

2018 Land of Goshen Community Market Policies and Procedures

OR

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

Market Managers: Tara Pohlman Tara@GoshenMarket.org FOR STALL RESERVATIONS
(But please don't e-mail at the last minute – call!)

Candice Watson Candice@GoshenMarket.org FOR MARKET SPROUTS

Market Phone: **618-307-6045** You may leave a message during the week, and it will ring on Tara's mobile phone on Saturday mornings. *Please leave complete messages.*

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

The 2018 Goshen Market runs from May 12th through October 20st, 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 Market Manager Tara 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 we know who you are!) Please **DO** assume that you will get what you request - we will only call you back if there is a problem.
- **Saturday morning emergencies** (i.e. breakdowns, lost, will be late but still coming, sick, etc.) Call the Market phone number! Accommodations can be made if we know what is 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. Remember: You may not sell anything before the bell rings at 8:00 a.m. but you may sell after the noon bell rings.
2. Your help is appreciated in setting up and tearing down the Market barricades and equipment. More equipment makes the Market look better, but takes more time and effort to set up and take 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 properly parked and 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. We do not have permission to park in the Mark Twain Building parking lots.
6. The Market Managers have the authority to shift any vendor to make room, or to move a vendor to a new location, at their discretion. Your stall space is indicated by the marks on the street. Please stay within them unless specifically told otherwise by a Market Manager.
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 Market Manager Tara 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 Managers' good graces.