

What Mall Vendors Need To Know

1. Mall vendors MUST be open Friday, Saturday, and Sunday from 9 a.m. to 5 p.m.
2. Mall vendors should be set up before 9 am Friday of the market. When loading and unloading merchandise, move all your merchandise into or out of the building as promptly as possible and then move your vehicle to allow others to load or unload.
3. First-time vendors in the Mall may set up Wednesday and Thursday of the market week from 9 a.m. to 4 p.m. by appointment.
4. Vendors may not attach anything to the Mall walls. All display fixtures must be free-standing.
5. Vendors may not place any vendor trash or boxes in trashcans inside the Mall or in or around the barrels outside the Mall.
6. Because most of the available electricity is dedicated to building lighting and heating or air-conditioning, vendors may not use electric heaters. Fans may be used.
7. Brooms and dustpans are available inside the door just north of the ATM. The code for that lockbox is 5. Unlock the door, then replace the key. The door locks behind you but opens from the inside when you leave.
8. Mall vendors should park in the assigned Parking area on days the market is open.
9. In case anyone is ever accidentally locked inside the Mall, you can unlatch the latch at the top of the non-keyed glass doors and then push out on both doors.
10. Mall vendors are responsible for keeping their space clean both during and after the market. Vendors are also responsible for keeping the aisle in front of their space clean.
11. If you are working in the Mall before or after regular Mall hours, you should monitor any unlocked door or keep doors locked to prohibit shoppers from entering unnoticed.
12. At all times, the last vendor in the Mall is responsible for turning off the Mall lights and checking that all Mall doors are locked. For the 3 sets of double glass doors, check that the latch at the top of the non-keyed glass door is engaged.