

# 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!**