

RANCOCAS WOODS EVENTS

Craft & Antique Show

Market Guidelines & Operating Procedures for Social Distancing Vendor Agreement

The following guidelines will be in place during the event in order to maintain social distancing and protect vendors, employees/volunteers, and market-goers from the spread of Covid-19:

Vendor Rules and Set-Up:

- Vendors must stay home sick if they have any symptoms of illness, or live with anyone who has any symptoms of illness. Any vendor or employee who shows signs of illness will be asked to leave the market. Vendors who communicate prior to show date **will not** be penalized for missing a market due to illness.
- All vendors must wear a facemask at all times and consider using gloves
- We suggest having a specific station set up for all transactions.
- There should be **two staff per booth**; one assembling orders and one facilitating transactions and wiping down transactional surfaces after each use; if you cannot have two staff with you please be prepared to do the necessary work
- **No exposed food**; everything must be covered or packaged. **No food samples** or food demonstrations.
- **Please use table covers that can be sanitized easily**, such as plastic or vinyl.
- **Keep hand sanitizer and disinfectant at your booth at all times.** Vendors are asked to have a bottle of hand sanitizer available for customers (vendor can pump for customers to limit contact)
- During the market, **routinely clean and disinfect “high touch” items** such as tables, cash boxes, and touch screens on point-of-sale devices.

Our Suggestions to Vendors:

- We encourage the use of **electronic transactions** instead of cash as much as possible. We suggest vendors set up **Venmo, PayPal, Cash App and Zelle** accounts in addition to (or in the absence of) electronic card readers.
- We also suggest that vendors **round prices to the nearest dollar amount** to limit the exchange of coins when cash transactions do occur.
- Utilize **large signage** so that customers can read what you have to offer while waiting in line from afar. Chalkboards or whiteboards work well for this.
- Put less product out for display and restock more often.

SIGNATURE

DATE

Please send completed forms to events@rancocaswoodseventsshops.com

Questions, please call 848-448-9321