

# PERMANENT VENDORS

## WHO IS A PERMANENT VENDOR?

A Permanent Vendor refers to any vendor who is permanently assign a space for 1 or more weeks out of the month. We assign spaces for the 5 possible Sundays in a given month.

### Permanent Space Availability

- A. Permanent vendors who have been in the market for 5+ years may be assigned a permanent space for 4 or 5 Sundays, but due to limited space availability it is very rare that we are able to offer a vendor a 20x20 permanent space for more than 3 Sundays out of the month. Vendors who utilize smaller spaces may have a better chance of getting a space 4 or 5 times a month.
- B. While vendors who have been in the market for 5-18 years may have more than one permanent space in the market, it is very rare to be made permanent in multiple spaces at this point. The market has grown a lot, and we want to have spaces available for new vendors to sell in.

## How do I become a Permanent Vendor?

- A. Vendors are eligible for Permanent Status once they have sold at MTP **for at least 6 months to one year**. We need to make sure your business is a good match for the market, and that you and your employees know and follow our policies.
- B. When you've reached this point, email the vendor manager at [Natalie@MelroseTradingPost.org](mailto:Natalie@MelroseTradingPost.org) with the following:
  - i. **The unassigned space numbers and areas you are interested in**
  - ii. **The weeks of the month you want to be permanent (1st Sunday, 2nd Sunday, etc.)**
  - iii. **Photos of your booth and merchandise**
  - iv. **Links to your company's online media and publicity write-ups.**
- C. You will receive a confirmation email and be added to the annual list which is reviewed at the end of December. New Permanent Vendor assignments are made in January/February via phone and email.

