

Table Vending Policy

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

Venue/Location

- There is limited floor space. The Market personnel determine the location of the table vending space.
- The table vending space is open throughout the year with limitations. Spaces are available on Monday through Saturday. (Thursday, Friday, and Saturday are our busiest days.)

Table Vending Hours

- **Table vending hours are from 10 am to 4 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 up your area. If the vendors want to leave items at the market each day, storage is available for rent for a one-time fee each month.
- Provide a notification of lateness to the email provided (dorthey@municipalmarketatl.com).
- Cancellations, please **give 24 hours' notice.**
- Table vending requests communications is through email only, with the dates the vendor wants to vend. **Vending requests are invoiced Monday – Wednesday, between the hours of 10am to 4pm. All requests outside of that time will carry over to the next week.**

Space Availability

- Limited tables are available. Table vendors should bring their own 6 ft. tables and chairs, tablecloths and all other merchandizing materials needed to enhance their space, including signage and a tablecloth. If you are a chef, we can supply water.
- The table vending space is for **one 6ft table or smaller.** No L-shape tables.
- Vendors are to use spaces assigned to them by management.

Rules

- The rules of the market apply to all table vendors. If management asks you to follow a Municipal Market rule, please comply.
- Reading and keeping up with communication from management is important. Our security team is not responsible for knowing or helping vendors know where their assigned location is for the day.

Sales Reporting

- Because we are a public market that self-supports, metric helps us understand if we are managing the business properly. Table vendors will report monthly sales for each month. Management will provide an online link for data reporting.
- **Reports should be completed by the 10th of each month for the previous month.**
- A report, with the information needed, will come from the management.



Table Vending Policy

Signage

- Signs should be located behind the assigned space if space allows (example Pole 1.) No signs can be in the main entrance of the Atlanta Municipal Market, aisles, or block leased merchant's spaces.
- Sometimes based on location, signs are not feasible.
- Vendors should never move an Atlanta Municipal Market sign to place their signs.
- Management is the last arbiter of sign location.

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 may 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, at least no later than 24 hours before your Table Vending assignment and applied to your account for vending.** This guarantees the time and date you reserved.
- If the Atlanta Municipal Market is not in receipt of your payment **12 hours before** the morning of your vending day, the Atlanta Municipal Market reserves the right to terminate your vending day from our calendar. 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.

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



Table Vending Policy

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.
- 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 or email dorthey@municipalmarketatl.com.

I understand that any false or deceptive representation of products can have me removed from the Municipal Market Table Vending Program and if I have products in the Municipal Market Retail Store, they may be removed from the shelves.

Table Vendors shall indemnify and hold harmless the Atlanta Municipal the Market and each Indemnitee from any claim of damage or loss to Table Vendor's business, merchandise, or equipment from any and all causes.

Table Vendor

Date

Municipal Market

Date



Table Vending Policy

Table Vending Pricing

	Price First 2 weeks (or 14 days) per day rate w/parking	Price After 2 weeks (or 14 days) per day w/ parking
All Spaces	\$30 + \$14	\$45 + \$14

We offer you the opportunity, the rest comes down to your ability to convert the customers to sales. We also offer a discounted rate for new table vendors in the program for 2 weeks (or 14 days) to get you started. After 2 weeks (14 days) the rate reverts to normal rates.

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.**



Table Vending Policy

I understand and want to opt-in to discounted parking. I understand that I can opt-out at any time with a 2-week email notice to management.

Table Vendor Opt-In Date

Table Vendor Opt-Out

Municipal Market

Table Vending Opportunities

- Municipal Market Retail Store Consignment – products with labels and UPC code could go in our store if approved. This option will be available sometime in 2025.
 - Event table vending. Prices may be higher.
 - Other opportunities not yet vetted.