farmers Market and October Wednesday market are both $15 daily member rate.

## Payment options

**Note:** Payment options are based on vendor anticipated attendance.

1. **Option 1: Pay by the month (rent due by the first market day of the month)**
	1. Vendors who use this option will have a permanent booth location.
	2. This payment option is for paid members and non-members.
	3. BHFM will pro-rate any months when market does not operate for the full month.
2. **Option 2: Pay by the day**
	1. Vendors who use this option will not have a permanent booth location.
	2. Vendors who use this option must check in with management when they arrive at market to pay for their booth rental prior to setting up.
	3. Trial and visiting vendors must use this payment option.
3. **Invoicing and Payments**
	1. Payments must be received prior to the day of setup. Failure to pay on time will result in loss of permanent booth location.
	2. Payments can be made by cash, check, credit card, or PayPal. For PayPal, send email request to manager@blackhillsfarmersmarket.org and management will send a PayPal invoice. Checks may be mailed to:

 BHFM, PO Box 6375, Rapid City, SD 57709

* 1. Manager will email receipts at the end of each month 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 the credit will be included in a year-end refund.