

# Tabling at City Market, Onion River Co-op

## General Policies

- City Market prefers at least two weeks advance notice to consider a request.
- Only federal or state registered non-profits with causes that fit the Co-op's mission will be considered for tabling. In-store demos and events take priority over all other tabling.
- Tabling is limited to once a month, one time slot per day (3 hours maximum), at both stores combined. If you miss your scheduled tabling without 24 hours advanced notice, you will not be able to reschedule until the following month.
- Organizations are limited to four (4) tablings per calendar year, between both stores. City Market reserves the right to allow Community Outreach Partners or other significant partners within the community to table more often at our discretion.
- In warmer months, your tabling station may be located outside in our café.
- Tabling opportunities are intended for information outreach only. City Market prohibits direct fundraising and sale of goods while tabling. We expect that tabling groups will only engage people who approach the table, be respectful towards customers and not over solicit their cause. If these expectations aren't met, tabling groups may be asked to leave before the end of their time slot, or may have future time slots cancelled.
- City Market reserves the right to deny a tabling request due to the cause being of a political or religious nature or deemed inappropriate or contentious.
- Tabling opportunities are not provided at either store from mid-November until early January while we focus on creating a great customer experience and staff environment during the most busy times of the year in our stores.

## City Market provides

- Indoor Table (at least 2' long x 2' wide, but may be up to 4' long and 2' wide)
- Outdoor Table (6' long x 1.5' wide)
- Stool (available upon request)

## You provide:

- Tablecloth
- Table-top displays and materials to hand-out
- (Optional) Free snacks or treats may be given out to customers. For food safety issues, please only provide pre-packaged items.

Please note that banners or signs may only be placed on or over the table. City Market asks that groups pack out what they pack in and to please be mindful of decreasing paper and plastic waste when giving out informational materials.

## General Expectations:

- Please check in with Customer Service when you arrive **and** check out with them before you leave.
- If you are parked in our lot, please sign in at Customer Service on the "Do Not Tow" list and give them your full license plate number. Only one car per tabling group is allowed to park in the lot.
- We ask that you give at least 24 hours' notice of cancellation.
- If you are running late for a tabling, please call to let us know! You can call Mae directly or call our Customer Service number at 802-861-9700.
- Please avoid spending too much time on your phone while tabling. While tabling at City Market, you are providing our community with information about your organization, and our customers value your engagement and personality!

Please contact our Community Engagement Department with tabling requests or questions:

**Adrienne Lueders-Dumont**  
Community Engagement Coordinator  
802-861-9731  
aluedersdumont@citymarket.coop