



# Melrose Trading Post **VENDOR HANDBOOK** Updated November 2022



Melrose Trading Post is a program of Greenway Arts Alliance,  
a 501 c3 non-profit organization.

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# WELCOME TO THE MELROSE TRADING POST

**We're so happy you found the Melrose Trading Post!**

MTP is operated by Greenway Arts Alliance, a community-based nonprofit organization whose mission is uniting and building communities through art, education and social entrepreneurship.

Every Sunday, the Melrose Trading Post offers a constantly evolving experience, with a curated selection of handcrafted artisan goods, eclectic art and craft, vintage fashion, antique furniture and one-of-a-kind treasures.

Each week 5,000-9,000 people visit Melrose Trading Post, which is consistently listed as a top Los Angeles destination stop by numerous tourist websites and featured in publications and media all over the world.

Through admission and vendor fees, the Melrose Trading Post has grown to become the **most successful ongoing social entrepreneurship program in the history of Los Angeles Unified School District**, awarding grants to Fairfax High School organizations for sports equipment, beautification projects, teacher programs, theatre productions, and more - totaling over ten million dollars since the Melrose Trading Post's humble beginnings in 1997.

Through Greenway Arts Alliance, MTP provides formal job and life skills training to paid student employees from Fairfax High School - the first real-world job experience for many. The market serves as an incubator to promote small community businesses and budding entrepreneurs, many of them professional artists, by providing affordable retail opportunities in a prime, high-traffic location. MTP also provides opportunities for LAUSD schools to learn about small business and make additional income for their schools through our Entrepreneurship Program.

Additionally, the popular weekly market features local musicians. The market expanded to include even more opportunities for local artists through an outdoor, year-long series of music, dance, theater and spoken word events, making the arts easily accessible to the community at large. The Melrose Trading Post also provides performance opportunities for artists from the Greenway Court Theatre and for Fairfax High School students through the Greenway Institute for the Arts.

**For More Information Visit:** [GreenwayArts.org](http://GreenwayArts.org) [MelroseTradingPost.org](http://MelroseTradingPost.org)



**Uniting and building  
communities through art,  
education and  
social entrepreneurship.**

# WHAT IS GREENWAY ARTS ALLIANCE?

Greenway Arts Alliance is comprised of three programs that connect communities to the arts.



Through our professional productions Greenway builds a vibrant artistic community by connecting professional artists to the greater Los Angeles community.

Based out of the historic 99-seat Greenway Court Theatre, GCT utilizes the performing arts to inspire and stimulate audiences by offering new perspectives from which to view culture and foster meaningful discourse on the human experience.



Greenway Institute for the Arts' mission is to make Fairfax High School a destination for the next generation of artists and leaders, empowering them through creativity, self expression and employment.

GIA engages students in discovering, creating and producing art through a series of in-school & after-school programs that blend arts education with student leadership. Within GIA, students learn to express their individual voices and passions. Paired with professional artists, young people are presented with opportunities for creative partnerships in visual, performing & literary arts.



The Melrose Trading Post is a pioneering arts-based marketplace held every Sunday at Fairfax High School in Los Angeles, CA with over 200 local creative small business vendors, delicious food and local live music.

MTP was founded in 1997 with a mission to champion small businesses, art and community. The market funds Greenway Arts Alliance's arts education programming and provides employment and leadership development opportunities for students at Fairfax High School.



# PROSPECTIVE VENDORS FREQUENTLY ASK US...

## What are the booth sizes and prices?

- A. Prices range from \$75 to \$140 per day. Pricing is based according to size and location of the booth in the market.
- B. Available booth sizes include 5'x15', 10'x10', 10'x20', 10'x30' and 20'x20'. There are a few spaces that vary between those sizes and couple that are slightly larger and smaller. Utilities are not offered (electricity, water, lighting, Wi-Fi etc).

## What are the Hours of Operation & Deadlines?

- A. The Melrose Trading Post is open to the public from 9AM to 5PM every Sunday, Rain or Shine.
- B. Vendors must check in with staff between 5:45-7:30AM.
- C. The market closes promptly at 5PM and all sales must end at this time. Vendor Load-Out Procedures begin once all customers have been escorted out of the market.
- D. Vendors in the R, P and G sections must be off campus by 6:45PM. Vendors in B and Y sections must exit campus with equipment & trash by 7PM.

## How many people attend the Melrose Trading Post on average?

An average of 6,000-9,000 patrons walk through the gates on a typical Sunday.

## New Digital Guest List

Booked vendors may add up to 5 guests to the digital guest list from Tuesday through Saturday at 6PM. On Saturday the list is double checked to make sure only vendors booked for that Sunday have added guests. Anyone else will be removed. No guests may be added to the list after Saturday at 6pm, and no guests will be added on Sunday in person - no exceptions.

**Do not ask staff to add guests on Sunday.**  
**Add your guests at: <http://bit.ly/mtpguests>**

## Do you have a Morning Stand By Process?

We now call this process the "On Call List."

**See page 9 for details.**

## A. Are there equipment rentals on site?

**Town Square Daily Rentals** rents 10x10 white tents, 6ft tables and folding chairs on Sundays.

**Tents are \$30, Tables are \$10, Chairs are \$5. See page 21 for details.**

Order your equipment online at [TentsAndTables.net](http://TentsAndTables.net).

Add your space number to the notes section of the order. If no space number is added, the delivery of your order will be delayed.

## Playing Music in your Booth

If playing music, we ask for no cursing and no commercials, and to keep the volume within your booth. The key is to not disturb the neighboring vendors or to prevent them from hearing & communicating with customers. We ask that you keep the decibel level below 90.

## Can I share a Booth with another Vendor?

Sharing your purchased booth is in violation of rule #13 on page 12, and will result in a suspension from the market. Due to LAUSD insurance requirements, each business must occupy its own space unless the arrangement was approved in advance.

## Can I Bring my dog to the market?

If a vendor brings a dog to the market, it must stay in a crate while inside of the booth.

Dogs must be leashed when walked on campus.

Vendors are responsible for their dogs' actions and must clean up after their dogs. A leashed "lap dog" exception is possible after prior discussion and approval. Do not bring unsocialized animals to the market.

# IS THIS MARKET RIGHT FOR YOUR BUSINESS?

## 1. VISIT THE MELROSE TRADING POST

It is highly recommended that you visit the market prior to submitting your information. The market fluctuates and has various niches that can be filled by new vendors. You can see how vendors currently set up their booths and the kind of merchandise we currently have.

## 2. CHECK OUR MERCHANDISE RESTRICTIONS

We cannot accept vendors who sell items that are illegal to sell to people under 21 years old, live animals, counterfeit merchandise, electronics, generic cell phone accessories, weapons or replicas of weapons, recently mass-produced merchandise or anything infringing on a registered trademark. No cbd, thc or marijuana infused products are allowed per our permit with LAUSD.

**At this time, we are only accepting new vendors on a limited basis with Category 1 Merchandise. If your merchandise or service fits within the Category 1 List on the next page, follow these steps:**

**STEP 1:** Visit [MelroseTradingPost.org/VendorFAQ](https://MelroseTradingPost.org/VendorFAQ) to learn the basics of our market.

**STEP 2:** Fill out our vendor interest form based on your merchandise classification of Category 1 or Category 2. Selected vendors will be contacted via email.

