

TO BENEFIT SENIOR DOGS

*Local Eats & Doggie Treats  
Farmer's Market*

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SATURDAY, JULY 24TH  
8AM TO 12PM  
SIGNATURE FLIGHT SUPPORT  
FREE ADMISSION

Vendor spaces are FREE! If you're interested, please contact  
Angela by emailing [Angela@foreverlovedpets.org](mailto:Angela@foreverlovedpets.org)

# 2021 Vendor Handbook



Thank you for joining us for Forever Loved Pet Sanctuary's first ever Local Eats & Doggie Treats Farmer's Market! We are so excited to have you!

### **MISSION & VISION STATEMENT**

Our mission at Forever Loved Pet Sanctuary (FLPS) is to help overlooked senior dogs in Arizona find their forever homes.

We've been rescuing and adopting out senior pups since 2012, and the success stories are powerful. Dogs who were abandoned or tossed out as strays are incredibly resilient — they simply want a place to call home and people to love. Older dogs make loving, loyal, wonderful companions.

Our vision at Forever Loved Pet Sanctuary is to save all senior dogs in Arizona.

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### **MARKET CONTACT INFORMATION**

Market Director & Coordinator: Angela Heckler

Email: [Angela@foreverlovedpets.org](mailto:Angela@foreverlovedpets.org)

Phone: 202-465-2044

Market Assistant: Luisa Chocron

Email: [Luisa@foreverlovedpets.org](mailto:Luisa@foreverlovedpets.org)

### **DATE, HOURS & LOCATION**

Date: Saturday, July 24th

Hours: 8:00 am-Noon

Location: Signature Flight Support

15290 N 78th Way

Scottsdale, AZ 85260

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### **MARKET DAY LOGISTICS**

#### **SET-UP**

- Vendors may drive their vehicles through the main gate and to the airplane hangar where the market takes place. You can unload from 6:00 AM-7:30 AM. Vendors must have their vehicles off of the lot half an hour before the market opens. Set-up must be finished when the market opens at 8:00 AM.



- If you would like to set up your tables and signage the night prior, you can come to the airplane hangar between 6:00-7:00 PM. You must let us know if you choose this route so we can plan accordingly.
- Every vendor will be assigned a specific 10x10 space that is taped off. You will receive a map of the hangar and your location as we get closer to the event.
- Vendors must park their vehicles in a neighboring parking lot. We will include this parking lot location as we get closer to the event (will be provided with the map and your booth location)
- *Please drive slowly and carefully at all times!*
- If you are running late, please contact Angela Heckler at 202-465-2044. Vendors that arrive after 7:30 AM must park outside the market and carry supplies to their assigned 10x10 space.

## MARKET OPENING

Vendors can sell before opening if they are completely set-up and feel they are ready to do so.

## DURING MARKET HOURS

Booths must remain set up during the *entire* hours of the operation. If you have sold out of products and wish to leave your booth, please leave a sign. This allows the market to continue without disruption. In special circumstances (like illness) vendors may request permission directly from the Market Director to discreetly break down and depart before the market is over.

## BOOTH STAFFING & VOLUNTEER BREAKS

Vendors are expected to keep their booths staffed at all times. If market volunteers are available, they may give solo vendors a short break (15-minutes maximum); they should not be expected to sell your products, unless you have provided adequate information for them to do so.

## TEARDOWN

- No sales are allowed after the market has closed, because we want customers to exit the site *before* vehicles start to enter.
- Vendors can start to break down their stalls at closing. The Director will ring a bell indicating this at 12:00 PM.
- Vehicles can come onto the lot at 12:15 PM. A second announcement at 12:15 PM will alert vendors that it is safe to drive their vehicles up to the airplane hangar.

## CLEAN UP

Vendors are responsible for cleaning up and taking home all debris, garbage and compost generated by their operation.

## VENDOR CONDUCT

Vendors and their employees are expected to behave in a respectful and professional manner with other vendors, market staff, market volunteers, and customers.

