



Community Table Registration & Guidelines

Rocky Butte Farmers Market: Saturdays, June - September, 9 a.m. - 1 p.m., 9200 NE Fremont St

The Community Table offers community members a low-risk and cost-effective way to try selling at the market. This is also an opportunity for vendors to sell quantities that would not justify a full booth. It's a good place to learn marketing techniques and get a feel for selling at a farmers market. **The community table booth fee is 20% of total sales.**

Crafts, arts and most other inedible goods are not permitted at the community table. Full booth spaces may be available upon completion of vendor application.

Community Table (CT) space is limited! Potential CT vendors must contact us ahead of time to ensure there is space available. Email Marcy at managers@rockybuttemarket.com or text/call 717-471-1724 to reserve your space. RBFM reserves the right to cancel program availability.

The purpose of the Community Table is to:

- o Provide a direct market outlet for home gardeners with extra produce
- o Provide an outlet to new farmers and backyard gardeners who are not yet ready or able to operate their own stall
- o Add to the diversity of the products at Rocky Butte Farmers Market

A vendor's ability to sell at the community table may be reassessed after using the Community Table five times during one market season. After that, market staff may refer the Community Table vendor to a full or shared booth space at market.

NAME	BUSINESS NAME
PRODUCTS SOLD	PHONE
MAILING ADDRESS	PHYSICAL ADDRESS
EMAIL	WEBSITE

I give Rocky Butte Farmers Market my permission to share my contact information with potential customers
YES / NO (circle one)

I have read and agree to comply with the Community Table Procedures, Guidelines & Rules (back side).

Signature

Date



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Procedure:

- Participants should arrive at the market and check in at the info booth **by 8:40 a.m.** (at least 20 minutes before the start of the market). Arriving after the market opens is strongly discouraged unless prior arrangements were made. Once the market starts, staff must turn attention to their customers.
- RBFM will provide up to two tables for community table vendors and participation will be capped at 4 vendors at the market manager's discretion.
 - Community table space should not exceed the space allotted, unless verbal confirmation is given by the market manager.
 - Participants should be prepared to assist in setting up and taking down the CT tent, tables and weights with the market staff.
 - RBFM will supply volunteers and/or market staff to run the booth; however, you may volunteer to run the table.
- Vehicles are not allowed in the market area 15 minutes prior to opening, 15 minutes after closing or at any time during market hours.
- Once participants sell out or are finished selling for the day, the market manager will confirm sales, then issue you a check for the sale proceeds minus the booth fee (20% of total sales). Please allow up to two weeks for payment processing.
- Participants may leave before the market is over, but vehicles are not allowed in the market during market hours.

Guidelines & Rules:

- Participants must comply with regular market guidelines- Vendor Packets are available online: <https://www.rockybuttemarket.com/vendors.html>
- Community table vendors are responsible for knowing state and local rules, regulations and currency guidelines pertaining to the goods being sold. Ask market staff if you have questions.
- Participants should be well-prepared with signs and prices. Price list should be reviewed with the market manager to ensure pricing matches RBFM standards.

We understand that this may be your first time selling at a market. Please contact us with questions.

Marcy Jackson, Market Manager

managers@rockybuttemarket.com | 717-471-1724