**STEP 3:** Complete the New Vendor Orientation and you'll be invited to fill out the online registration form and introduced to the Vendor Booking System.

**STEP 4:** Fill out and print the CDTFA 410D Form found at: [www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf](https://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf)

Complete this form and email it to the Vendor Booking Coordinator, or bring it with you on your first selling date. A staff member will take a photo of your booth on your first day to keep on file.





# APPLICATION PROCESS

## New Vendor Orientation

- Invitations to attend the New Vendor Orientations are distributed via email. These orientations are done virtually over Google Meet.
- New Vendors can join through any device with the Google Meet App, or by calling in over the phone.
- New Vendors cannot book a space or participate in the On Call Process without completing the New Vendor Orientation requirement.
- This Orientation covers market rules and booking procedures as well as any current COVID guidelines in place at the time of the orientation.
- Start the process at [\*\*MelroseTradingPost.org/VendorFAQ\*\*](https://MelroseTradingPost.org/VendorFAQ)



# MERCHANDISE CATEGORIES



## CATEGORY 1 MERCHANDISE

Items listed in this category are sought after within the curation of this market.

- Antiques and Collectibles
- Original and Collectible Artwork & Prints
- Non-Wearable Handmade & One-Of-A Kind Items
- Furniture and Home Decor
- Non-Wearable Vintage Goods
- Non-Wearable Items made with Locally Sourced, Recycled or Re-purposed materials
- Eco-Friendly & Homemade Apothecary
- In Person Services (Hair, Makeup, Jewelry Repair, Key Making etc.)

Wearable = Apparel, Jewelry, Accessories etc.

**New vendors with merchandise on this list are eligible to book in advance for any Sunday spaces are available.**

**Fill out our Category 1 Form at:  
[MelroseTradingPost.org/VendorFAQ](https://MelroseTradingPost.org/VendorFAQ).**



## CATEGORY 2 MERCHANDISE

Items listed in this category are abundant in the market and are very limited in booking opportunities.

- Handmade or Vintage Jewelry
- Used, Designed or Handmade Clothing
- Crystals and Minerals
- Handmade or Vintage Shoes
- Purses & Accessories (NO Counterfeits)
- Vinyl Records
- Leather Goods
- Candles

**• We are no longer accepting new vendors with this Category of Merchandise.**

If you would like to express your interest in selling at MTP, you can fill out the form on our website.

We will use this list to select outstanding vendors to on-board when opportunities become available.

Do not expect a reply to this submission:

**Fill out our Category 2 Form at:  
[MelroseTradingPost.org/VendorFAQ](https://MelroseTradingPost.org/VendorFAQ).**

## MERCHANDISE QUESTIONS

If you're not sure of where your merchandise falls, contact **the vendor booking coordinator** with a description of your business, website links and/or photos of your merchandise. The more details you provide about your business, the easier it will be for us to see if it is a good fit for the market. Please remember if your merchandise qualifies, we still need you to fulfill the requirements on the following page. We love businesses with active marketing efforts, visually stunning booths and interactive elements which stand out more.

**If your merchandise is not on this page, it may not be eligible for our market.**

# VENDOR ELIGIBILITY & RESOURCES



## Level 1

### New Vendor Trial Period

#### Vendor Has Completed:

1. Completed the New Vendor Orientation.
2. Completed Registration and booked their first and/or second selling date.

#### **TRIAL PERIOD LASTS 2 SUNDAYS**

After 2 selling dates, vendor cannot proceed with bookings until **Eligible Vendor Level (#2)** is achieved.



## Level 2

### Eligible Vendor

#### Vendor Has Turned In:

1. Turned in the CDTFA Form
  2. A Valid CDTFA Sellers Permit License Number on file
- Vendors may book spaces according to their merchandise category.



## Level 3

### Permanent Vendor

1. Turned in the CDTFA Form
2. A Valid CDTFA Sellers Permit License Number on file
3. Has Valid Liability Insurance on File. A minimum of 6 months of coverage is required.

At this time we have put a pause on permanent space requests due to our limited number of unassigned spaces.

### In advance of your booking appointment:

1. Have a credit card or Paypal account on file ready to process.
2. Download and read the MTP Vendor Handbook. Link Below.
3. Download and Review the MTP Market Map PDF's. Link Below.

**[www.melrosetradingpost.org/download](http://www.melrosetradingpost.org/download)**

### IMPORTANT LINKS TO SAVE

New Vendors with Category 1 Merchandise start at **[MelroseTradingPost.org/VendorFAQ](http://MelroseTradingPost.org/VendorFAQ)**

Registered Vendors Booking Appointment Page:  
**[MelroseTradingPost.org/VendorServices](http://MelroseTradingPost.org/VendorServices)**

The Melrose Trading Post Small Business Resources, Vendor Handbook and Market Map are available at:  
**[www.melrosetradingpost.org/download](http://www.melrosetradingpost.org/download)**

California Department of Tax and Fee Administration (Formerly BOE) 410D Form is available at:  
**[www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf](http://www.cdtfa.ca.gov/formspubs/cdtfa410d.pdf)**

CDTFA Website to Apply for CA Seller's Permit / Resale License: **[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)**



# BOOKING SPACES IN ADVANCE

**Purchase or reserve a booth for advance dates on a Sunday at the Yellow Tent, or for the upcoming Sunday with a booking appointment Tuesday-Thursday with the Vendor Booking Coordinator.**



**CATEGORY 1 MERCHANDISE** can book in advance on Sundays from 12pm-3pm or the week of



**CATEGORY 2 MERCHANDISE** can book the week of through our Category 2 raffle

## CATEGORY 1 MERCHANDISE VENDORS: YELLOW TENT SUNDAY BOOKINGS

Every Sunday, the management team sets up a pop-up office under a yellow tent in the R section courtyard. From **12:00PM to 3:00PM** the team accepts payments for future dates and answers vendor questions for Category 1 Merchandise Vendors. The team handles future bookings up to one month in advance. They accept checks, money orders and credit/debit cards or Paypal payments (no cash) in person or over the phone. The line is managed digitally through WaitWhile. You will receive a text message when its your turn to be assisted.

12PM

### MONTHLY BOOKING OPENINGS AT THE YELLOW TENT

**FIRST OPPORTUNITY TO BOOK SPACES FOR THE UPCOMING MONTH**

Sign up  
online

We open bookings for the upcoming month on the first Sunday of each month.

For example: On the first Sunday of November, we will open up bookings for December.

To sign up for the queue visit [MelroseTradingPost.org/yellowtent/](https://MelroseTradingPost.org/yellowtent/) to sign up starting at 12pm.

Once you've signed up, WaitWhile will text you alerts and keep you updated on your place in line so you do not need to wait near the yellow booth.

When it is your turn, you can choose to do the appointment in person at the yellow tent, or over the phone. We can accommodate a limited # of people per Sunday in our waiting list, and close the list when it is full.

Vendors do not have to be physically present at the yellow tent to use the Sunday Yellow Tent Service.

## BOOKING DURING THE WEEK FOR THE UPCOMING SUNDAY

**Book a Vendor Booking Appointment during the week with the Vendor Booking Coordinator by visiting [MelroseTradingPost.org/VendorServices](https://MelroseTradingPost.org/VendorServices).**

**Category 1 Merchandise Vendor Appointments Open on Mondays at 10:30AM.**

**Category 2 The raffle opens up each week on Wednesdays at 2PM.**

**Book your appointment, and make sure you're ready on your selected date and time. The Vendor Booking Coordinator will contact you over the phone.**

**Make sure you have the current version of the market layout: [MelroseTradingPost.org/Download](https://MelroseTradingPost.org/Download)**

# PAYMENT POLICIES AND FEES

## FOR ELIGIBLE VENDORS

### PAYMENT DUE DATES / RESERVATION POLICY

Eligible vendors must pay or cancel their reservation by the prior Wednesday at noon.

