



**Monroe Farmers Market
2018 Downtown Business Application**

Organization Name _____

Contact Name _____

Address _____

Email _____ Phone number _____

Preferred Market dates _____

Each Saturday the Monroe Farmers Market invites one or more downtown businesses to be a part of our market free of charge. This gives you an opportunity to meet our market customers and speak to them about your business. You are welcome to have a display, pass out brochures, coupons, business cards, and/or perform demonstrations within market guidelines..etc.

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.

All businesses 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 happen to sell out, use that time to meet and greet customers. Let them know what you expect to have next week, etc. Maybe bring more next week if you can.
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 12:45. 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!

Behavior and conduct

1. Behavior of vendors to consumers will be in a professional manner that fosters a sense of market community and camaraderie. Verbal or physical threats, foul language or gestures are grounds for immediate ejection from the Market and permanent expulsion.
2. Vendors under the age of 18 will be held to the market standards of conduct for professional behavior. No horseplay or unprofessional conduct will be tolerated. Incidents or reports of violation of this conduct code will be subject to review by the Market management.
3. MFM is a smoke free environment. No smoking will be permitted in the Market area.

Behavior and/or actions which are considered to be disruptive, unsafe, and/or actions which are considered to be a nuisance are prohibited at the market. All decisions regarding disruptive behavior and/or nuisance activity are at the sole discretion of market management.

The objective of the Monroe Farmers Market is to create a market that will support the development of the local agricultural and artisan economy in Walton County. Our hope is that the market will foster stewardship of our land and goodwill in our community by providing a place for vendors to sell their products to customers, as well as create a place that will provide local shopping, education, and entertainment for the Monroe and Walton county community.

The Monroe Farmers Market will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation.

