

## FRIDAY MARKET – TABLE RENTAL GUIDELINES

1. All table rentals or allocated spaces are booked with the market manager in advance, by one of the following means:
  - A vendor may book space for the entire spring/summer season (May 1-Sept 30.) One missed booking is forgiven. The second missed booking results in losing the privilege of that booked space. The vendor may then book by the week, and accept whatever new space is available.
  - A vendor may book space by the month.
  - A vendor may book the following week at the end of the market day.
  - Space fills early, a vendor not previously booked should do so no later than Wednesday @ 2:00 p.m. for the following Friday.
  - All vendors with pre-booked space must cancel by Friday @ 9:00 a.m. with the Market Manager.
2. The Market Manager will allocate space to the best of his/her ability. If conflict arises, members of the Market Committee shall help the manager resolve the problem before the market opens.
3. All vendors receive ONE table or allotted space.
4. The Market Manager determines how to allocate overflows, and during peak summer season may request additional accommodation by a reduction in table space of those with fewer items for sale.
5. At times the Market Manager and Market Board will help to determine equity of space and a fair rotation for vendors with reduced space.
6. During slower months (Oct-April) vendor space can increase as available.
7. At times there may not be any additional space for late bookings or for off-island vendors.
8. An off-island vendor fills out an application form, pays a SCCA membership and books ahead with the Market Manager. The fee will be \$10.00 per table in the off-season and \$15 per table in the summer months and at the Christmas markets.
9. The table fee for a Cortes Islander is \$5.00 per table in the off-season and \$15 per table in the summer months and at the Christmas markets. The small tables and shared tables are charged at half price. A vendor who makes no sales at all may not be charged if the Market Manger deems this fair.
10. Vendors are allowed one consignment at their table. Table fee remains the same.
11. Vendors may seek Market Committee approval to fabricate a stand or booth, instead of using a table, providing it does not use more area than regular tables and chairs, and it may not be stored at Manson's Hall.
12. Freestanding stands are booked as one space.
13. Rental fee is paid each Market day.
14. When space allows, one table may be booked for community fundraising, free of charge.
15. In allocating space, priority will be given to Cortes Island residents.