



Monroe Farmers Market
2018 Non-Profit Application

Organization Name _____

Contact name _____

Organization Address _____

Email _____ Phone number _____

Preferred Market dates _____

Please give a brief explanation of your mission:

Each Saturday the Monroe Farmers Market invites 2 local non-profit organizations to be a part of our market free of charge. On the first Saturday of each month and at the opening day market, closing day market, and FallFest market, ALL non-profits are invited to attend. This gives you an opportunity to meet our market customers and speak to them about your organization. You are welcome to pass out brochures, business cards, etc. **Items for sale would need to be approved by the Market committee and will be subject to the daily fee schedule of \$15.**

Our market is open from 8:30am to 12:30pm each Saturday May 12-November 17. You can sign up for a Saturday by contacting Gail Zorn, Market Manager at 770-855-6207 or monroefmdowntown@gmail.com.

Non-profit status is **required** to participate as this type of vendor. You must have received your IRS non-profit determination letter of approval.

All non-profits are asked to adhere to the same rules as vendors for opening and closing the market. Please read carefully the rules below:

Procedures for Opening and Closing the Market:

1. Our Market hours are 8:30 a.m. – 12:30 p.m. All vendors should be prepared to stay at the Market for the entire open Market hours. **NO early load ups.**
2. Off load is 7:30 a.m. – 8:00 a.m. If you arrive before this time, you will not be allowed down the street until tents are up, secured, and the crew is off the street. This has to do with

safety and liability. The market manager may need to stagger times to prevent back up on Broad Street. Please adhere to your assigned time.

3. The street will be closed at 8:00 a.m. to vendor traffic. If you arrive after this time you risk having to unload and carry your items to your tent.

4. Some customers arrive before 8:30 a.m. We will do our best to let them know that the Market does not open until 8:30. You do not have to sell before 8:30.

5. If you are selling items at your booth and happen to sell out, use that time to meet and greet customers. Let them know what you expect to have next time you are in the market.

6. At 12:30 p.m., the display at the head of Court St. will be moved so you can pull your vehicle down the street. **We ask that you not pack up until 12:30 as it gives the appearance that the Market is shutting down.** Customers start to leave and there are other vendors with items to sell...it hurts the other vendors. This has been a request from several of our market vendors.

7. Please do not move your vehicle and wait at the entrance for clearance to pull on to the street. This is a safety issue.

8. Sometimes, we still have customers at closing time. Be as quick and polite as you can be to complete the sale. This time gets to be hectic...everyone wants to leave and we understand, but care must be taken that we do not have an accident.

9. The alley is no longer an option for parking. Use of the alley is for emergency use only by an agreement with downtown businesses and the Downtown Development Authority. We may use it from time to time for temporary loading or unloading if there is a backup on Broad St. Also, you will not be able to park on Broad Street. These spaces are for the downtown businesses. The Monroe Police Dept. enforces a two hour parking limit. We do not want anyone to get a ticket.

10. The tent crew has been instructed not to enter the Market to close down until 1pm. They will start from the lower end of the street and will start with the tents that are vacated first. We have asked that they move the tent away from the vendor's items to collapse the tent if the vendor still has a few things to move. We do not want you to feel like they are taking the tent down on top of you, however, they are on a time line and have to be back at a certain time... NO EXCEPTIONS!