

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

KEY GUIDELINES:

- Cancelation – We operate Rain or Shine. If you need to cancel, please call Market and leave a message 727.455.2017 or email (saturdaymkt@yahoo.com). On Saturday if you are canceling CALL the Market immediately.
- 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:

- A Market staff person will greet you as you enter from 1st Avenue S, east of 1st Street to help you find your booth.
- Arrive for your set-up between 7:30 and 8:00 a.m. The market is closed to incoming vendor traffic at 8:15. If you arrive later than 8:15 you will have to unload your car from outside Market.
- 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. You can park in the South Core Garage adjacent to Market.
- When you drive back into Market to collect your materials and your trash, 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 AND NON-PROFIT BEHAVIOR:

- Booth numbers are small and hand-painted on the pavement. Ask vendors if you need help.
- Market provides a space, a table, and a tent. If you want to bring a branded tent from your organization let us know ahead of time. You will need to bring your own chairs. A Market tent will be set-up for you by 7:30 a.m.
- All tents must have 25 lb. weights on each leg. DO NOT EVER LEAVE your tent unattended.
- Your table, staff, and educational materials should stay within the tent area.
- Nonprofits may not out-cry, stand in front of your booth, or impede shoppers in any way.
- Unload your vehicle and move it out of the market as soon as you are unloaded. Then, set up your booth.
- When loading and unloading, park your car as close to your booth as possible, and never in an adjacent booth space.
- During set-up and take down, be cautious as everyone is distracted.

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 and not pack before 2:00 p.m., unless the Market Manager gives you permission to leave early.