The MTP Vendor Management Team is available to process advanced payments from 12:00pm to 3:00 pm every Sunday in the yellow tent pop-up office. These yellow tents are located southwest corner of the Red Section courtyard, by the men's room entrance of the Rotunda.

You can join the line virtually by signing up at [MelroseTradingPost.org/yellow-tent/](https://MelroseTradingPost.org/yellow-tent/).

Join the virtual waiting line at the link above, and you will receive a text message updating you with your place in the line.

### Outstanding balances are due within 30 days.

A. Vendors can pay with a credit or debit card over the phone during the week. Add a credit card onto your account and opt in to "auto pay" for any reservations made.

**Checks & Money Orders must be in an envelope to be dropped off in person, and made out to "Melrose Trading Post" or "MTP."**

### ACCEPTABLE FORMS OF PAYMENT

We accept credit and debit cards, PayPal, check or money order.

### LATE PAYMENT FEE

If a vendor cannot make a payment on time (by the Wednesday prior to the Sunday they are selling), a \$10 late fee will be applied to their ticket order.

## VENDOR FINES

**Staff members will write-up any vendors found violating the Vendor Rules of Operation.** This citation and \$50 fine go into your account and are due in 30 days. For example, vendors may receive a penalty fine if they remain in the market past 7pm or leave trash in their space. First violations receive a warning; second violations receive a \$50 fine. We must enforce this policy in order to maintain a respectful relationship with Fairfax High School and LAUSD, after all they allow us to use their property each Sunday.

### BOUNCED CHECK, CHARGEBACK, POLICY & FEES

A. Vendors that write checks that get returned to us are charged a \$25.00 fee, and cannot pay with a check for 3 months from the date that the bad check was written. The bad check must be paid within 30 days from the issue date, with the additional \$25 fee included in the amount.

B. Any credit card chargebacks or charge disputes initiated by vendors will result in a \$50 fine, along with repayment of the initial charge & a pause on selling eligibility until the balance is paid off.

**All fines must be paid off within 30 days in order to ensure a vendor's ability to sell at MTP.**



# ON CALL LIST

The Sunday morning "On Call" vendor booking process is for both Category 1 merchandise vendors who were unable to secure a space during their weekday booking appointment and registered Category 2 vendors who participated in the Weekday Booking Raffle. **Note:** If there is a week where there are no booking appointments or spots on the on call list, the raffle will be canceled for that week.

All registered Category 2 merchandise vendors may participate Wednesdays at 2pm for a given market week by adding their names to the Category 2 Weekday Booking Raffle.

The entry form opens up at 2:00pm and closes at 2:15pm. The raffle participant list is then randomized at approx 2:20pm. If spaces are still available for a given market week, Category 2 merchandise weekday booking appointments will then be created for either Wednesday afternoon or Thursday morning phone appointments.

**If weekday appointments are available, they will be offered to the first people on the randomized list.** After the booking appointments are completed, we will then invite vendors on the randomized raffle list to be "On Call" for Sunday. These will be the only vendors who can purchase an empty space on Sunday morning. On Call vendors may also receive a phone call from Patrick on Friday or Saturday if any last minute cancellations are received. On call vendors must also respond to the emailed invitation to be on the list.

## WHAT DOES IT MEAN TO BE "ON CALL" FOR SUNDAY'S MARKET?

ON CALL Vendors are the only vendors who can purchase an empty space on Sunday morning.

Confirm your arrival with an MTP check-in staff member at 7:30am at our Fairfax/Clinton entrance, drive up to our customer parking lot then wait in your car for your phone call to book a space. There is no need to arrive to check-in any earlier than 7:30am.

Send a text to the office at (323) 205-5375 with any helpers or guests that you would like to allow free entry into the market. 5 names maximum. We will then confirm receipt of the names provided. The entrance gate staff will receive this supplemental guest/helper list once our On Call process concludes around 9:30am.

On Call vendors are fully packed and ready to unload between 8:00am - 8:45am.

When it's your turn, a member from the vendor team will call you to sell you an available space.

Once the payment is confirmed, you will receive your load-in instructions.

Check-in for your purchased space. You can either drive or walk in your merchandise depending on the time.

## ON CALL GUIDELINES

Invited vendors must confirm their participation with Patrick ([patrick@melrosetradingpost.org](mailto:patrick@melrosetradingpost.org)) by Friday at 6PM via email that they will be part of the On Call process.

Credit or Debit Card payments are the only payments accepted for this booking process.

If you are sold a space after 8:30AM you may not be able to drive into the market to unload. In this case you can borrow a dolly at either entrance and walk your items to your space from a parking lot or loading zone. Bring your own cart or dolly to expedite the process. Allowable time in our market loading zones is 20 mins maximum.

Text the vendor line at (323) 205-5375 if you are running late or if you decide to not sell that day.

If spaces are sold out, you will receive a text from the MTP Vendor Line to let you know.

## PLEASE NOTE:

Booking a space is not guaranteed, and specific sizes are not guaranteed. The open spaces we sell on Sunday are last minute cancellations and no-shows. On a typical Sunday there have been 5 to 12 no-show vendors.

We do not invite more than 12 vendors to participate in this process. Space selling begins at approximately 8:15am. The process is quick! Make sure you have the map ready to help you with your purchase.

# VENDOR RULES OF OPERATION

## **Consequences of Rule Violations:**

**1st Rule Violation** - Verbal (Phone or In-Person) Warning on File

**2nd Rule Violation** - \$50 Fine for Each Violation\*\*

**3rd Rule Violation** - Suspension (2-4 Sundays) or Loss of Selling Privileges\*\*

\*\* Severity of violation and vendor's relationship to the market are taken into consideration. Suspension may be called for in extreme situations.

## **EMPLOYEES & VISITORS**

If you have an employee helping you with your booth, please make sure they are aware of all rules and guidelines; especially if they are operating a vehicle on behalf of your company. They can be one of the guests that you may add to our digital guest list. They must get a stamp or be on guest list or will not be permitted in the market without payment. Deadline is Saturday by 6:00 PM.

[Http://bit.ly/mtpguests](http://bit.ly/mtpguests)

## **LATE ARRIVAL - TEXT US!**

If a vendor has not checked in by 7:30AM, they are considered a no-show and their space will be available for MTP staff to sell to vendors waiting as on call vendors.

If you arrive after 7:30AM and before 8:45AM, check to see if your space is still available at the gate you would normally enter for your space. If it is not available, we may be able to place you in a no-show open space.

### **Additional Notes:**

1. Vendors may not hang anything on the perimeter fencing of the school.
2. Vendors may not hire current or former MTP Staff Members to work in their booths without prior authorization.

The following rules were formed to organize the market according to the requirements on our site permit with LAUSD.

