



# UMPUQUA VALLEY FARMERS' MARKET

PO BOX 224, Roseburg , OR 97470

## UVFM Winter Market Guidelines ~ UVFM Handbook Addendum

Saturdays from 10am-2pm, October - March

First United Methodist Church(FUM), 1771 Harvard Ave., Roseburg, OR 97471

Vendor Details: \$25 winter member fee, \$20 booth space fee per space per Saturday.

**Market Manager must be notified of participation by the Thursday before the Market in which the vendor will be attending. Late notice may result in your space being filled by another vendor.**

Extra Spaces will only be available for individual vendors if the Market Roster has a vacancy that Saturday. Extra Spaces will be \$20. Market Site Map will be at right vendor entrance.

Unloading & Set up/8am-9:45am. **ALL ITEMS** must be in place, in the vendors' booth, with vehicles in vendor parking by 9:30am. **NO EXCEPTIONS!!!! Vendor Parking** is to the West of the Church.

Customer Entrance will be through the main double doors to the far left of the multipurpose room and the vendor unloading and loading doors will be locked by 9:45am!!! Safety First!!!

Tear Down & Loading/2-3pm, building must be cleared by 2:45pm for further clean-up. **Please use proper entrance and exit doors when loading and unloading to assure efficiency. NO EARLY TEAR-DOWN!!!!**

**Vendors will be limited to a 10 minute maximum in the loading/unloading area or customer parking area.**

**All spaces and your area must be left in the same clean order as it was found.** Spaces will be 8'x6' and these will be marked by numbers on the floor and tape indicating width of spaces.

Vendors must supply tables, chairs and other display items.

Vendors may share a space and split the cost of the \$20 stall. IT IS THE VENDORS RESPONSIBILITY to find a partner in which to share.

On behalf of the UFVM board members and manager, we thank all of our vendors for your participation and look forward to a successful Indoor Market Season!!!! ☺

**All hall ways are off limits to customers and vendors. Please let the UVFM manager or board members know if any person(s) do not adhere to these guidelines.**

**FUM Church is a NON-SMOKING Campus. Absolutely NO SMOKING is allowed in any building or in any of the Parking Lot Areas. Thank you for your cooperation and for supporting our Indoor Market!**