



VENDOR COORDINATORS **HANDBOOK**

WELCOME TO PANHANDLE FRONTIER FINDS

Welcome to the Panhandle Frontier Finds Team!

Thank you for stepping up to serve as a Volunteer Vendor Coordinator.

Your time, enthusiasm, and community spirit are what make this initiative thrive. You are now part of a dedicated team spanning 11 counties across the Nebraska Panhandle, all working together to create a unified regional experience that celebrates our people, places, and stories.

Together, we're inviting travelers to explore the Panhandle Frontier Finds Trail—a journey that showcases local treasures, garage sales, antiques, collectibles, delicious cuisine, art, small-town charm, history, and the joy of wide-open road trip adventures.

This training manual is designed to guide you through every step of your role and help you feel confident and supported. You'll find practical tools, helpful tips, and key information to make your coordination efforts smooth and successful.

Your leadership helps bring our vision to life—connecting communities, encouraging exploration, and shining a spotlight on the heart of the Nebraska Panhandle. Welcome aboard, and thank you for being an essential part of this exciting adventure!

Background Information

Rooted in Collaboration

Panhandle Frontier Finds is a collaborative regional effort that unites 11 counties across the Nebraska Panhandle. The eleven participating counties are Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux. Together, we're creating something truly special—a coordinated, region-wide event that celebrates the people, places, and stories that make this part of Nebraska so unique.

Regional Structure

To help organize this vast and diverse area, the Panhandle is divided into three tiers: Northern, Central, and Southern Tier.

Each tier is represented on the five-member PFF Board, ensuring every corner of the Panhandle has a voice and a seat at the table.

Committees and Collaboration

Beyond the board, subcommittees—such as Sales and Marketing—focus on specific areas of coordination, ensuring smooth communication and consistency across all 11 counties. These committees are the heartbeat of our effort, managing outreach, branding, vendor coordination, and community engagement.

This structure allows us to stay unified in our vision while respecting the individuality and strengths of each community.

Partnership with the Oregon Trail Community Foundation

We are financial partners with the Oregon Trail Community Foundation (OTCF). Through this partnership, Panhandle Frontier Finds operates under OTCF's 501(c)(3) nonprofit status, allowing us to:

- Strengthen our financial and organizational foundation
- Expand funding and grant opportunities
- Promote transparency and sustainability

This partnership is an exciting step toward long-term growth and stability for the PFF initiative.

Our Shared Purpose

Together, we are shaping something much bigger than a single event. We are creating a shared Panhandle experience—one that connects communities, supports local businesses, and invites visitors to explore the heart and heritage of western Nebraska.

When we work together, the entire region shines brighter.

Collaborate with the Vendor Committee

Stay in Contact

- Attend coordinator check-ins or updates.
 - Share community progress and challenges.
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Communicate Needs & Feedback

- Report issues such as:
 - Vendor questions
 - Site logistics
 - Supply shortages
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Celebrate Success

- After the event, provide feedback and photos.
- Help identify lessons learned for next year.

Tone and Focus for Coordinators

Your role is to create a welcoming, organized, and positive environment for both vendors and visitors. You are the friendly face of PFF in your community—helping everyone have a great experience! Thank you for being a vendor coordinator.

Key Responsibilities of Vendor Coordinator

01

Promote Vendor Opportunities

Step 1: Identify, Inform, and Encourage

- Share PFF vendor opportunities with:
 - Local residents
 - Businesses
 - Organizations (churches, non-profits etc.)
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Step 2: Highlight Benefits

- Explain how participation supports:
 - Community tourism and visibility
 - Local economic activity
 - Connection with regional visitors
 - Strengthens collaboration and pride in your community
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Step 3: Guide Interested Vendors

- Provide registration details and answer questions.
- Direct them to the official PFF registration process.

Will the community host a central vendor location?

If YES → Proceed to Step 2

If NO → Skip to Section 3 (Distribute Vendor Materials)

02

Coordinate Community Vendor Space

Step 1: Plan the Vendor Site

- Work with local leaders, chambers of commerce or property owners to select site location
 - Determine size of each vendor space
 - Design layout (traffic flow, parking, restrooms, etc.)
 - Define setup and tear-down times
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Step 2: Decide on Community Vendor Fee

- With local input, determine:
- Will there be an additional local site fee beyond the PFF registration fee?
 - If YES → Set amount and communicate clearly to vendors
 - If NO → Continue with standard PFF registration fee only

Coordinate Community Vendor Spaces (if applicable) Continued

Step 3: Confirm Vendor Payments

- Verify that each vendor:
 - Paid the PFF registration fee
 - Paid any additional local fee (if applicable)
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Step 4: Assign Vendor Spaces

- Allocate spots according to:
- Space size
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Step 1: Receive Materials from PFF Committee

- Number official vendor signs
 - Coordinate vendor sign pickup
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Step 2: Distribute to Registered Vendors

- Confirm each vendor receives:
 - Their signage and packet
 - Setup instructions
 - Contact info for support
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Step 3: Applicable only if Vendors are at a central vendor location.

- Ensure vendors understand:
 - Where to set up
 - Local parking rules
 - Any community-specific expectations

Step 1: Applicable only if vendors are at a central vendor location

- Greet vendors as they arrive and direct them to their assigned spaces.
 - Verify each vendor's registration (PFF and any local fee if applicable).
 - Answer last minute questions and help troubleshoot small issues
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Step 2: Applicable for all Vendor Coordinators Represent PFF with Professionalism

- Wear your official PFF badge
 - Be friendly, welcoming, and informed about the event and PFF as a whole.
 - Encourage visitors to explore other stops on the trail.
 - Take a few photos (with permission) to share later with the PFF team.
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Step 1: Applicable if vendors are at a central vendor location**Support Vendor Closing**

- Ensure vendors know tear-down times and cleanup expectations.
 - Encourage everyone to leave the space clean and tidy.
 - Help locate lost items or coordinate assistance if needed.
 - Thank the vendors for participating
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Step 2: Report Back

- Share a quick update with the PFF Vendor Committee:
 - Number of vendors
 - Any challenges or highlights
 - Photos or stories worth sharing
 - Provide feedback (a survey form will be sent to you via email)
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Resources

Name
<u>www.PanhandleFrontier Finds</u>
Name
Name
Name

Vendor Coordinator Acknowledgement Form

I acknowledge that I have received, read, and understand the Panhandle Frontier Finds Vendor Coordinator Training Manual.

I agree to carry out my duties and responsibilities in accordance with the guidelines, values, and expectations outlined in the manual.

I understand that this manual may be updated as needed, and I agree to review and follow any future updates or guidance provided by the PFF leadership team.

Date:

Signature of Coordinator

THANK
YOU