

Vendor Load-In and Load-Out Instructions



- Load In and Parking -

1. All vendors whose payment is received by Wednesday will be on the Vendor Check-In List.
2. Any pre-paid vendors who drive oversized vehicles may enter the market between 5:30AM-6AM. Everyone else may enter between 6AM-7:30AM. After 7:30AM your space is not guaranteed as we may sell it to a vendor in our stand-by line.
3. When you book your space, make sure you know which gate to enter the market into. We have four gates that vendors may drive into:
 - i. Clinton Gate – Right turn only on Clinton and Fairfax
 - ii. Overflow Gate – Right turn only - on Fairfax between Melrose and Clinton
 - iii. Melrose Gate – Market’s customer entrance on Melrose, enter through Genessee Avenue
 - iv. Old Melrose Gate – Right turn only - On Melrose Avenue between Fairfax and Ogden Avenues
4. When you approach your assigned gate, check in with the MTP staff member stationed there.
 - i. This is the time to place any equipment orders (Tents, Tables, and Chairs from Time Square Partners)
 - ii. If you are not sure of where your space is, ask the check-in staff member for instructions. Review our market layout on our website beforehand to have an idea of where you’re going.
5. Once you are in front of your space (numbers are painted on the ground), unload your equipment and merchandise. Once your car is empty, drive your car to whichever parking lot our staff members

have open for vendors. Return to your space after your car is parked to set up your booth.

- i. If you have a 20x20 space you may park 1 vehicle inside of it. Please parallel park to line your car with the back of your space. Set up your booth and tables in the front of your space so the vehicle is not the focal point.
 - ii. If you have more than one vehicle to unload, you may only have one vehicle in the market at a time. The aisle ways are not large enough for vendors to have more than one vehicle at a time, and this causes unnecessary congestion.
6. All vehicles must be out of the aisles with engines off by 8:55AM. The market opens to the public at 9AM.

NOTE: No vehicle engines may be on and no vehicle may move once the market has opened. 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 offense that will lead to Suspension or Expulsion from the market. If there is an issue, MTP staff members should be alerted immediately to decide the best course of action.

If there is an emergency, call 911 and then alert MTP staff.

- Load Out and Closing –

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

Please Note: Vendors may not conduct sales after 5PM.

At some point in the day, every vendor in the market receives a vehicle pass. This pass goes on your dashboard and has the time that you may bring your vehicle back into the market or when you may drive your vehicle out of your 20x20 booth. We are strict with the times, so please make sure you are not entering or exiting the market earlier than the time on your pass.

Make sure all of your items are packed up and ready to be loaded prior to bringing your vehicle into the market.

Once in, load your items and our staff will help you exit safely.