## **PARKING & LOADING**

1. Vendors in a 10x20 or smaller space must first unload their vehicle, park in a vendor parking area on-campus, and then begin setting up merchandise upon return from parking. Vendors are allowed a maximum of one vehicle at a time inside of the market during set-up and take-down. **Enforcement of this specific rule begins at 6:45AM to avoid aisle congestion.** On-Campus parking can accommodate one vehicle per booth (until the lot is full).
  2. Vendors in 20x20's are allowed a maximum of 1 vehicle parked inside of the space.
  3. No vendor vehicles are allowed in the aisles of the market after 8:50AM.
  4. All vendors must set up within designated space lines painted by MTP staff. Tent styled signage outside of booth requires prior approval.
  5. No drug paraphernalia, weapons, replicas, adult material, food or drinks may be sold. The sale of counterfeit or stolen goods and the sale or use of drugs is prohibited and is subject to loss of selling privileges, arrest and prosecution.
- No Drugs or Alcohol are allowed on Campus.**
7. An adult must supervise any children under 13. If you bring a pet, it must be crated while in your booth and leashed while walked. Do not bring unsocialized animals to the market. A leashed "lap dog exception is possible after prior discussion and approval.
  8. All trash, equipment and merchandise must be picked up from your space. Disposal of larger sized items in dumpsters is prohibited.
  9. All vendors must be out of the market before 7PM. Vendors in the Food Court (R-Section) and G-Section Areas must be out by 6:45PM.
  10. The market closes promptly at 5PM. No customers are allowed in vendor booths after 5PM. No Sales are allowed after 5PM.
  11. No vehicle engines may be on & no vehicles may move once the market has opened to the public. *(This is a Fire Department Rule.)*
  12. Vendors may not drive over grass and dirt areas of the school campus. Doing so damages the property (including underground infrastructure) and will result in a 2 week or more suspension.
  13. Sharing a booth with another eligible vendor must be approved by the Vendor Team or will otherwise result in suspension.

# SAFETY AND LOADING GUIDELINES

## LOAD IN AND PARKING

1. All vendors whose payment is received on time will be on the Sunday Morning Vendor Check-In List, and may check in between 5:45AM-7:30AM.
2. Any pre-paid vendors who drive oversized vehicles or vehicles with trailers must check-in between 5:45AM-6AM.
3. The Check-in Deadline is 7:30AM, at which point your space is not guaranteed. After 7:45AM, we start moving any vendors who are experiencing issues with their booths in spaces that are confirmed to be empty and not checked-in. By 8:00 AM, any open spaces are confirmed for sale to the on call list of vendors.
4. When you book a space, make sure you know which gate to enter the market to get to the space.
  - i. **CLINTON GATE** – Right turn only on Clinton and Fairfax (Purple and Yellow Sections)
  - ii. **OVERFLOW GATE** – Right turn only - on Fairfax between Melrose and Clinton (Blue Section)
  - iii. **MELROSE GATE** – Customer entrance on Melrose, enter the driveway on Genesee Avenue (Green & Red Sections)
  - iv. **ORANGE GROVE / MELROSE GATE** – Right turn only - On Melrose Avenue between Fairfax and Orange Grove Avenues, across from the gas station. Also known amongst staff as the "Old Melrose Gate." (Blue & Green Sections)
5. At the gate, **check-in** with the MTP staff member with the tablet by giving your full name & booth number.
  - i. This is the time to confirm any equipment orders placed on ([TentsandTables.net](http://TentsandTables.net)).
  - ii. Failure to check-in with a staff member by 7:30AM may result in loss of space with no refund.
  - iii. Vendors also must receive a stamp upon check in.
6. Once you are in front of your space (numbers are painted on the ground in the parking lot areas), unload your equipment and merchandise. Once your car is empty, drive your car to the parking area open for vendors. Staff on the ground can direct you to the open lot. Return to your space after your car is parked to set up your booth & merchandise displays.
  - vii. If you have a 20x20 space you may park 1 vehicle inside of it. It is preferred that you parallel park to line your car with the back of your space. Set up your booth and tables in the front of your space.
  - viii. Only one vehicle is allowed at a time for loading merchandise in the B, P, G and Y sections. The aisles are not large enough for vendors to have more than one vehicle in the market grounds at a time.
  - ix. All vehicles must be out of the aisles with engines off by 8:50AM. The market opens to the public at 9AM.



## WIND SAFETY GUIDELINES - DON'T LET YOUR TENT FLY AWAY



Tents are required to be anchored down with sufficient weight on each tent leg or secured to a stationary vehicle. The weights on your tents must withstand 30 mph wind. If conditions are windy, we recommend taking down the tent or taking the fabric cover off of the frame to prevent it from lifting up. A tent is not considered as "anchored" if it is only attached to another tent.\*\*

# SAFETY AND LOADING GUIDELINES CONT.

## No vehicle engines may be on, and no vehicles may move once the market has opened to the public.

Vehicles in the market may not exit until after all customers have exited and MTP staff members have announced the market as cleared of customers. This is a serious rule from the Fire Department that if broken will lead to at least a 2 Week Suspension from the market.

If you have an issue and need to exit the market while it is open, MTP staff members should be alerted immediately. The market operations manager J Scott will then decide the best course of action for the particular situation you are dealing with.

### **REMEMBER:** Vendors may not conduct sales after 5PM.

The market closes at 5PM, and at that time all customers are escorted out of the market. Once our staff members have cleared the market of customers, they will then make an announcement to vendors that vehicles may start exiting the market.

All vendors must turn off their music from 5:00PM to 5:30PM so our staff can safely escort customers out of the market. "Closing" your booth helps us move this process faster so vendors can start bringing their vehicles into the market on time.

## LOAD OUT PLACARD SYSTEM

If you are a PERMANENT Vendor, you will not receive a placard for drive-in times for load out procedures. You can drive in at 5:30pm, once it has been verified by MTP Staff of your Vendor status.

If you are NOT a Permanent Vendor, you will receive a Placard for Drive-in times for our load out operations (5:20pm - 6:00pm) from MTP Operations Staff in the Afternoon. At this time MTP Staff may cover any special considerations specific to your space.

If you Do NOT receive any placard for any reason, you must wait until 6:00pm to drive in for load-out operations.

A reminder to all vendors that you are allowed only ONE vehicle in the market at a time. Those vendors with multiple vehicles during load in/out procedures must wait for their first vehicle to be off the premises before driving in your second vehicle etc.

Vendors are always welcome to walk their stuff out but no earlier than 4:45pm.

**All of your items must be packed up and ready to be loaded prior to bringing your vehicle into the market.**

**If there is an emergency, call 911 and then alert MTP staff by calling the emergency line: 323-333-7895**

**All adult staff members carrying a walkie talkie can help in an emergency situation.**

# EMERGENCY LINE & ACTIVE SHOOTER PROTOCOL



Recent national tragedies remind us that taking a few steps now can help you react quickly when every second counts.

Here are guidelines from FEMA's ready.gov:



**FEMA**

## HOW TO STAY SAFE IF AN ACTIVE SHOOTER THREATENS

### Prepare NOW

- If you see suspicious activity, let an MTP staff know right away
- **Add to your contacts on your phone the**  
**MTP Emergency Number 323-333-7895**  
*This is for Medical, Physical and Safety EMERGENCIES ONLY.*
- Take time to identify two nearby exits (all exits have MTP staff and fire extinguishers)

### Survive DURING

**RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. **DO NOT DRIVE YOUR CAR OUT OF THE MARKET** You will be able to come back when it is safe and get all of your belongings.

