



Not-For-Profit Booth Guidelines

Purpose:

The purpose of the Not for Profit Booth is to offer community organizations an opportunity to let the community know they exist and to help share information that will help people appreciate the depth of community service and community options there are in our region.

Booking Process:

- Due to the popularity of the Not For Profit Booth, bookings often need to be made a month or more in advance. Please use the Vendor Booking Application through the [Vendors Corner](#) of our Website and indicate that you are a Not-for-Profit
- Please select a few dates that might work for you or if a specific date is required (ie: for a fundraiser, or to sell tickets) and attempts will be made to fit you in.
- You will receive an email through MarketWurks (the vendor booking software we use) which will tell you which date you have been booked for.
- If you have any questions, you can reach out to manager@wolfvillefarmersmarket.ca

Guidelines:

- We do not admit religious groups.
- We do not admit political groups.
- We don't admit not-for-profits whose message actively undermines one of our vendors ability to sell their product
- We admit any other Not-For-Profit Group at the discretion of the Market Manager
- We do not admit For-Profit Groups (including other Coops unless a mutually beneficial collaboration is developed).
- We do allow student groups to come and share information or do research for a class they are taking as long as they provide clear signage indicating which class they are with, gathering data for and the sources of their information.
- Organizations can become 'repeat occupants' by having access to the booth maximally once a season, but these repeat occupants may be bumped if there is a one timer group with a specific deadline (for a certain fundraiser, usually). We allow groups to access the booth one Saturday per season. The Market seasons are: Winter (Jan.1st to Victoria Day Weekend), Summer (Victoria Day Weekend to Thanksgiving) and Holiday (Week after Thanksgiving until Dec. 31st).
- The primary purpose of the booth is for you to share information about your organization and the services you offer to the community. Please have a display or some take home information at your table for this purpose.
- Additionally, organizations can sell items such as raffle tickets, t-shirts, buttons and calendars but not items that are in conflict with market products from vendors including baked goods for example.



- Please bring your own table cloth and materials. We will provide a 5 or 6 foot table depending on our space availability and chairs.
- Set up should be finished by 8:30 am. Tear down begins at 1:00 pm. Displays are to remain set up for the duration of the Market.

Market Day:

- You will receive a 5' x 6' booth space that fits a standard 5 or 6-foot table (which is provided). You are most welcome to use other display units as long as it fits within the booth space.
- You will be required to do your own set-up and tear-down including tablecloth, displays, and promotional materials. We ask that all borrowed set-up items from the Market be returned to its place by the end of Market day.
- Set-up is to be complete by 8:30 am when Market starts and tear-down is to wait until 1pm when Market is over.
- Unloading can be done from the front or side entrance. If loading from the front entrance, please do so and then move your vehicle out of the way in a timely fashion.
- Parking is available for vendors in the Festival Theatre Parking Lot only (not the Curling Club lot or adjacent to the garage windows)

