

# West End Farmers Market

## Operating Guidelines



**Location-** Vendor stalls may only be located in areas designated by West End. Stalls and all products must allow for clear walkways and may never block permanent merchant visibility.

**Vendor Displays-** stalls must be assembled in a neat, clean and professional manner that allows clear, visible access to adjoining stalls and does not impede shopping center pedestrian traffic.

**Housekeeping-** All vendors must keep their spaces clean, neat and in sanitary conditions at all times. Vendors must haul out anything that they brought in, didn't sell or acquired during the market hours.

**Smoking-** no smoking is permitted at any time.

**Signage-** All signs and displays must be legible, clean, of good quality and be produced/displayed in a professional manner

**Canopies-** No canopy may exceed 10'x10' without prior approval. Only one canopy per designated stall area, unless multiple stalls were reserved prior to market setup. Each canopy must be weighted or anchored and fastened securely to the canopy. No canopies will be allowed under areas denoted as "kiosk areas".

**Conduct-** Vendors must conduct themselves in a professional, courteous manner at all times.

- a. Attire and grooming must be neat, clean and appropriate for the work performed. Pajamas and other "loungewear" is not allowed.
- b. No cursing, derogatory/inflammatory language or discussing topics that may make others uncomfortable
- c. No amplified music or other sound is allowed within the market area other than what is provided by the market, itself, during the market hours
- d. No alcoholic beverages allowed at the market (with the exception of wine or beer vendors with appropriate permits and licensing, if applicable.)

- e. Vendors coming to the market with children must be supervise closely and stay within the guardian's display area
- f. No animals allowed within vendor display areas
- g. No prepared dessert items may be sold. Breads are acceptable. Other items might be added at a later date.

**Trash-** Vendors are responsible for their own generated trash, and must either remove when they leave or deposit in a sanctioned trash receptacle on market grounds. Vendors shall not wash down or pour out water onto sidewalks, common areas or landscaping beds.

**Trailers-** No trailers allowed except in designated trailer parking areas

**Vendor Parking-** All vendors must park in designated vendor parking area. NO EXCEPTIONS. No vehicles are allowed to drive ONTO PLAZA and/or PAVED OR SIDEWALK AREAS AT ANY TIME.

**Operating hours-** Saturday mornings from 10 AM to 1 PM

**Booth Setup/Take Down-** Vendors may begin setup at 8:00 AM. All set up must be complete no later than ½ hour before advertised start time. Vendors must be on site no later than 9:00 AM (no exceptions) and must contact Market Manager (Lucinda Mann 806.773.8094) if you're going to not reach your appointed market to apply your payment to the following market.

Unloading of vehicles must be complete and all vendor vehicles must be parked within designated parking areas within ½ hour of market start time. NO VEHICLES ARE ALLOWED TO DRIVE ONTO PLAZA AND/OR PAVED OR SIDEWALK AREAS AT ANY TIME.

Booths must remain set up during the entire hours of operation at all markets, even if a vendor is sold out of products. Vendors shall not begin breaking down/loading out until after the market has closed.

Breakdown may begin at the close of the market day (1 PM) and not before. ALL UNLOADING MUST BE DONE QUICKLY AND EFFICIENTLY VIA THE WALKWAYS ON EITHER SIDE OF THE NIKE BUILDING (MARKED AS "UNLOADING ROUTE"). NO VEHICLES MAY BE BROUGHT INTO THE TOWN CENTER FOR BREAKDOWN. Breakdown and cleanup must be completed within ½ hours past closing of market.