**HIDE.** Because it is a parking lot there are not many places to hide. The school is locked. If you cannot get away safely, get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Stay in place until law enforcement gives you notice that all immediate danger is clear.

**FIGHT.** As an absolute last resort.

### Be Safe AFTER

- Keep hands visible and empty
- Know that law enforcement's first task is to end the incident
- Follow law enforcement's instructions and evacuate in the direction they tell you to

Go to [ready.gov](https://ready.gov) and search for active shooter.

Download the FEMA app to get more information about preparing for an active shooter.

# MARKETING AND SOCIAL MEDIA

## We are on the following social media platforms:

- Facebook
- *Facebook Group for Vendors*
- TikTok
- YouTube
- Instagram

## On Instagram:

[Instagram.com/melrosetradingpost](https://www.instagram.com/melrosetradingpost)

1. Tag **@MelroseTradingPost** in photos taken at MTP, photos of your booth, or photos of your very happy customers. We may repost your post if we love it!
2. Use the Hashtags: #MTPfairfax, #MelroseTradingPost, #PeopleofMTP, #DogsofMTP, #FleaMarket-Find #FleaMarketStyle #ShopLocal

## On Facebook: [Facebook.com/MTPfairfax](https://www.facebook.com/MTPfairfax)

1. Check-In to Melrose Trading Post when you arrive. Post about your business, your booth, or anything to get folks to the market!
2. Use the Hashtags: #MelroseTradingPost #PeopleofMTP #MusicofMTP #DogsofMTP
3. Post Photos, Create Events, Promote Sales, Keep up Announcements of your whereabouts
4. Tag your photo location as Melrose Trading Post.
5. Make sure you "Like" the Melrose Trading Post

## On Facebook Group For Vendors:

[Facebook.com/groups/melrosetradingpost](https://www.facebook.com/groups/melrosetradingpost)

## On TikTok

[Tiktok.com/@melrosetradingpost](https://www.tiktok.com/@melrosetradingpost)

## Yelp Page:

[Yelp.com/biz/melrose-trading-post-los-angeles](https://www.yelp.com/biz/melrose-trading-post-los-angeles)

## Youtube Channel:

[Youtube.com/MelroseTradingPost](https://www.youtube.com/MelroseTradingPost)



Check out our series, Melrose Stories on Youtube!

## Photos We Love:

1. Photos of market patrons (#PeopleofMTP)
2. Photos of vendor booths and vignettes
3. Photos of interesting merchandise
4. Photos of pets & puppies (#DogsofMTP)
5. Photos of "Vendor Life" and friendships
6. Photos of vendor workshops, tools, process
7. Photos of customers interacting with art and enjoying the live performances (#MusicofMTP)
8. Photos of the delicious food at MTP (#FoodofMTP)

Download the MTP Vendor Social Media kit at [Melrosetradingpost.org/download](https://www.melrosetradingpost.org/download)



# WHO IS A PERMANENT VENDOR?

## WHO IS A PERMANENT VENDOR?

A Permanent Vendor refers to any vendor who is assigned a space for 1 or more weeks out of the month. We assign spaces for the 5 possible Sundays in a given month. The 5th Sundays occur 3-4 times a year.



### Permanent Vendor Eligibility

The following documents must be completed to accept an assigned permanent space in the market:

1. Signed LAUSD Waiver of Liability
2. Valid CDTFA Resale License Number for your business
3. Signed Community Commitment Agreement
4. Minimum 6 Month Term Liability Insurance Coverage

\*Do not submit the aforementioned documents if you have not been assigned a permanent space.\*



### How do I become a Permanent Vendor?

At this time we are not adding new permanent vendors to the market's assignment list due to a lack of available spaces.

### Permanent Vendor Space Assignment Changes

If you are a permanent vendor and you want to switch or change your space assignment to another space, you can still submit a Permanent Space Request if you sell Category 1 merchandise.

**At this time, we are not able to accommodate Category 2 vendor space upgrade requests.**

Email [patrick@greenwayarts.org](mailto:patrick@greenwayarts.org) for more information.



# PERMANENT VENDOR INSURANCE REQUIREMENTS

Permanent vendors can purchase insurance from the insurance provider of their choice, provided that the minimum requirements are met and the two required insurance certificates are on file.

The minimum requirements for accepted insurance policies are encircled below:



## Los Angeles Unified School District

### STANDARD INSURANCE REQUIREMENTS

The District requires that all vendors, contractors, professional service providers and other entities that associate with the District comply with requested insurance requirements and provide evidence of insurance certification. All applicants shall, at its own cost and expense, procure and maintain the following coverage during the entire period of use of the premises and/or facilities and all deductibles or Self-Insurance Retentions (SIR) shall be declared in writing, and all deductibles and retentions above \$25,000 require District approval.

- ❖ **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:
  - \$1,000,000 per occurrence
  - \$ 50,000 fire damage
  - \$ 5,000 med expenses
  - \$1,000,000 personal & adv. injury
  - \$2,000,000 general aggregate
  - \$2,000,000 products/completed operations aggregate

The Certificate Holder portion of the two insurance certificates must list two entities as additionally insured:

- A. Los Angeles Unified School District & the Board of Education of the City of Los Angeles** - 333 South Beaudry Ave, 28th Floor, Los Angeles, CA 90017
- B. Greenway Arts Alliance:** 544 N Fairfax Avenue, Los Angeles, CA 90036

#### Recommended Links to Purchase Insurance:

Anthony Insurance Services 6 Month Policy - <http://bit.ly/6MonthsAIS> (\$150)

Anthony Insurance Services Annual Policy - <http://bit.ly/1YearAIS> (\$293)

ACT Insurance: [www.ACTinsurance.com](http://www.ACTinsurance.com) (\$265)

#### NOTE:

Vendors may use any insurance company, as long as we receive the two required certificates.

# PERMANENT VENDOR BENEFITS & DEADLINES

## BENEFITS OF PERMANENT VENDOR STATUS

As a permanent vendor, you are responsible for making a payment (by Wednesday) for your space for every Sunday you are assigned a space. If you do not wish to sell on your permanent day, you are responsible for letting us know with a One Week Notice; otherwise you are still responsible for making the payment.

At this time, if we do not have a payment in by Wednesday, your name will not be on our check-in lists at the gates on Sunday, and you will have to check in at the Clinton Gate. In this instance, you are not guaranteed your spot for the day, and you will owe for the space even if you do not sell that day.

**Outstanding balances are due within 30 days.**

## One Emergency Day Per Year

- You get one free day where the money you paid will be credited to your next selling date if you choose to use your Emergency Day (illness, emergency, car trouble).
- In order to use your Emergency Day you must check in with MTP management and let us know that you would like to use it by 8:00AM. Let us know in person, by voicemail or email. Emergency Days are not transferable to other vendors nor to the next year.

## One-Week Notice

- The cut off time notifying us is by the prior Monday at 11:59PM through email or voicemail.
- If we do not hear from you 2 months after your last notice, you may lose your permanent space assignment and status.
- As a permanent vendor you are able to miss up to 6 months with advance notice.

## Booking Ahead

As a permanent vendor, you are booked in advance in your assigned spot for specified weeks of the month.

## Methods of Payment

1. **Paypal.com** – Receive an emailed invoice to pay for your space every month or week. Pay online with a credit/debit card or other payment your paypal account via **PayPal.com**.

