



2024 Setup and Teardown Information

- Vendors are required to have a sunshade canopy (pop-up canopy/gazebo; max 10' x 10').
 - Patio umbrellas are NOT permitted.
 - Canopies are available for rent on a day-by-day basis for *single day vendors* and *must be requested ahead of time*.
 - Canopies must be secured with 30lb weights at the base of each pole. Ties must be marked so they are safe and visible.
- Vendors may arrive for setup at 8:30a.m. – **No early entrance permitted.**
 - Setup **MUST BE COMPLETE** by 9:45a.m.
 - No vehicles will be allowed in the market area after 9:45 a.m.
- ALL vendor vehicles must **ENTER at Richmond St from Pownal St.** – this is where you will meet market staff and check in.
 - After check-in, Vendors in blocks A & B will then turn left onto Queen to get to their space, and EXIT at Queen/Grafton.
 - Vendors in blocks C-F will then turn right onto Queen. Vendors in Blocks C & D must exit right on Sydney St. | Vendors in Blocks E & F must exit through the bottom (Queen/Dorchester St.).
- You may park your car at your space to **Unload/Load ONLY** – DO NOT leave your car parked at your space while you set up/tear down - this causes traffic congestion and is not permitted by Fire/Safety rules.
- Teardown begins at 3 pm. NO EARLY TEARDOWN unless approved in advance with 48 hours' notice.
- Fences and barricades must stay where they are placed by the staff.
- One 6 ft. table will be provided per space, pre distributed by the Market Crew.
 - Chairs are not provided.
- Vendor tables/displays/signage should be setup face the street. Allow space for customers to enter your space, to browse, without interfering with potential emergency vehicle traffic or neighboring vendors.