



Pavilion Artisan Guidelines & Agreement

Pavilion Artisan Guidelines

The Co-op Pavilion is open from July through September for local artists, artisans, makers, designers, and craftspeople to sell their work. There is no charge to use the space. The Pavilion is available to artisans seven days a week, from 9 am - 5 pm, and may be reserved one date at a time, for one artisan at a time.

The pavilion is not intended for vendors who sell collectibles, antiques, vintage items, ingestible items, used goods, services, wholesalers, consultations, resellers, MLM businesses, or non-profit organizations or groups who wish to set up information tables.

Items on display should be appropriate for a general audience. Overtly disruptive political or non-secular items are not permitted. Artisans should be respectful of Co-op customers entering & exiting the store, and aggressive selling practices are not allowed.

Artisans must make reservations at least 48 hours in advance, fill out an application, and receive approval from the Co-op before using the space. The Co-op reserves the right to deny any applications deemed inappropriate.

A Pavilion Artisan Agreement must be signed and returned to the Co-op before setting up. Print copies are available at the service desk, and are available as a download on our website.

Displays: Artisans are responsible for bringing their own display furniture, including tables, tablecloths, stands, bins, etc. Co-op furniture, fixtures, and displays are not for Artisan use. Displays must stay within the right (western) half of the pavilion overhang and may not extend into the plant displays, grass, driveway, or elsewhere on the property.

Electricity: There are electric outlets available. Artisans who need electricity should bring an extension cord rated for outdoor use.

Internet: Access to the Co-op's guest WiFi is available. Cell phone reception depends on your phone and data plan.

Parking: Artisans may park temporarily in front of the pavilion to load and unload their display. During the day artisans should park in the west parking lot, nearest Cottage Street.

Transactions: Artisans are responsible for processing their own transactions. The Co-op will not assist with payment processing, bill change, check cashing, cash storage, or security. Artisans should bring a lockable cashbox stocked with enough change, and/or use an online payment service for cards.

Promotions: The Co-op does not guarantee marketing or promotions to support guest artisans. Artisans are responsible for self-promotion to let the public know they will be selling items in the Co-op Pavilion. Signs, banners, or other displays may not be set up outside of the pavilion space.

Hours: The pavilion is open from 9 am until 5 pm. Artisans are not permitted to set up earlier than 9 am, or leave items or displays past 5 pm. Artisans should plan set up and clean up accordingly.

Clean up: Artisans are responsible for removing all trash, debris, belongings, furniture, and items from the pavilion space before the end of their allotted time. Items may not be left in the pavilion overnight.

Damage: Artisans may not affix objects to the structure, paint, or otherwise physically change or damage the Pavilion space.



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Primary Contact Name: _____

Business Name: _____

Date Requested: _____

Mailing Address: _____

Phone: _____ **E-Mail:** _____

Website: _____

I have read and agree to adhere to the Co-op's Pavilion Artisan Guidelines. I assume all responsibility for my property and person. I will not hold Littleton Food Co-op or any of its employees or customers liable for any damages, personal injury, or theft that may occur during the date(s) selected.

I agree to follow the directives of the Co-op's operations and community outreach staff.

I understand that selling my products in the Pavilion in no way indicates or guarantees a retail partnership with the Co-op, nor does it guarantee any marketing, promotion, supplies, assistance, or services from staff.

I agree to remove all trash and belongings from the space at the end of the designated time and leave the area just as I found it. I will take care not to cause any damage to the pavilion space.

Signature: _____ **Date:** _____