**Note: E-Checks are not permitted.**

Email [Patrick@GreenwayArts.org](mailto:Patrick@GreenwayArts.org) to sign up.

2. **Vendor Payments @ the Yellow Tent** – Follow the Yellow Tent booking details on page 8. Here the team accepts check, money order & debit/credit card payments. Make reservations in-person during these appointments too.

3. **Make a Phone Appointment** - Book a phone appointment to pay with a credit or debit card through the MTP website each week at:

**[MelroseTradingPost.org/permanent-vendor/](http://MelroseTradingPost.org/permanent-vendor/)**

## Changes in Your Business

If you are changing your company or merchandise, notify the Vendor Team by email or make a phone appointment. We will review your new documents and/or merchandise for approval consideration and update your account accordingly

This includes changes in: **Name or contact information, business owners, website or social media, seller's permit, and business locations.**  
**Major merchandise changes will be reviewed by the vendor team, pending approval.**

# VENDOR APPLICATION TERMS & CONDITIONS

**Vendors digitally sign that they agree to these rules in order to sell at the market. This is your copy of the agreement.**

## **Booth Vendor Application Terms & Conditions:**

The following items, collectively "Terms & Conditions," constitute part of this Application: "Vendor" refers to any participant approved for a booth space, "Applicant" refers to any individual or company applying for a booth space, and "Event" refers to Melrose Trading Post at Fairfax High School, Greenway Arts Alliance, the event producer (Producer) and its leaser, Los Angeles Unified School District (LAUSD).

**By completing and submitting this form for review, the Applicant agrees to the following Terms & Conditions if accepted:**

- (1) Each Accepted New Vendor will receive one space to sell or exhibit at the Melrose Trading Post at Fairfax on a given Sunday.
- (2) The Event will provide limited parking for vendors who arrive on time. 20x20 spaces include room in the booth for 1 vehicle.
- (3) Each Vendor is responsible for supplying ALL their needs, including, but not limited to, power, additional lighting, electrical cords or power strips, and display fixtures. NO additional space, materials, Wi-Fi, fixtures or accommodations will be provided by the Producer, unless requested, approved and paid for by the Vendor to the Event.
- (4) No projected film, sound or audio, or freestanding signs are allowed unless there is written advance permission by the Event.
- (5) All Vendors must display their merchandise in a clean, presentable manner on tables, racks, display stands or other methods approved for use by the Producer.
- (6) Booth spaces are booked on a first-come, first-serve basis until available spaces are full.
- (7) All approved vendors must conduct business within their assigned space (e.g. 10'x10') as there is zero tolerance for vending or distribution of literature by strolling through the Event without prior written consent by the Producer.
- (8) Approved vendors must pay in full. Vendors may only share a booth space if both booth vendors are approved to share by the Producer. Each space is the responsibility of one main contact and only a single payment should be made.

**The Producer reserves the right to refuse any application for any reason. Vendors may not resell the space at a higher price or sublease the space to other Vendors.**

**Once a Booth Vendor Application is approved, payment by credit card, money order, cashier's check, personal or business check must be received by the Wednesday due date.**

## **VENDING AND CANCELLATION POLICY:**

Once Applicant calls to confirm his/her application and the merchandise is approved, he/she is eligible to book a space. All Non-Permanent Vendors may cancel a reservation or paid booking ONLY if they notify the Vendor Team by 11:59pm the Wednesday prior to the booked date in question. Permanent vendors may cancel their space by the prior Monday at midnight.

Vendor agrees to set up and break down the assigned booth space in a timely manner so that the Vendor is ready to sell when the Event opens to the public and does not close until the Event ends.

Vendor may not break down space before the event closes unless approved by Event staff. Vendor agrees to conduct his/herself in a professional manner as to not bring Event into ill repute. Vendor agrees to abide by rules set forth by nearby businesses, local government officials, and the Producer. Vendor may be asked to leave the Event for any reason. No refunds will be issued due to weather.

Any vendor selling in the State of California must obtain a seller's permit. Permits are usually issued at little to no cost. Vendor will be responsible for filing his/her own taxes at tax time and paying to the State of California any and all sales tax collected.

## **RISK OF LOSS, Insurance and Indemnification:**

Vendor assumes sole risk of loss, theft or damage to merchandise and other personal property belonging to vendor while such property or merchandise is in Vendor's space or on the Event premises or being stored by Management as provided below. Vendor acknowledges that neither Producers, LAUSD, nor the affiliates and operators of the Event assumes any responsibility to insure the safety or to protect Vendor's merchandise from loss or damage caused by fire, rain, theft, malicious mischief, accident or any other cause.

Vendor acknowledges that Vendor has been advised to purchase insurance to protect against these and other losses.

Vendor agrees to indemnify and hold Event Management and the Producers of the Event and their partners, directors, officers, shareholders, managers, employees, LAUSD and its agents harmless from any liability damage, cost or expense (including reasonable attorneys' fees and court costs) arising from

(a) Vendor's use of or activities in or around Vendor's spaces (s) or the Event premises and/or (b) injury to persons or property resulting from any cause whatsoever including, but not limited to, any furniture or fixtures in Vendor's Space, or from Merchandise, other property or other items sold or exchanged by Vendor. Vendor assumes full responsibility for all transactions and merchandise.

# WHERE DOES THE MONEY GO?

**The funds generated from the Melrose Trading Post go to:**

1. Additional Fairfax High School activities & needs not covered in their annual budget
2. Grants for Fairfax High School Student Clubs
3. Greenway Arts Alliance's programs
  - A. Greenway Court Theatre
  - B. Greenway Institute for the Arts
  - C. Melrose Trading Post Student Job Training

**Examples of Supported & Items Purchased for Fairfax High School:**

**AP PRACTICE BOOKS  
VOLLEYBALL EQUIPMENT  
DISPLAY CASE ON CAMPUS  
DUAL LANGUAGE INSTRUCTOR  
ADDITIONAL CAMPUS AIDE HOURS  
CAMPUS BEAUTIFICATION SUPPLIES  
LEADERSHIP CONFERENCE  
ART SUPPLIES  
SCHOOL NEWSPAPER PRINTING  
GREENWAY IN-SCHOOL & AFTER SCHOOL PROGRAMMING  
NOVELS FOR ENGLISH CLASSES  
PERFORMANCES FOR HISPANIC HERITAGE MONTH  
SCIENCE TOURNAMENT  
TEACHER HOLIDAY PARTY  
TEACHER APPRECIATION CELEBRATION**



# EQUIPMENT RENTALS WITH TOWN SQUARE DAILY RENTALS

The Melrose Trading Post works with an on-site equipment rental company called Town Square Daily Rentals.

