



Daily Vendor Tabling Procedures

Saturday Table Requests:

Vendors must make a table request and receive confirmation of a table in order to vend at the Market. Priority tabling is designated for farmers, followed by food artisans and then craft artisans.

Request a Table for the Saturday Market:

If you are approved as a Saturday vendor, vendors can email gfmassistant@gmail.com (Carolyn Hulseley) or call [\(336-373-2402\)](tel:336-373-2402) and leave a message before or by Thursday morning and no later than noon in order to request a table for Saturday. Vendors will be notified by 4pm on **Thursdays** of space availability.

Tables are limited inside the Market building and vendors may be placed in outdoor Market spaces if inside tables are not available. Vendor may request an outdoor space if preferred. Unless otherwise specified, **vendors are required to bring their own tables and tents for outdoor vending.**

Saturday Market Check-in:

Arrive between **6:00 and 6:45 am** to pay your table fee at the manager's/information desk. Vendors must check-in with management **before 6:45 am** in order to vend. **After 6:45 am vendors are considered late.**

Your table assignment will be given to you **after check-in with management.**

Late arrival will be assessed as outlined in the Vendor Guidelines. A verbal warning is followed by a \$25.00 fine and additional tardiness will be addressed per penalties assigned according to the Vendor Guidelines.

Table fees are outlined in GFM Guidelines. Please have exact **change on hand or pre-write your check to "GFM, Inc." for the exact amount (\$25, etc.).**

Please note the discount fees apply after 10 market visits as found in the guidelines. Management records all attendances but it is important for you to keep up with your tallies as well. Wednesday and Saturday attendance is calculated separately.

Merchandise Load in:

Unload your merchandise and **move your vehicle out of vendor loading and out of customer parking.**

Parking:

Vendor parking is at the War Memorial Stadium side lot on Lindsay. Vendors may not park in Customer Parking.

Carts:

Carts are to be taken outside and lined up against the building on the Lindsay St. side of the market. **Carts should never be left in the aisles during market and must be removed from**

Market before opening (7 am on Saturdays). Do not bring carts into Market after 7 am or before 12 noon. All carts must be returned to the Market building after use.

On Your Table

- 1) All items must be **clearly priced** either individually or by a sign (chalkboard, table tents, etc.)
- 2) The **business name and location** (i.e. Silver Spring, NC) must be displayed at all times.
- 3) All items on your table must be listed on your application. If you would like to add an item to your product list you must complete an “Additional Items Request Form.” Find the form here: <http://www.gsofarmersmarket.org/wp-content/uploads/2017/01/2017-GFM-Vendor-Application-for-Additional-Items.pdf>

End of Market:

Vendors have up to **60 minutes** to clear tables, clean, and return carts at the end of Market.

Housekeeping:

Each quad (4 tables) has a **designated broom, dustpan, and trashcan** for vendor use. **Vendors are responsible to clean up after themselves.** This includes taking out the trash, sweeping around table, and dusting off the table top. Recycling cans are located on the back of the Market building for cardboard and plastic recyclable items. A dumpster is located in the Lindsay Street parking lot and all trash must be removed from the market to the dumpster. Communicate with neighboring vendors on cleaning and trash removal if sharing a quad.

Be sure you have read and understand the GFM Guidelines: <https://www.gsofarmersmarket.org/wp-content/uploads/2017/02/GFM-Guidelines-2016-Updated-Final.pdf>

You can also find frequently asked questions here: <https://www.gsofarmersmarket.org/current-vendor-faq/>

We look forward to having you join us at the Greensboro Farmers Curb Market!

See Below For Wednesday Market Procedures:

Wednesday Market Tabling Procedure

Wednesday Market (Mid-Week Market):

Vendors can email gfmassistant@gmail.com (Carolyn Hulsey) or call [\(336-373-2402\)](tel:336-373-2402) and leave a message before or **Tuesday by noon** in order to request a table for Wednesday Market. You will be notified by Tuesday at 4pm. Typically Wednesday vending is not space limited.

Wednesday Market Check- In:

Arrive between **7:00 and 7:45 am** to pay your table fee at the manager’s/information desk. Vendors must check-in with management **before 7:45 am** in order to vend. **After 7:45 am vendors are considered late.** *Please Note:* Your table assignment will be given to you **after check-in with management.**

Table fees are outlined in GFM Guidelines. Please have **exact change on hand or pre-write your check to “GFM, Inc.” for the exact amount (\$10 per Wednesdays, etc.).**

Please note the discount fees apply after ten market visits and that Wednesday and Saturday attendance is calculated separately. Management records all attendances but it is important for you to keep up with your tallies as well.

Parking: On Wednesdays Vendors may park in the "Wednesday Only" Vendor Parking. NOTE: Wednesday Vendor Parking does not include paved lots. Vendors may only park in unpaved, gravel, or lawn areas).

On Your Table

- 1) All items must be **clearly priced** either individually or by a sign (chalkboard, table tents, etc.)
- 2) The **business name and location** (i.e. Silver Spring, NC) must be displayed at all times.
- 3) All items on your table must be listed on your application. If you would like to add an item to your product list you must complete an "Additional Items Request Form." Find the form here: <http://www.gsofarmersmarket.org/wp-content/uploads/2017/01/2017-GFM-Vendor-Application-for-Additional-Items.pdf>

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