



Table Vending Policy Holiday Market 2024

The following policies apply to leasing table vendor space at the Municipal Market:

Venue/Location:

- The Market personnel determine the location of the table vending space. There is limited floor space.

Table Vending hours:

- **Table vending hours are from 9 am to 5 pm. All vendors should set up 30 minutes before the start of vending.** At the close of business, remove all tables, chairs, and merchandise and clean.
- If you are going to be late, please provide a notification of lateness to the email provided. (dorthey@municipalmarketatl.com)

Space Availability:

- Bring your own tables and chairs, tablecloths and all other merchandizing materials needed to enhance your space, including signage and a tablecloth. If you are a chef, we can supply water.

Signage

- Signs should be located behind assigned space. No signs can be in the main entrance of the Atlanta Municipal Market or aisles or block lease vendors spaces. Check with management and get sign placement approval. **Some spaces are not large enough for signage.**

Approval/Table Vending Fee/Payment

- Vendors will complete the Table Vending Application, sign the Table Vending Policy. The Atlanta Municipal Market will reach grant approval as appropriate.
- Vendors should pay by credit card.
- **Please submit payment online before vending. The administrative office will email your invoice.**
- A non-refundable Table Vending fee is due within 24 hours of billing **December 7th to reserve space.** All No-Show Table Vender fees are forfeited. **Please give 24 hours' notice if you need to cancel.**

Parking*

- Parking at the Atlanta Municipal Market is based on the rates posted by the parking company. Currently \$20.00 per day or current rate. Follow Atlanta Police Department [clean car campaign](#) by not leaving valuables in your car.



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NEARBY PARKING

Children's Healthcare of Atlanta Parking Lot

35 Jesse Hill Jr Dr SE (403 feet W)

City Walk Parking Garage

171 Auburn Ave NE (622 feet NW)

139 Auburn Avenue Parking Lot

139 Auburn Ave (972 feet NW)

75 Piedmont Avenue Parking Garage

75 Piedmont Ave NE (0.2 miles NW)

200 Edgewood Parking Garage

200 Edgewood Ave SE

Sales taxes, licenses, and permits:

- Food vendors should have a Cottage license and [ServSafe Certification](#) or Fulton County License and ServSafe Certification. Include a with your completed application when serving food to table vend. Candle vendors should have insurance.
- Each vendor is responsible for collecting his/her own sales taxes, where doing so is applicable.

Miscellaneous:

- *No firearms. No alcoholic beverages. No drugs. No pets, (except for seeing-eye dogs), or other service animals. Loud music may not be played inside the Market. No leaflets, flyers, or cards can be placed on windows of cars in the parking lot.*

Market Hours: Monday – Saturday 8am and 5pm Questions: Call 404-659-1665

I understand that any false or deceptive representation of products can have me removed from the Municipal Market Table Vending Program.

Table Vendor	Date
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Municipal Market	Date
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Table Vending Pricing *

Spaces will be throughout the market.

Holiday Market Pricing

- **\$45.00 Per day**

We are also offering discounted parking as an opt-in for those vendors that want it. The daily table vendor’s fee and discounted parking combined to create the daily fee. To get the discounted rate, **validate your parking pass and take it to management staff for a stamp. The gate agent will require full payment without a stamp.**

I understand and want to opt in to discounted parking for this event. I also understand that I do not have to park in the lot and want to opt out of discounted parking.

_____	_____
Table Vendor Opt-In	Date

_____	_____
Table Vendor Opt-Out	Date

_____	_____
Municipal Market	Date