## ***Pricing Includes Set Up and Break Down***

10 x 10ft Tent - \$30      6ft Table - \$10  
Folding Chair - \$5      Vinyl Tent Side Wall - \$5  
Sandbag Weights - \$5

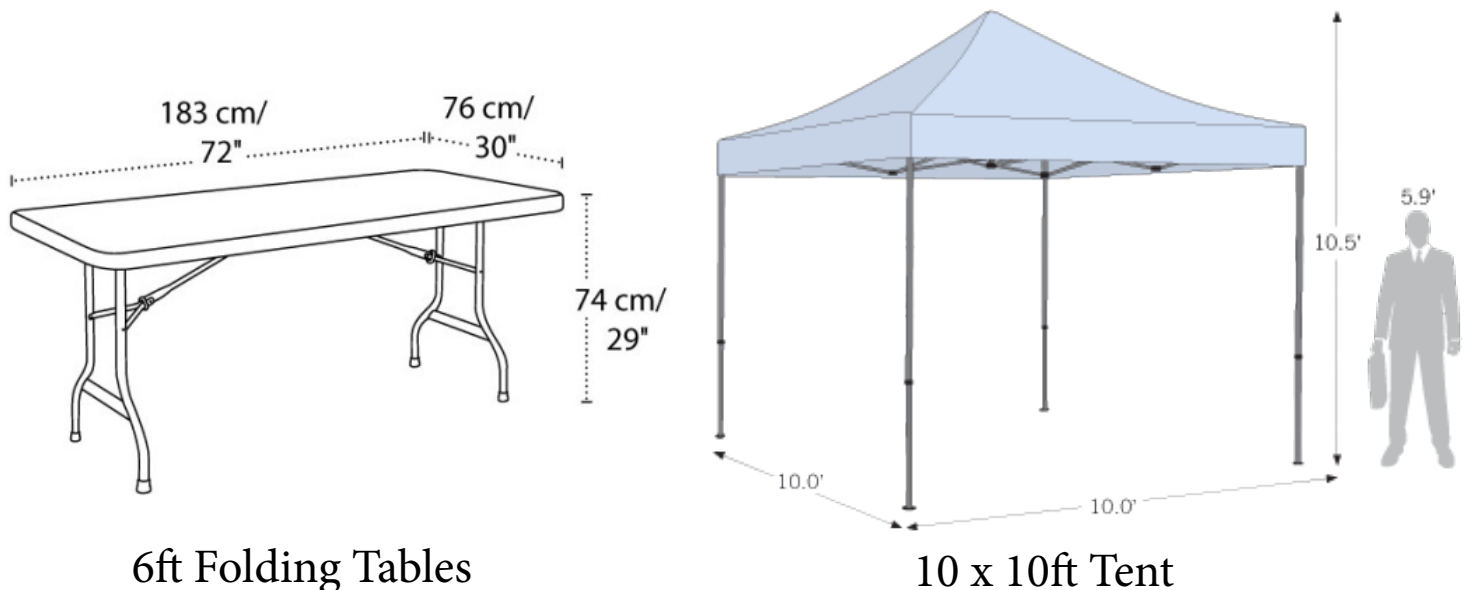
## ***Melrose Trading Post Package:***

Any order over \$50 gets 20% off with the code "package."  
Pay with a credit or debit card through their website.

Order online the week of your booking at: [www.TentsandTables.net](http://www.TentsandTables.net)

Include the correct booth number in the order notes,  
or the delivery of your order will be delayed.

**Please Note: Ability to order closes at 9:15AM on Sunday**



Questions?

Email: [tentsandtables123@gmail.com](mailto:tentsandtables123@gmail.com)

Text 626.297.4753

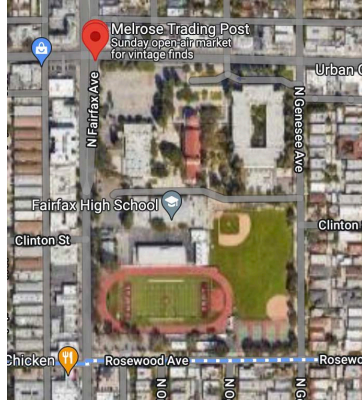


# CONTACT US

The Melrose Trading Post is a program of Greenway Arts Alliance. The Greenway Arts offices are located alongside the Fairfax High School campus. Because of this location, **vendors are not allowed to visit our offices during the week.**

## MELROSE TRADING POST at FAIRFAX HIGH

**MARKET LOCATION:**  
7850 Melrose Avenue  
Los Angeles, CA 90046



### BOOKING & COMMUNICATION HOURS:

**Tuesday through Thursday 10am to 6pm.**

**Office is closed on Fridays, Saturdays, and**

**Federal holidays.**

### VENDOR INQUIRIES & COMMUNICATIONS:

**PHONE NUMBER: (323) 205-5375**

Our Communication Priority is in the appointment system for booking spaces. This phone number is for general questions and communication, not for booking a space. If you text this number for the first time, please include your first and last name so we know who you are.

**Please do not leave multiple messages or send multiple emails in a 48 hour period or you will be added to the end of the call back list.**

### Vendor Sales & Communications Manager

**Patrick Weinbrecht**

*[Patrick@GreenwayArts.org](mailto:Patrick@GreenwayArts.org)*

### Vendor Booking Coordinator

**Jose Cruz (Habla Español)**

*[Jose@GreenwayArts.org](mailto:Jose@GreenwayArts.org)*

### Special Events & Marketing Manager

**Natalie Iturbe Jackson**

*[Natalie@GreenwayArts.org](mailto:Natalie@GreenwayArts.org)*

### Safety & Market Operations Manager

**J Scott Shonka**

*[Jscott@GreenwayArts.org](mailto:Jscott@GreenwayArts.org)*

### Vendor Administrative Associate

**Carmi Gonzalez**

*[Carmi@GreenwayArts.org](mailto:Carmi@GreenwayArts.org)*

### Music Coordinator

**Martin Diller**

*[Music@GreenwayArts.org](mailto:Music@GreenwayArts.org)*

### Food Vendor Bookings & Co-Founder of Greenway Arts Alliance

**Pierson Blaetz**

*[Pierson@GreenwayArts.org](mailto:Pierson@GreenwayArts.org)*

### Co-Founder of Greenway Arts Alliance

**Whitney Weston**

*[Whitney@GreenwayArts.org](mailto:Whitney@GreenwayArts.org)*



## Melrose Trading Post Vendor Code of Conduct

The Melrose Trading Post is operated by Greenway Arts Alliance, a community-based 501c3 nonprofit organization whose mission is uniting and building communities through art, education, and social entrepreneurship. In order to maintain a strong and safe market for all of our community members, we expect and require all registered vendors as well as any vendor employees to read and acknowledge our Vendor Handbook that outlines our rules, regulations and internal processes.

**As a vendor community member of The Melrose Trading Post, I have read the Vendor Handbook in its entirety and additionally, I pledge to:**

- Treat all students, staff, patrons and fellow vendors with respect and patience. Greenway Arts Alliance maintains a zero-tolerance policy with any disrespectful behavior directed in an inappropriate manner towards any community members. This type of behavior is unacceptable and may result in a market suspension or expulsion.
- Give extra care, patience and consideration to MTP student staff members that proudly wear red shirts & hoodies every Sunday. For many of the students, this is their first job. Creating an environment that fosters individual growth and support is both appreciated and expected.
- Require my vendor employees to read and be knowledgeable on all MTP policies contained in the handbook to ensure a successful day at the market. Special attention and understanding of our rules and regulations has been given to this important content contained in pages 11 thru 14.
- Check in with staff by the required time of 7:30 AM. Late arrivals are both disruptive to our operational processes and after this point, late vendors are considered “no shows”. If I'm running late for any reason, I will text the vendor team. If no communication is received, after 7:30 AM, “no show, no call” spaces are at risk of being sold to waiting on-call vendors.
- Adhere to ethical, legal and standard business practices at all times to ensure a positive experience for all of our market patrons.
- Maintain a clean, safe booth for patrons to navigate. All merchandise will be displayed to the standards of the Vendor Team.
- I will only bring merchandise to the market that has been pre-approved to sell. Any changes to my booth curation or additional merchandise must be discussed and reviewed in advance for approval by the vendor team.
- Maintain a valid CA seller's permit through the CDTFA and report any updates or changes to my business to the vendor team so they can maintain accurate record keeping.

