

**PENDER ISLAND FARMERS' INSTITUTE**

**FARMER'S MARKET SET UP COORDINATOR**

**JOB DESCRIPTION**

1. Set up the required number of tents and tables prior to 9:00 AM on Saturday.
2. Set up no parking cones and signs at the entrance to the Hall driveways to ensure good visibility for safe exit from the Hall grounds.
3. Direct parking in the market area during vendor drop off and set up to ensure access is available for all vendors. Ensure vendors drop off their goods in a timely fashion and that the road way around the hall is kept clear. Ensure Vendors move their cars out of the market area prior to 9:30 AM, that vehicles are parked safely and that parking space is maximized.
4. Assist the Farmers Market Vendors' Coordinator with set up of the Farmers Institute table and displays.
5. Promote the Farmers Market and the Farmers Institute.
6. At 1:30 PM take down tables and tents and safely store in the shed. Check tables and tents for cleanliness and damage. Be prepared for some extra work after the Fall Fair when tables and tents have been stored by volunteers. Some Fair items may need to be moved and or stored in the shed. Signs, tables, tents and all other Farmer's Institute property must be safely locked up after the market and after the Fall Fair.
7. Repair or arrange to have any broken or damaged tables repaired.

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**CONTRACT**

I, \_\_\_\_\_ have read the Market Set Up Coordinator's job description and do hereby agree to accept the position of set up coordinator for the Farmers Markets running from Easter weekend until the final market in November. I am aware that I will be reimbursed on a monthly basis at the rate of \$ 3.00 per table and \$3.00 per tent. Monies to include set up of tents on rainy days when vendors do not pay for tents and to include all tables set up or spaces assigned for tables at the Fall Fair Market.

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

Signature: \_\_\_\_\_