HOW TO BOOK SPACES IN ADVANCE

Booking a space in advance refers to purchasing or reserving a booth either in person on a Sunday or over the phone during the week with the Vendor Booking Coordinator.

CATEGORY 1 MERCHANDISE can book in advance any Sunday spaces are available

CATEGORY 2 MERCHANDISE can book in advance for the 2nd Sunday of the month

BOOKING IN PERSON

BOOK THROUGH THE UPCOMING MONTH

Every Sunday, the management team sets up a pop-up office under a yellow tent in the southwest corner of the food courtyard.

From 12:00PM to 3:00PM the team accepts payments for future dates and answer vendor questions. This is where we handle future bookings up to one month in advance. We can accept money orders and credit/debit cards in person from new vendors at the yellow tent pop-up office.

1st SUNDAY RAFFLE: FIRST OPPORTUNITY TO BOOK FUTURE SPACES — On the first Sunday of each month, the team opens up bookings for the following month. EX: On the first Sunday of October, we open up bookings for November.

On the first Sundays of the month, all vendors in need of spaces for the following month come to the yellow tent in the food court, and the team conducts a raffle to determine the order that everyone will be helped for the day. **This gives eligible vendors an opportunity to get a large or coveted space.**

Vendors arrive to the Yellow tent pop-up office just before noon and enter their names into the raffle drum. The team pulls names at 12:05PM.

Any vendors who arrive once the raffle has started will be entered into a secondary raffle along with any vendor who is unable to be physically present. Once the names are pulled and recorded in order, the Vendor Team starts helping vendors according to their raffle-assigned number.

BOOKING OVER THE PHONE

BOOK FOR THE UPCOMING SUNDAY ONLY

Over the phone, you book for the upcoming Sunday with the Vendor Booking Coordinator *(Ash Kumar)* who returns phone calls Tuesday through **Thursday from 11AM to 6PM**.

Call our office and leave a voicemail early in the week that you would like to sell. *(Monday or Tuesday are best. Call later and space availability may be low.)* Follow up your voicemail with an email to ***Ash@melrosetradingpost.org*** so he can coordinate an appropriate call back time with you.