

SATURDAY MARKET OPERATIONAL GUIDELINES FOR NON-PROFITS (rev 2021)

KEY GUIDELINES:

- Advance Notice – If you need to cancel, please email us as soon as you are aware you need to cancel (saturdaymkt@yahoo.com). We need to receive email notice no later than 6 p.m. on the Wednesday before the Market you would have attended. The reason for this is we have vendors on standby who we need to be notified so that empty spots can be filled. 727.455.4921 Market phone
- No Call/ No Show - Non-Profits that do not communicate their cancellations or leave early (without Market Manager consent) will not be invited back.
- Representatives—all individuals who are representing your non-profit should read and understand all the guidelines.
- Carry out all your own trash.

ENTERING AND LEAVING THE MARKET:

- All representatives can arrive for set up between 7:30 and 8:00 a.m. The market is closed to incoming vendor traffic at 8:15. If any of your representatives or volunteers come later, than 8:15 they will have to unload their cars from the parking lot on the east side of Market and carry all materials to your assigned booth.
- A Market staff person will greet you as you enter and let you know where a booth has been set up for you (or you can set up your own tent).
- You should drive no faster than walking speed – about 2 mph
- All vehicles should be removed from the market footprint no later than 8:30 a.m.
- It is critical that we leave the most convenient parking available for customers. To this end, you can park in the South Core Garage adjacent to Market. Enter it from 1st Ave South east of 2nd St.
- If you choose to park on the street, please park at least two blocks away.
- When you drive back into Market to collect your materials, please follow the same guidelines you did for entering Market in the morning. Always be cognizant of other vendors and of customers still lingering at Market.

BOOTH SET UP:

- If you are utilizing a Market tent, it typically will be set up for you at your designated space by 7:30 a.m.
- Market provides the space, tent (if desired) and table. You will need to bring your own chairs.
- Your table and educational materials should stay within the footprint of the tent.
- Unload your vehicle and move it out of the market as soon as you are unloaded. Then, set up your booth.
- While unloading, position your vehicle in the driveway as close to your designated booth as possible, and never in an adjacent booth space.

HOURS OF OPERATION:

- The Saturday Morning Market is open to customers from 9:00 a.m. to 2:00 p.m. You must stay for the entire market unless the Market Manager gives you permission to leave early.