

Application approval for Daily Vendor status does not guarantee table space. Management assigns table space for daily Vendors with farmers having first priority, prepared food a second priority, and craft artisans as space permits. As a Daily Vendor space is not guaranteed, your location may change weekly. Accordingly, Daily Vendors must make a table request and receive confirmation of a table before the Market.

1. Saturday Tabling Request

- Vendors must make a table request and receive confirmation of a table to vend at the Market. Priority tabling is for farmers; followed by food artisans; then craft artisans.
- To request a table email MarketOpsGFM@gmail.com or call: 336-373-2402 and leave a message no later than Thursday noon to request a table for Saturday Market.
- Vendors will be notified by 4 pm on Thursday of table availability.
- Vendors who have requested a table and change in plans may cancel by email or leave a message at 12 midnight on Thursday without penalty. If vendor fails to cancel by said time, a \$25 absence fee will be assessed for “no shows” to compensate GFM for reserving a table, setting a map placement and so forth. In case of an emergency (illness, death in family, accident) resulting in the inability to attend the Market, vendors are expected to notify GFM as soon as possible by email or leave a message at 336-373-2402.
- Tables can be limited in peak season to farm producers and vendors may be placed in outdoor vending spots. Vendors can request outdoor space if preferred. Vendors bring their own tables for outdoor space vending.

2. Vendor Check-In & Payment of Table Fees

- Refer to Vendor Guidelines for load-in based on the date of attendance. Vendors checking in after load-in time is at risk of losing the opportunity to vend. GFM tracks Vendor attendance and Vendors who arrive late.
- Pre-payment of table fees is preferred by PayPal or charge online by 4:00 pm on Friday before Saturday Market.
- Payments in person at the Market on Saturday can be submitted to the Info Hub between before opening generally 7:30-7:45 if opening at 8 and 7:15 to 7:30 if opening at 7:30 am
- Arrivals: 6:30 am (peak)/6:45 am – 7:30 am for load in/set up and be ready for table inspections by 7:45 am.
- GFM expects cash payments in exact change, or a completed check made out to “GFM, Inc.”.
- See the “GFM Fees and Fines” document at GSOFarmersMarket.org under *Vendor Info / GFM Approved Vendors* for table fees and proration. Any fees paid online or by electronic means in 2023 carry a 4% convenience fee passed along from service fees that GFM incurs. Late fees will be assessed and expected to be paid if the vendor arrives later than 15 minutes prior to market opening. See rates & fees.

3. Vendor Merchandise Load-In & Parking

- Unload your merchandise from the vendor loading area after check-in.
- Unload time is limited to 15 minutes. Unloading space is extremely limited and shared with all vendors.
- Vendors must move vehicles out of the loading area/ customer parking to the designated Vendor parking areas. See GSOFarmersMarket.org under *Vendor Info / GFM Approved Vendors area for the “Vendor Parking” map*.
- Carts are available for Vendor load-in but must be stored in the designated Cart Parking area outside the building before the Market opens. Vendors are encouraged to bring their own carts as shared-use carts are limited.

4. During Market Table Guidelines

- Reference the document “2023 Vendor Guidelines” located at GSOFarmersMarket.org under *Vendor Info / GFM Approved Vendors* for signage and labeling requirements.
- Your business name, location, and product pricing must be displayed by the opening of the Market and at all times.
- All items on your table(s) must be listed and approved on your application. If you would like to add a product for consideration, you must submit an “Additional Items Request” form with the required fees. The form is available at GSOFarmersMarket.org under *Vendor Info / GFM Approved Vendors*.
- All vendors are expected to sell from behind the tables space (aisles and walkways are to be kept clear).
- Vendors are expected to only use designated/assigned table space and not spread out on nearby tables.

5. End of Market

- Vendors have 60 minutes on Saturdays (typically vendors are done in 30 minutes to 45 minutes, especially in shoulder seasons) and 30 minutes on Wednesday following market closing to remove products & trash, clean booths, and return carts. Vendors are responsible for removing their trash from the Market.
- GFM provides brooms and dustpans for Vendor use.
- A dumpster and recycling bins are available in the Lindsay Street parking lot for Vendor use. Vendors must dispose of their trash properly.

6. Cancellation Policy: In case of an emergency or the inability to attend Market please let us know as soon as possible before opening by email at MarketOpsGFM@gmail.com or leave a message at 336-373-2402. See above.**7. Inclement Weather**

Inclement Weather Updates will be posted on the Market Facebook and by email to vendors. Safety is of the utmost importance and vendors should use caution and discretion for safe travels during adverse weather.

8. Management Contacts:

- Paul Strickland, Market Operations Manager. MarketOpsGFM@gmail.com 336-373-2402
- Lee Mortensen, Executive Director, GFM Inc. & Market Manager GSOFarmersMarket@gmail.com
- All meetings with GFM Management are set by advance appointment
- *Please understand that management has many responsibilities on Market days. We are available to set appointments on non-Market days in advance to discuss product expansion ideas, guideline questions, table expansions, retirement/health issues, or other significant issues as these are best discussed outside of Market hours.*
- *Please email or call 336-373-2402 (leave a message and number where you can be reached). We will return your inquiries during our office hours at our earliest convenience.*
- Office Hours By Advance Appointment Only, no drop -ins please.
 - Leave a message Call: 336-373-2402 or Email: MarketOpsGFM@gmail.com
 - [Or contact the Executive Director at GSOFarmersMarket@gmail.com](mailto:GSOFarmersMarket@gmail.com) Tuesday to Friday – 9 am to 4 pm/

Review and understand these important documents located at GSOFarmersMarket.org under *Vendor Info / GFM Approved Vendors*

- “GFM Vendor Guidelines”
- “GFM Market Campus Rules & Regulations”
- “Frequently Asked Questions”

GFM provides Greater Greensboro with opportunities to purchase and learn about local foods and crafts while interacting with producers and each other in a friendly and diverse social setting. GFM encourages and supports the growth of local foods and artisan goods businesses to improve Greater Greensboro's economy, support better health through healthy eating and build social and community connections.