



HOW TO HAVE A SUCCESSFUL DAY WITH HFM

Upon Arrival:

- If uncertain of space location, check in with HFM staff
- **DO NOT** move or drive around traffic barricades
- If you arrive after the set-up time, leave your vehicle outside of the market footprint and you will be asked to transport your market items into the footprint to set up
- Follow vendor traffic flow signage in market footprint
 - Do not drive above 5/mph
 - Be aware of other vendors (Note: Larger vehicles may need additional turning space.)
 - Be aware of customers walking through the market footprint
- Stop, drop, and roll
 - Do not block vendor traffic flow in market.
 - Do not set up booth until vehicle is parked in vendor parking
- Park in designated vendor parking only
 - If unsure of vendor parking location check with HFM staff
 - If your are in need of handicap parking options, please contact HFM staff
 - If your vehicle is discovered outside of vendor parking you or your employer will be subject to disciplinary action by market staff.

During Market:

- Have booth set up before market begins
- Do not sell to customers before the opening bell rings (To other vendors is okay)
- Properly secure canopy with required 25lbs of weight per leg
 - If you not have weights for that day please contact market staff for rental weights
- Make sure that all product and signage is contained within your market space
- Vendors are expected to conduct themselves with professional behavior.
 - HFM Defines Professional Behavior as a vendor conducting themselves in an honest and moral manner. Engaging other vendors, customers and HFM staff in a positive and respectful way. A vendor should exercise restraint and do not lash out physically or verbally when confronted.
- Please be aware all vendors are required to accept HFM red and blue tokens per the agreement signed when you signed up for the market (For more information look in your vendor envelope)
- Please be aware all produce vendors are required to accept all market currency that is applicable to your products per the agreement that you signed when you signed up for the market (For more information look in your vendor envelope)
- Use Vendor Envelope to submit weekly gross sales, booth fee, DUFB and market tokens
- Vendor may not break down before the final bell has rung for the day.
 - If you have sold out your table and tent must remain up.

At the End of Day:

- Please have your vendor envelope returned to the info booth or ready for staff pick up
- Break down and pack up your booth before getting your vehicle
- Grey water must be properly disposed of at Civic Center (Sat) or carried out (Sun)
 - Grey water CANNOT be dumped in storm drains, streets, or landscaping
- **DO NOT** move traffic barricades
 - They will be moved by HFM staff when it is safe to do so
- Follow vendor traffic flow signage upon entering the market footprint
 - Do not drive above 5/mph
 - Be aware of other vendors (Note: Larger vehicles may need additional turning space.)
 - Be aware of customers walking through the market footprint
- Do not load through landscaping
- Do not block vendor traffic flow while loading
- Clean and sweep your space
 - Items brought in by you, must be packed out by you
 - Do not use market, city or dumpster for your trash
 - If you do not follow these guidelines you or your employer will be facing disciplinary action