



## Tabling Policies for the Brattleboro Food Co-op

We appreciate your interest in tabling at the Brattleboro Food Co-op! The BFC aims to support community activities and projects. As such, we are happy to provide outside space to individuals or groups for various causes. Our priority is ensuring our customers are comfortable entering and exiting the store. To help ensure a respectful and relaxed atmosphere, we ask that you follow these procedures and rules. *Any organization or person(s) failing to meet these guidelines may be asked to leave immediately.*

### Procedures

- Obtain permission well before the day you wish to be outside, at least two days in advance.
- Contact Shareholder Services at 802-257-0236 x821 or Marketing at 802-246-2813, and provide the following information: the date & time you wish to table, the name of the organization, a contact person with a phone number and email address.
- The tabling space may be booked up to three times per month for a maximum of four hours each time (exceptions may be made on a case-by-case basis by the GM or Marketing Manager).
- Before setting up, please check-in with someone at the Customer Service counter.

### Rules

- Must not block any entrance or exit, or the cart corral areas.
- Polite and respectful behavior is **required** at all times. Remain at your table; do **not** pursue people or verbally contact them as they enter or exit the store.
- Clear, professional-looking printed signs/materials only.
- You must have signage that clearly identifies your group or cause.
- For safety reasons, soliciting of any kind is not allowed in the parking lot.
- Tabling for Political Candidates or Parties, or Religious organizations (with the exception of schools) are not permitted for tabling.
- A limit of four hours is set in place, only to be exceeded with expressed consent from BFC Marketing Manager or BFC General Manager.
- The space must be left clean and free of litter and signage.
- This space may not be used for personal monetary gain.

**The Brattleboro Food Co-op reserves the right to refuse or allow any tabling request at our discretion for any reason.**

I have read, understand and agree to my responsibilities while tabling at the BFC.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_