Holiday Market Important Reminders

Really Important Stuff to Remember

- Remember to pick up some visa slips in the Membership Services Room.
- Remember to pick up visa slips in the color that matches the area you are in for HM.
- Be sure to check the color coded map posted by the box of visa slips.
- Remember to put day and date on each visa slip you use during the day.
- Remember to write your booth #, full name (first and last), not just initial for first name, on the visa slip. Please write legibly.
- Do not write your business name on the visa slip.
- Remember; tell your customer the white visa receipt is theirs to keep and to return the colored visa slip to you.
- Keep all of your visa slips for each day you sell.
- Visa checks will be ready by Thursday at the Market office or can be picked up the following weekend at the HM in the Membership Services Room.
- If you will not be selling the following weekend, the visa check will be mailed to you.
- **DO NOT ACCEPT** Lane County Farmers Market wooden tokens from customers as payment. These tokens are for use only at the Farmers Market.
- **DO NOT ACCEPT** Unique Eugene gift certificates because they are expired.
- **Saturday Market Gift Certificates** come in two denominations; $10 and $25. If a customer wishes to use a gift certificate, treat it like cash, render change if needed and bring to the Membership Services Room to cash it in.

GENERAL STUFF TO REMEMBER

MEMBERS MUST GO TO THE MEMBERSHIP SERVICES ROOM FOR:

- Change, we only make change for members in the Membership Services Room, not at the Info Booth.
- Making any payments, all member payments are to be made in the Membership Services room.
- Member Type Information, questions about sharing, renewal, payments, etc.
- Work Task sign up, sign in and sign out.
- To Pick Up Visa Checks:
  - Checks are cashed: Only on Sunday after 6pm, in the Membership Services Room, with a $200 limit per vendor.
  - Members can redeem Saturday Market Gift Certificates or may use them as part of a payment in the Membership Services Room.
- Drinking water, a microwave, a copier, member phone, assorted supplies are available to members in the Membership Services Room.
- Lost and Found, to turn in a found or to look for a lost item.

PROBLEMS, QUESTIONS, GO TO THE MEMBERSHIP SERVICES ROOM!