This includes:

- No unruly and/or aggressive behavior
- No hawking for sales (yelling outcries in a loud and repetitive manner)
- Forever Loved Pet Sanctuary respects each and every person regardless of ethnicity, sex, gender expression, sexual orientation, socio-economic demographic, religious or spiritual beliefs, political affiliation, nationality, age, size, or ability. Any form of abuse or harassment will not be tolerated at the market. Any vendor engaging in these behaviors will be asked to leave.

## SMOKING, VAPING & CHEWING TOBACCO

Vendors who wish to smoke, vape, or chew tobacco must do so off of Signature Flight Support grounds. This includes the sidewalk wrapping the facility, as well as their parking lot.

## COVID-19 SAFETY PROTOCOLS FOR VENDORS

- Have hand sanitizer
- Wear face masks at the market
- Sanitize high-touch surfaces frequently
- Ask staff to STAY HOME when feeling even slightly ill
- Practice social distancing, and make sure customers that are waiting are appropriately socially distanced (at least 6 feet apart). Feel free to tape line spots if you want.
- Hot food sales are for takeout only, and must be delivered in closed containers.
- Agree to comply with changing safety protocols when communicated by the Market Director. (Protocols in Scottsdale may change and here is a link to reference: <https://www.scottsdaleaz.gov/news/coronavirus-update>)

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## SITE LOGISTICS

Forever Loved provides a 10x10 space only. Vendors must provide their own canopy, weights, display cases, tables, and trash cans. If your booth requires the use of propane, let Angela Heckler know immediately as your booth must be set up outside of the airplane hangar. There is no sun coverage outside of the airplane hangar so we strongly recommend bringing your tent.

- Vendors are responsible for arranging their space attractively and safely.

- If you choose to use a canopy (airplane hangar is covered), the canopies must be secure with adequate weights at all times. Vendors are required to use at least 10 lbs. of weight on each canopy leg.

## UTILITIES

- Although the hangar has electrical outlets, we recommend creating a booth that does not require power from these outlets. There is a very limited number, and most of them will be used for swamp coolers.
- If your booth absolutely requires the use of an outlet, please state what items require power in the vendor form, and Angela will request approval from the airport.
- If you receive approval to use an outlet, we will do our best to place you closest to one, but being that the airplane hangar is 25,000 square feet, please be equipped with a lengthy extension cord.
- A single men's bathroom and a single women's bathroom is located inside the hangar. There is a men's bathroom and a women's bathroom in the airport lobby - each have multiple bathroom stalls.
- The bathroom provides running water, but we recommend bringing your own water for consumption.

## FOOD SAMPLING DURING COVID

*Sampling requirements change depending on the pandemic phase that Maricopa County is in.* However, all vendors shall also comply with any pandemic related orders or regulations issued by Maricopa County and the City of Scottsdale. The Market Director will keep you informed of the current state, county and market guidelines, but ultimately vendors are responsible for complying with the most recent regulations.

## PETS

Vendors are allowed to have pets at the market during market hours. Please note that the ground leading up to the airplane hangar will be over 100 degrees, so please provide booties for them during this part. If we see your dog walking on the burning hot pavement, we will ask you to move your dog to a shaded area.

## VENDOR SAFETY

Sadly, robberies at farmer's market are known to occur. To avoid problems:

- Do not keep valuables in your vehicle while you are at the market.
- Set up your booth so there are no blind spots; make sure you can see everything.
- Secure your cash box or tip jar.
- Keep large bills on you or with another employee.
- Have someone watch your booth any time you leave it.
- For your safety, do not pursue a thief.

## VENDOR FORM

Vendors must complete a brief form by June 30th. Please fill out our vendor form [here](#).

## LICENSES, CERTIFICATIONS, & REGISTRATIONS

If you are selling a food or beverage product, you are required to submit a license or certificate to do so. Please upload this document in our Vendor form. Any questions, please email [Angela@foreverlovedpets.org](mailto:Angela@foreverlovedpets.org)