

OSHKOSH FARMERS MARKET - DOWNTOWN

DOWNTOWN - SATURDAY

SET-UP

- Barricades/ Street Signs – put up / take down by City of Oshkosh Police Dept/Street Dept
- Pull wagons from OSFMI building (547 N Main St)
 - 2 large green, 3 large red (contain empty blue barrel garbage cans [8], chairs, tents)
 - 5 medium yellow (contain small orange cones, no pet signs [4], OSFMI banners [4], escape route signs [2], table covers, misc)
- Banners – OSFMI
 - Hang on barricades – *should hang DOWN from barricade, not to cover orange cross-member*
 - Washington/Algoma/Main, Parkway/Main, Church/Division, Merritt/Jefferson
- Signs - No Pets
 - Hang on barricades
 - Washington/Algoma/Main, Parkway/Main, Church/Division, Merritt/Jefferson
- Garbage containers out – 8
 - At bump outs (4)
 - Parkway entrance (1)
 - Algoma/Washington entrance (1)
 - Intersection Main/Church/Merritt (2)
 - Put extra bags in bottom
- Scale tables – see map for locations
- Scales – balance – (using the “feet” of the scale, adjust so bubble is in the center of the red circle) - see map for locations
- OSFMI tent up & weighted (Main & Church)
 - 2 tables up & table clothed
 - OSFMI banner
 - Brochures & other information out - market flyers, Oshkosh maps, Downtown directories, other event info
- Music tent up & weighted (Main & Merritt)
 - Power cord unwound & plugged in
 - Provide chilled bottled water for band
- Set out plastic chairs for (music) audience (after vendor entrance has been closed; no vehicle traffic)
- Bulletin boards out, if applicable
 - Special Event / Information / Sponsor / Thank You - at Market tent
- Vendors – make sure in correct spaces
- Escape Route – Peabody’s / Crescent Moon
 - After all vendors are in
 - Take down yellow chain on Crescent Moon driveway / Main Street (Julie usually does this)
 - Put up cones to mark the drive area between Peabody’s & Crescent Moon
 - Put up stop/warning signs at the Peabody’s driveway & Crescent Moon driveway
- Move No Parking signs (2) to escape route driveway

TAKE-DOWN

- Barricades/ Street Signs – can only be taken care of by City of Oshkosh Police Dept/Street Dept
- Empty trash cans
 - Dumpster next to Crescent Moon
 - Replace with clean liner
- Remove OSFMI Banners from barricades – *last thing done before calling streets clear*
 - Washington/Algoma/Main, Parkway/Main, Church/Division, Merritt/Jefferson
- Remove No Pets Signs from barricades – *last thing done before calling streets clear*
 - Washington/Algoma/Main, Parkway/Main, Church/Division, Merritt/Jefferson
- Stack chairs
- Pick up Scales & Scale tables (see map for locations)
- Take down OSFMI tent – put in clean trash can (top side down)
 - Fold up tablecloths
 - Pack up brochures & other information – plastic tote
- Take down Music tent – put in clean trash can (top side down)
 - Wind up Power cord
 - Pick up water cooler
- Bring in Bulletin board, if applicable
 - Market tent
- Monitor Vendors – do not open barricades - may not leave until 12:30
- Escape Route – Peabody's / Crescent Moon
 - 12:30pm
 - Put up yellow chain on Crescent Moon driveway / Main Street
 - Pick up cones to mark the drive area between Peabody's & Crescent Moon
 - Pick up stop/warning signs at the Peabody's driveway & Crescent Moon driveway
- Move No Parking signs (2)
 - One on each side of dumpster next to Crescent Moon
- Monitor Merritt St barricades – be sure they are in place – especially after musicians have left – exit ONLY for musicians
- Put empty garbage cans in green/red wagons (2/each)
- Pull wagons (and other misc items) to OSFMI building (547 N Main St)
- Be sure wagons are “in order” for following week's setup (see photos)
- Contact City of Oshkosh Police Dept (non-emergency 236-5700) when streets have been cleared of ALL vendors

VOLUNTEERS

Thank you for your interest in volunteering with the Oshkosh Saturday Farmers Market Inc.

5:00am – 7:00am

Set-up (see set-up above)

8:00am – 12:00noon

Bathroom breaks for vendors

Change for vendors

Monitor/empty garbage cans during market hours, if necessary

Man market tent – assist with EBT

Direct non-service animals out of market area and to sidewalk

Relay questions/comments to Managers – do not try to resolve issues

12:00noon – 1:00pm

Tear down (see tear down above)