

## **2023 VENDOR GUIDELINES**

**Set up & Breakdown:** Our market begins at 9:00 am and ends at 2:00 pm. Please arrive in enough time to be ready to open by 9:00 am. We ask that you do not disturb customer traffic or other vendors at any time during your arrival or breakdown.

**Parking:** Please park on the adjacent streets or behind the brown building at the end of the market space. Please do not block access to the brown building. Please do not park in the lots in front of Green Scene, Sanford Clinic, Super One, or the Quilt Shop.

**Port-a-Potty:** Green Scene has added a port-a-potty in our outdoor space for guest convenience.

**Signage:** We encourage your booth to have clear signage of your business name and what you sell. We are working with the City of Walker on the continued allowance of our in-town directional signage.

**Advertising & Social Media:** Green Scene Market advertises for the Walker Community Farmers & Crafters Market through social media and print advertising. The market is listed in the Leech Lake Chamber of Commerce calendar of events and is a continued member of Minnesota Grown.

**Music:** We have an acoustic band play each week from 11-2. Please let us know of any issues due to volume.

**Vendor Location Map:** We are restructuring the map layout and will do our best to keep your space from the previous year.

**Story Time:** Every Thursday at 11:00 am, our local librarian will offer story time at a designated space at the market.

**Food:** Green Scene Eatery will provide indoor and outdoor seating, fire-roasted pizzas, sandwiches, quiche, and various beverages, including a full bar each market day.

**Attendance:** Please notify the market manager or call Green Scene 24 hours before the market day if you cannot attend. The market manager reserves the right to fill your space if it is not occupied by 8:00 am.

**Booths:** Each vendor will be provided an area to accommodate a 10x10 tent. Having a booth space in one season is no guarantee that a vendor will have the same spot in any subsequent season. Booth space is assigned by market staff to allow for the best product mix, traffic flow, electrical needs, etc. Every effort is made to keep vendors in the same location throughout the market season. However, vendors may be temporarily or permanently reassigned at the sole discretion of market management. Tents must be secured to the ground with weights or in-ground clips.

**Weather Policies:** Severe weather can affect market operations. The market manager will decide whether to hold the market or delay the opening. This determination will not be made until set-up time, 8:30 am, on market day. Every effort will be made to provide ample time for vendors and customers to respond safely to hazardous weather conditions. Occasionally the market can be windy. Tents and canopies should be weighted down on each canopy leg.

### **NON-PROFIT DONATED SPACE**

Each season the Walker Community Farmers & Crafters Market donates one space to a local non-profit organization. Don't hesitate to contact the market manager for more information.

**Vendors assume full responsibility for any injury, loss, or damage of any kind that may result from improperly or inefficiently securing tents, awnings, display equipment, products, or other items.**