

## 2024 Fall Roundup Vendor Information

**1. Please review the provided map with a directory indicating where your booth is located. This map is *not* intended for guests.**

a. Booth assignments are subject to change at the need of Martin's Greenhouse. Vendors may not request reassignment.

b. Booths 1-24 are under cover in a well-ventilated greenhouse. Ceiling height is 112 inches. (9 feet, 4 inches)

c. All other booths are outdoors. Regardless of booth space, come prepared to secure your tent, displays, and inventory against our constant Philadelphia breeze.

2. Please contact me as soon as possible if you discover you will be unable to attend. All deposits are non-refundable, but "Day-of" no-shows will not be invited to return next year.

**3. Setup: Know your booth number when you arrive.**

a. Setup must be completed NO LATER THAN Saturday Morning at 8.30 a.m, when we officially open for the day. We will always see guests arriving early.

b. Setup can begin NO EARLIER THAN Friday the 27th at three p.m and must end by six p.m., if you would like to set up your tent and tables so that you will only need to handle your inventory the morning of. (Keep an eye on Friday-Saturday overnight weather.) You can arrive as early as you like Saturday morning for setup, however, our staff will not be available to assist until sometime after 7.

c. You will be able to pull up fairly close to your booth in most instances for setup, and will be directed where to park your vehicle for the day once setup is complete.

d. If you would like to stop by the greenhouse during open hours in the week PRIOR to the event to "scout out" your space, you may do so Tuesday-Wednesday the week of the roundup.

e. At 8.00, just before we open, I am hoping to either get a group photo of our vendors, or do a rapid walk-by video of everyone at their booth- we'll play it by ear.

f. **Parking:** Once your vehicle has been unloaded of inventory, you will be directed to a particular parking area for vendors. This parking area will be distanced from the vendor area, so if you need help moving to and from your vehicle, please let a staff member know. **Do NOT park your vehicle in our main parking areas.** Your vehicle **must** be moved to the vendor parking area before 8.30.

**4. Health and Safety**

a. Food: You are welcome to bring food for your own consumption. Additionally, there will be a courtesy area in the brown garage near the main vendor greenhouse with coffee and refreshments. You will also receive two vouchers per booth for free sandwiches at our complimentary food stand.

b. Portable toilets are located near the Brown Garage

c. A first-aid kit is located at the front check-out counters. (Not identified on map.)

e. **In the event of a medical emergency for any vendor or guest, please notify Greenhouse staff immediately after emergency services have been contacted.** Staff will inform me right away. Due to heavy foot and vehicle traffic, (and heavy radio traffic on Greenhouse staff channels) Martin's Greenhouse has a plan in place to clear areas for first responders- the sooner we know to implement this plan, the better we will be able to assist.

g. If you have any safety concerns during the course of the day, (conflict between guests, facility hazards, etc.) please communicate to me directly. If you do not see me nearby, you can text or call me at 315-778-6036.

h. **The Martin's Property is a smoke, drug, and alcohol free property.** All vendors are expected to observe this policy at all times on the property. Vendors are NOT expected to enforce this policy with guests. Please refer concerns with guests to Martin's staff.

#### **5. Take-down**

a. Take-down may not begin before 4 p.m., unless you have sold out of inventory.

b. A survey will be provided by email in the days following the event so that you can provide feedback about your experience as a vendor.

I thank you for your flexibility and understanding as last-minute changes occur. I can be reached anytime at the contact below:

**George Bosworth**

**315-778-6036 (text or call)**