



# Not-For-Profit Booth Guidelines

## Purpose

To provide non-profit organizations with an opportunity to inform the community about the programs and services they offer.

## Booking Process

- Fill in the application form online or send by email (see below) or by email to [info@bridgewaterfarmersmarket.ca](mailto:info@bridgewaterfarmersmarket.ca)
- The manager will contact you to confirm your requested dates.

## Guidelines

- We do not admit religious or political groups.
- We admit any other not-for-profit group.
- We do allow on a case-by-case basis government initiatives, particularly when these projects relate to agriculture, community development, sustainability.
- Organizations may become repeat occupants (e.g. monthly), but these repeat occupants may be bumped if there is a one timer group with a specific deadline
- The primary purpose of the booth is to share information. Please have a display or some take home information at your table for this purpose.
- Additionally, with prior approval from market management, organizations can sell fundraising items such as raffle tickets, t-shirts, buttons and calendars, but not items that are in conflict with market products from vendors

## Market Day:

- The Market will provide a 10' by 10' tent. You can plan for a 6' table plus other display units as long as it fits within the available booth space.
- You will be required to do your own set-up and tear-down including tablecloth, displays, and promotional materials. You will need to bring your own tables and chairs. If you do not have your own 6' table you may be able to borrow one if we have enough notice. We ask that all borrowed items from the Market be returned to its place by end of market day.
- Set-up is to be complete by 9 am when the market opens and tear-down is to wait until 1pm when market is over.
- Unloading and loading can be done in the market or in front of the market.
- Parking is available in front of and behind the Bridgewater Memorial Arena.

**Market Location:** Bridgewater Memorial Arena at 123 Empire St, Bridgewater, NS

**Mailing address:** c/o 125 King St., Bridgewater, NS, B4V 1A3