



Market Day Vendor Setup

Questions? Email Jacquie@BlackDogEndeavors.net or call 703-232-2145

1. ARRIVE BY **7:30** am! **NO Drive-ins will be permitted after 7:45.**

You will have to walk your items to your space if you arrive after 7:45.

2. Pull your vehicle to the market entrance off the Town Square.
 - ✓ ONE WAY ENTRANCE **ONLY** during market set up!
3. Manager Check in as you enter. Your space may have changed!
4. Pull your vehicle STRAIGHT into your space.
 - ✓ Space Numbers will be marked with chalk.
 - ✓ Speak with the Mgr **Before Market Day** if you have an extra large (over 18') vehicle or trailer.
5. 7:45 - Brief Vendor Huddle in Parking Lot to go over news & set up Market Tent Teams.
6. Proceed to set up tent behind your vehicle.
 - ✓ There are DOTS painted on the pavement for TENT ALIGNMENT.
 - ✓ MARKET TENT VENDORS- If able, join a group setting up Market Tents.
7. Set up your site
8. One table per Vendor, please. Carry your own chairs from storage room.
9. There are 5 scales for use in storage room, first come-first served.
10. MOST IMPORTANT: HAVE FUN!!!!





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Market Tent Setup

Those willing & able to assist with tent setup will form into TWO groups:

Pole & Weights Group will be responsible for the assembly of the poles for ALL Market Tents being set up. After the tent is fully assembled, they will also be responsible to ensure ALL Market tents are securely weighted or attached to vendor vehicles. Finally, they will be responsible to collect all tent poles into a SINGLE bag after takedown.

The **Bungee & Tarp Group** will be responsible

for attaching the Tarp to the top of each tent top, being sure to use the longer bungees in each corner. Finally, they are responsible to collect the bungees from each Tent and neatly wrap them in TENT-READY packages of 32 (8 long corner bungees and 24 regular side bungees).

Tent Setup Steps

If you have NEVER set up the Market Tent, please watch this short video, trust me, you will be happy you did!

<https://www.youtube.com/watch?v=3sFZT6F8ZGo>

1. Lay out poles and connectors on the ground, matching red to red and black to black on the long poles, and positioning the connectors near their poles.
2. Build the top first, starting with the left long side, then working to the middle, then the right side. DO NOT CONNECT THE LEGS YET.
3. lay out the Tarp, and use all bungees to securely attach to the tent top. BE SURE TO USE LONGER BUNGEEES IN THE CORNERS. (There are 8)
4. Attach the legs, again starting with the left long side, then working to the middle, then the right side.
5. Use 6 people to relocate the Tent if necessary.
6. Proceed to tie down the tent to vehicles or weights. SECURELY!

