** Community Table Registration and Guidelines**

**June 13th – Oct 10th 10am – 2pm**

Each week, market staff will provide a space for community members to use for the purpose of selling goods during market hours. Charged at a **rate of 10% of total sales**, this is a low risk and cost effective way for vendors to sell quantities that would not justify a booth fee and it’s a good place to learn marketing techniques.

**The purpose of the Community Table is to:**

1. Provide a direct market outlet for home gardeners with extra produce
2. Provide an outlet to new farmers and backyard gardeners who are not yet ready or able to

operate their own stall

1. Add to the diversity of the products at the Stevenson Farmers Market
2. Crafts, arts and most other inedible goods are not permitted at the community table. Full booth spaces may be available upon completion of vendor application.

If a vendor wishes to use the community table more than once a full vendor fee will be due. A vendor’s ability to sell at the community table may be reassessed after using the Community Table four times during one market season. After that, market staff may refer the Community Table vendor to a full or shared booth space at market.

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|  | (Please return the bottom half of this form to market management) |  |  |
| Basic Information: |  |  |  |  |  |
|  |  |  |  |  |  |
| NAME |  |  | BUSINESS NAME |  |  |
|  |  |  |  |  |  |
| PRODUCTS SOLD |  |  | PHONE |  |  |
|  |  |  |  |  |  |
| MAILING ADDRESS |  |  | PHYSICAL ADDRESS |  |  |
|  |  |  |  |  |  |
| EMAIL |  |  | WEBSITE |  |  |
|  |  |  |  |  |
| I give Stevenson Farmers Market my permission to share my contact information with potential customers | YES / NO (circle one) |



**Procedure**:

1. Market staff will provide at least one 6ft table, possibly more depending on space. A canopy may also be provided. Contact market staff for further information
2. The Community Table shall be used on a **first come, first serve basis**. Participants may need to share the designated space with other community table vendors
3. Stevenson Farmers Market limits the maximum number of Community Table vendors to 2 per market day
4. Participants should arrive at market and check in at the info booth **at least 15 minutes before** the start of market. Arriving after the market opens is discouraged. Once the market starts, staff must turn attention to customers.
5. Community Table participant’s **vehicles are not allowed infont of market anytime during market hours except only to unload.**
6. Once participants sell out or are finished selling for the day, visit the info booth to report sales

and pay the booth fee (10% of total sales)

1. Participants may leave before the market is over

**Guidelines**:

1. Participants must comply with regular market guidelines-­‐ Vendor Packets are available online https://stevensonfarmersmarket.com/for-vendors/be-a-vendor/
2. Community table vendors are responsible for knowing state and local rules, regulations and currency guidelines pertaining to the goods being sold. Ask market staff if you have questions.
3. Participants should be well-­‐prepared with signs, prices, cashbox/ change etc.

We understand that this may be your first time selling at a market. Please contact market staff with questions.

Pharaoh Skinner, Farmers Market Manager

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