

**Guidelines for Non-Profit Tabling at the Florence Farmers Market
Tuesdays - May 23 through October 17, 2023 – 3 to 6 pm
The Boardwalk in Old Town Florence**

1. One community service (non-profit) organization at a time may be selected to table. The Florence Farmers Market provides the 10' x 10' space only. This is based on availability of booth space and first come first served. There is a \$10 booth fee, per week.
2. The subject matter needs to be appropriate to FFM's mission statement, "To create a marketplace for regional farmers to sell their locally grown/produced products in the Community of Florence." (Priority will be given to organizations with missions dealing with food, agriculture, environment, health, air and water for example).
3. Political candidates and religious organizations would not fit within the mission.
4. The Market Manager will screen and decide on the appropriateness of a tabler. They will monitor the actions of the tablers and may ask them to leave if they are not as advertised and will ensure they have a copy of these guidelines. There are also additional Vendor Guidelines on the website – www.florencefarmersmarket.org.
5. Each tabler will be allowed to come for two weeks per season (based on availability) and would then need to wait until the following Market season to come back.
6. Tablers are required to arrive at the Market no later than 2:15 pm, have their table set up and ready by Market opening at 3 pm. They will need to remain at the Market until closing (6 pm) and help with the takedown of their canopy.
7. Booths for non-profits are intended to be used for outreach only. The distribution of food, for sale or for free, is not allowed. Limited promotional items may be distributed. Each tabler is responsible for their own leaflets and making sure they are "wind" secure. They are also responsible for keeping the Market site clear of their leaflets should they blow around or be dropped.
8. Tablers need to bring their own canopy, signage, tables and chairs. Weights to hold down the canopy are required due to the windy nature of the market site.
9. Tablers are required to stay at their own table, remain low key, not intrusive and not be aggressive in going out into the crowd. No donation solicitations are allowed. Please advise the Market Manager in advance if there will be any type of kids activities as part of the booth. This allows the Market staff to prepare for any additional space needed and to promote the events.
10. There is a \$10 fee for this booth space for non-profit tablers as a donation to help with the management of this program.

For more information, feel free to contact the Market Manager at contact@florencefarmersmarket.org.

**Thank you for your interest in being a part of the
2023 Season of the Florence Farmers Market!**