



SELLER WELCOME LETTER

PLEASE READ ENTIRE LETTER CAREFULLY



YOUR SPACE:

- 1) Dimensions: 10 x 15 ft space
- 2) Includes: 1 6ft table + 1 chair (\$10 each)
- 3) BYO canopy: Please no larger than beyond the borders of your allotted 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) you will grab your table and then take an available spot.
- 2) This market will be first come, first serve, on spots available.
- 3) You can choose two spaces side by side if you purchased two or more tables.

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 & chair at 9am (Stationed at HUB Entrance) then set up your booth.
- 3) Be FULLY set up by 10am (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.
- 3) Information tables or private organization fundraising tables, must be pre-approved and routed through the proper channels.

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 bistro in The Hub is available for food purchases between 11AM- 2PM.

WEATHER: This event runs rain or shine.

POC: For more information or reservation questions please email our group list at: usarmy.benelux-brunssum.id-europe.list.dfmwr-crd@army.mil.

