

2011 Land of Goshen Community Market Policies and Procedures

OR

“How to keep your Market Master happy and the Market running smoothly”

Market Master: Sherry Chase MarketMaster@GoshenMarket.org
(But please don't e-mail me at the last minute – call!)

Market Phone: **618-307-6045** This will ring at my home during the week, and my mobile phone on Saturday mornings. Please leave complete messages (see below).

Market Address: PO Box 1030 Edwardsville, IL 62025-1030

The 2011 Goshen Market runs from May 7th through October 15th, a 24-week season.

Vendor Stall Reservations:

- **Deadline for stall reservation changes is 6 p.m. Thursday before the Market.** It is recommended that changes be made well before the deadline. Reservations are required.
- Each vendor must make the Market Master aware of all changes in attendance plans.
- With all phone messages please include your full name, the product you sell, the date desired, the stall size requested, and your phone number. (Do not assume I know who you are!) Please do assume that you will get what you request; I will only call you back if there is a problem.
- **Saturday morning emergencies** (i.e. breakdowns, lost, will be late but still coming, etc.) Call me! I can make accommodations if I know what's going on.

Market Operation:

1. Set-up is between 7:00 a.m. and 7:45 a.m. For your safety do not unload anything into the street before the cones are set up to block off the street. Be aware of public traffic.
2. If you arrive before 7:00 a.m., your help is appreciated in setting up the Market barricades and equipment. More equipment makes the Market look better, but takes more time and effort to set up and tear down. Your help keeps our costs down, which keeps our stall fees down.
3. Please park parallel to the curb when unloading and loading. Keep your vehicle close to the front of the stall. Be aware of other vendor vehicles that need to get by you.
4. Unload as quickly as possible and then immediately go and park your vehicle. Please wait to set up your tent and arrange your stall until your vehicle is out of the way.
5. Park in the county parking lot on 2nd Street if at all possible. Leave the closer street parking spots for our customers. Do not park in the Mark Twain Building parking lots.
6. The Market Master has the authority to shift any vendor to make room, or to move a vendor to a new location, at her discretion. Your stall space is indicated by the marks on the street. Please stay within them unless specifically told otherwise by the Market Master.
7. Please plan to keep your stall set up until noon. The sight of vendors packing up early does not send a positive message to our customers. If you must leave early, please be discreet.
8. If you need to move cones or barricades to drive your vehicle into or out of the Market, please put them back. The cones are essential to keep outside traffic off the street. If the gap is too wide between cones, public traffic will drive down the street. Please help us keep everyone safe.
9. Keep the Market Master informed! Even if something happens to you at the last minute, a phone call can help the Market look good and keep you in the Market Master's good graces.