



# SELLER WELCOME LETTER

## PLEASE READ ENTIRE LETTER CAREFULLY



### YOUR SPACE:

- 1) Dimensions: 10 x 15 ft space
- 2) Includes: 1 6ft table + 2 chairs (\$10 spot) **or** set up + 1 6ft table + 2 chairs + 10x10 canopy (\$30 spot)
- 3) BYO canopy: Please no larger than beyond the borders of the space.
- 4) You may use a larger canopy if you purchased 2 adjacent spaces.

### MARKET LAYOUT:

- 1) When you check in (at the HUB Entrance) we will let you know where your spot is located.
- 2) No need to show up early to secure your spot. All spaces are pre-assigned.
- 3) Your spaces will be side by side if you purchased two or more.
- 4) If you wish to request your space next to a friend or family, please send an email to POC below.

### SETUP:

- 1) Arrive between 8:30-9am to get a good spot in HUB parking lot. (Best for bringing items over.)
- 2) Check out your table & chairs (Stationed at front HUB Entrance) and set up your booth unless setup included in your canopy price.
- 3) Be FULLY set up by a quarter to 10:00am (MARKET BEGINS!)
- 4) Power & Water will not be available.

### TAKE DOWN:

- 1) Market ends at 2pm.
- 2) Return your table and chairs to the cart stationed outside the front HUB Entrance.
- 3) Please leave no boxes, trash, or food.

### PROHIBITED ITEMS:

- 1) No items requiring license to sell (Alcohol/tobacco, weapons: guns, knives, etc, food/drink, vehicles)
- 2) Items with offensive/obscene graphics or language will not be allowed for sale at market.

### SUGGESTIONS:

- 1) Have plenty of change in \$ and € ahead of time. (5\$ 1\$ 5€ bills, 1€, 2€ coins)
  - 2) Price your items on the dollar/euro to avoid LOTS of change.
  - 3) Bring a dolly or wagon to easily cart your stuff over.
- \*\*You will not be able to drive into the market space for safety reasons.**

**SNACKS:** The HUB will be selling pastries and coffee from 9-11am & lunch from 11am-2pm.

**WEATHER:** This event runs rain or shine.

### COVID:

- 1) Maintain 1.5M+ distance from others.
- 2) Facemasks worn by unvaccinated individuals.
- 3) All sale items must be clean and sanitary.

**POC:** For more information or reservation questions please email [eryn.a.pope.naf@mail.mil](mailto:eryn.a.pope.naf@mail.mil).

