

## **STALL/ TABLE SPACE POLICY**

Generally, each vendor occupies one stall or table space with their payment of annual membership and vendor fees. This applies to all vendors whether they are pre-paid weekly, half season or full season.

Returning vendors may request their previous space or indicate a preferred location. It is the responsibility of the Market Manager to locate all vendors and post this on the weekly Market Map. Effort will be made to accommodate a vendor's preference, however, consideration will also be given to creating a balance among all types of vendors. For example, vendors of like products will be dispersed around the market space rather than 'bunched' in one location.

There may be some variations on the 'one vendor-one space' policy as follows;

- If a vendor has an empty space beside their stall (eg usual vendor is absent) and has extra product to display, they may consult with the Manager to expand into the empty stall. Also, the Manager may ask them to consider this as a way to fill as many stalls as possible. There would be no extra stall fee in this case.
- If a vendor requests more than one stall/ table (eg. in the case of multiple product types) the vendor will pay for the second space in accordance with the vendor fee for the desired period of time. In other words, each *space* requires a *separate vendor fee*.
- There are cases where one stall/ table is attended by more than one member with like products. In this case, each person attending the space must be a paying member, however, the fee for the *vendor space* is at the same rate as general vendor fees. In other words, the payment for vendor fee, *covers the vendor space*, not the number of members attending the stall/ table.
- When sharing a space (as above), each member will complete a vendor application as per the Market website. One member, in a shared situation, needs to be identified as the 'key contact' and 'payee' for any market transactions (eg market bucks, Nutrition Coupons)
- There are cases where, due to the nature of the product, a vendor may set up additional displays. These are to occupy minimal space, and not intrude on other vendor's spaces, or the safe flow of customer traffic.