

Where do Your Vendor Fees Go?

(Example based on a 5% fee – actual fee unknown at this time)

Market Manager Duties:

- Manage advertising
- Outreach to media
- Coordinate market events/music/chefs
- Promote events
- Farmer communication
- Outreach to new potential vendors
- Answer all calls/inquiries about market
- Oversee producer-only rules
- Help resolve any vendor conflicts
- Help resolve any customer complaints
- Maintain positive neighbor relations
- Design an effective site layout, ensure set-up and take-down is smooth
- Ensure that a clean site is left at the end of the day
- Recruit and oversee volunteers as needed
- Staff/maintain an information table
- Help get information to vendors as requested
- Manage any vendor support services such as credit card/EBT acceptance
- Manage market finances. Keep records. Pay bills.
- Much more.