**I have read the vendor handbook in its entirety, and both acknowledge and will adhere to the Melrose Trading Posts Code of conduct standards:**

Sign Digitally at: <https://bit.ly/mtpvendorcode>



# COVID-19 REQUIREMENTS & GUIDELINES

## OVERVIEW OF MTP COVID-19 VENDOR GUIDELINES:

- Do not attend the market if you are sick or showing any COVID-19 symptoms.
- Face Coverings are not required for patrons and vendors while on campus.
- Clean and disinfect items and surfaces regularly.
- Provide hand sanitizer for your booth's patrons.

## COVID-19 Vendor Guidelines:

1. MTP Vendors and Patrons are not required to wear face coverings on the market grounds and in vendor booths.
2. Vendors are asked to have hand sanitizer for patrons to use prior to touching any items.
3. Vendors are asked to manage the flow of patrons in their booth, including maintaining a capacity limit according to your booth size and set up. (See Designing your Booth for 6ft Social Distancing, below).

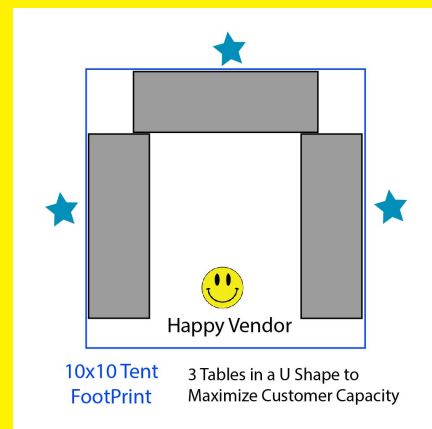
## Designing your Booth for 6ft Social Distancing:

- Vendors are to monitor patrons in their booth with social distancing (6 ft apart) in mind.
- Decide how you will set up your booth to allow the maximum number of people to interact with your items safely.
- Vendors who use tables to display their items can set-up a U shaped booth using three tables. The vendor is inside of the U, and the patrons are on the outside of it, browsing via three different sides of the booth.
- Create signage to help guide patrons in social distancing and hand sanitizing.
  - This will help patrons understand how you would like them to proceed into your booth.
  - You can create a waiting line with chalk.
  - Do not use paint on the ground, or anything that would remain on or stain the school ground beyond Sunday.
- Decide in advance if you will clean your items or how you will handle setting the items aside after a patron tries it on if a purchase is not made (especially clothing & accessories).
- Dressing Rooms should allow for 6ft of social distance and must be sanitized between each use.
- If in a larger booth, create an experience that is fun, simple to navigate and safe.
- Consider where you are stationed inside of your booth and make sure patrons can browse a safe distance from you.
- If patrons enter your booth, make sure they know how to safely enter and exit.
- Maintain a line a safe distance from neighboring vendors and patrons in the walkway.

# COVID-19 REQUIREMENTS & GUIDELINES CONT.

## SUGGESTIONS FOR DETERMINING THE CAPACITY OF YOUR BOOTH:

- Each 10ft x 10ft in your booth can have One Patron/Pod inside of it.
- If you set up a 10x10 booth in the U shape as mentioned on the previous page, you can have One Patron/Pod per table for a total capacity of 3 - as long as there is enough space around your booth for patrons to be 6ft away from a neighboring booth.
- Train your patrons how to be safe in your booth so they can shop safely and with confidence in your business space.



**Communication is key, and the ease of flow and safety in your booth will make patrons want to return to shop your business.**

## COVID-19 SANITATION TIPS ACCORDING TO TYPE OF MERCHANDISE:

### Candles & Beauty Products:

- Change to Waterproof labels so products can be wiped down with disinfectant
- Shrink wrap items like soaps, bath bombs, etc.
- Have testers for smelling that get sanitized between each user.

### Art, Books & Collectibles:

- Shrink wrap books and records to wipe down
- Keep prints in clear plastic sleeves
- Do not let patrons touch one-of-a-kind and delicate pieces. Position them so they are out of reach.

### Clothing:

- Decide if you are going to allow people to try on clothing. If so, make sure you disinfect the items if the customer does not purchase them.
- Use disinfectant spray for fabrics (see amazon recommendation list)
- Place items that were tried on but not purchased in a sealed container away from patrons if disinfecting at home.

### Jewelry & Small Items:

- If anyone touches your merchandise, wipe it down with disinfectant
- Display items in a case to prevent unnecessary touching

### Furniture:

- Wipe down items touched by patrons.
- Create space around pieces so they can easily be seen from a few feet away.

# COVID SYMPTOMS TO CHECK YOURSELF

## CHECK YOURSELF FOR SYMPTOMS OF COVID-19 PRIOR TO ATTENDING THE MARKET

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



This list does not include all possible symptoms, just the most common symptoms as listed by the Center for Disease Control.

### COVID-19 ALERT

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable.

By selling at the Melrose Trading Post, you voluntarily assume all risks related to exposure to COVID-19 and agree to indemnify and hold harmless Greenway Arts Alliance and the Los Angeles Unified School District, along with their respective Board Members and employees against any and all claims and causes of action related to COVID-19 exposure. Seller is aware that Greenway Arts Alliance does not guarantee the safety or security for the person or property of sellers employees at its market.

This provision shall apply on all occasions commencing with this event and all subsequent events produced by Greenway Arts Alliance. That said, let's keep each other healthy and safe!

# CDC GUIDELINES PART 1

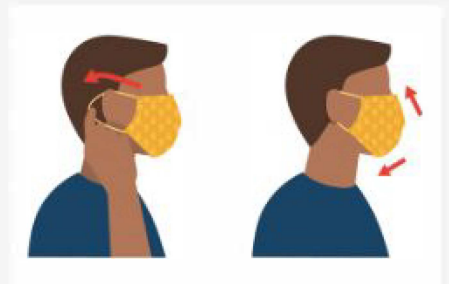


## Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- **Don't** put the covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands

## Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



## How to Use Hand Sanitizer



Apply product on palm of one hand



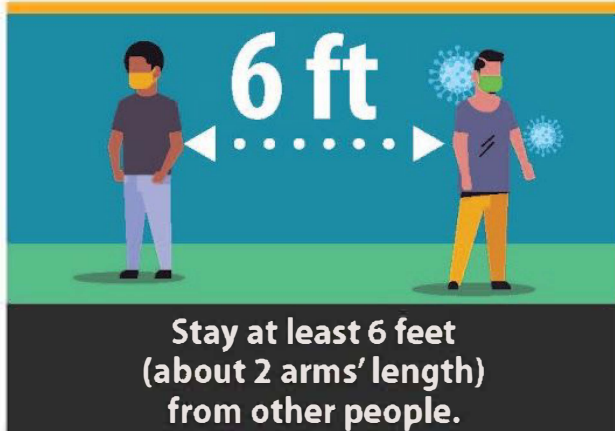
Rub hands together



Cover all surfaces until hands feel dry (20 seconds)

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.





# THANK YOU

## for supporting

### the Fairfax High School Community!



Uniting communities through art, education, and social entrepreneurship.

[www.greenwayarts.org](http://www.greenwayarts.org)

