

Supplemental Vendor Agreement COVID-19 Safety Protocol

Thank you for coming back to work, we are so happy to see you and to re-open the PC Foundation Swap Meet (SM). The safety of our staff, vendors, and customers are our top priority so that we can stay open and grow

1. Until further notice, the SM will only be available to permanent vendors already on file. The SM will consider expansion to new vendors when space and safety protocols allow.
2. All vendors are required to set up six feet apart from each other. All vendors will be assigned space numbers and locations. Please use the new vendor map to determine your space location. Map also addresses designated entrances, directional signage locations, restrooms, hand washing locations, office location, etc.
3. Safety posters will be posted at the SM office, throughout the SM, and at each booth.
4. Vendors or any vendor staff must stay home if feeling sick or have a temperatures above 100.4 degrees.
5. All vendors and their staff must take temperatures before arriving at the SM. SM staff will also be checking vendor and vendor staff temperatures as vendors enter the SM. Vendors or vendor staff with a temperature above 100.4 degrees will not be permitted into the SM.
6. Vendors will be encouraged to pay for spaces in advance using the new online payment form available on the website. Vendors may not pay for more than one week at a time.
7. Customers will be required to wear masks while at the SM with signage posted throughout.
8. Vendors and their staff will be required to wear masks and either wear gloves or in lieu of gloves provide contactless transactions while selling at the SM. Example: Use a Bill Holder/tray to receive and pass money and change to the customer. May also use a paper plate to receive and pass money to customer.
9. Vendors are strongly encouraged to use acrylic/plexiglass shields between merchandise and payment area at each booth.
10. All vendors are responsible to **provide their own trashcan and trash liner(s)**. Per Tulare County Health Department, all vendor trashcans must have a trash liner/bag. Vendors are responsible for **hauling and disposing of their own trash including boxes and crates etc.** Vendors **may not** use the public trashcans provided for customers or the PCF/Porterville Fair dumpsters. **Violators will be subject to disciplinary action:** 1) First Offense - \$10 Fine, 3) Second Offense – One Week Suspension from SM, 4) Third Offense – Dismissal from SM (for up to 6 months)
11. Vendors will disinfect work surfaces, payment machines, and all other equipment handled at each booth every hour when selling.
12. Vendors will have hand sanitizer for customer use while selling at SM.
13. No customer will handle merchandise in vendor space; customers must maintain 6ft distance from merchandise and vendor staff unless paying and accepting paid items.



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14. Vendors are strongly encouraged to minimize hand-to-hand contact with customers by designating a pick-up area for customers at or immediately in front of the booth.
15. Vendors are required to manage a maximum of 3-4 customers at your booth at a time.
16. All are strongly encouraged to avoid touching your face with your hands directly.
17. A new map developed with vendor spots locations, designated entrances, directional signage locations, restrooms identified, hand cleansing locations, office location, etc. This map will be posted outside the SM office. (See SMLayout Attached).
18. Outdoor eating areas may be permissible, but the vendor is responsible to ensure customer physical distancing with no more than four (4) six foot tables per 20x20 outdoor eating area spaced 6 feet apart. Vendors will not be permitted more than one (1) 20x20 outdoor eating space. Outdoor eating areas must be disinfected after each use. For additional information regarding outdoor eating guidelines visit <https://covid19.ca.gov/industry-guidance/#restaurants>.
19. All food/produce vendors may not provide samples and should remove all self-serve condiments (ketchup, mustard, mayo, salsa, lettuce etc.). Condiments should be provided in to go packets and made available at the customer's request.
20. Vendors will be allowed to sell essential goods or any other items authorized by the Tulare County Public Health Department. The Swap Meet will expand the list of goods and operations as the county public health department and state guidelines allow.
21. Until further notice, any vendor selling anything other than essential goods or any other items NOT authorized by the Tulare County Public Health Department or state guidelines will be disqualified and may not continue to sell at the SM until guidelines permit.
22. Until further notice, Vendors may ONLY sell to customers between 8am-2pm. No customers are allowed in the SM before 8am or after 2pm. Vendors at the SM who sell before or after this time will be disqualified and may not continue to sell at the SM.

Date

Vendor Name (Please print)

Vendor Signature