

OLYMPIA FOOD CO-OP TABLING POLICY

1. The Member Relations Committee (MRC) oversees the Tabling Policy for the Olympia Food Co-op.
2. The Front End Member Services (FE/MS) Department is responsible for implementing the Tabling Policy within established Tabling Guidelines.
3. The Co-op provides tabling privileges as a community service. Tabling requested by Co-op Board, Staff and members, about Co-op issues, will be given priority over non-Co-op-related groups and issues.
4. Co-op community tabling privileges are intended for non-profits, Co-ops, fundraisers and sharing of community information. The Co-op reserves the right to deny persons or groups not in alignment with Co-op Mission Goals.
5. There may be no more than one group, with a maximum of three people, tabling at any one time.
6. Unless exceptions are made, all tabling occurs in designated areas in front of stores and away from the front doors.
7. A conflict of interest may exist when a tabling applicant offers items for sale, or promotion, which are similar to products carried at the Co-op. Such conflicts of interest are generally prohibited. Exceptions may be made for community non-profit fundraisers. However, such products must:
 - a.) be approved by the appropriate Department Manager; and
 - b.) meet the Co-op's Product Selection Guidelines.
8. All individuals who will be present during tabling are required to read and sign the Co-op Tabling Policy & Guidelines. Failure to do so will result in denial of tabling privileges.
9. Front End Staff on duty at the store have the authority to ask persons/groups to leave if Co-op Tabling Policies & Guidelines are not followed satisfactorily.
10. The MRC and/or the Board of Directors will review any concerns about Co-op Tabling Policies & Guidelines, requests, or decisions.

Contact [Member Relations Committee of the Board](#) with questions.

OLYMPIA FOOD CO-OP TABLING GUIDELINES

Applicants

Request a Tabling Application from Eastside Customer Service or Westside Member Services, and return completed form to the location where space is being requested.

When to Submit

The Co-op grants tabling privileges on a first come basis. If received less than **one week** prior to your event (**two** for fundraising), your request may not be approved.

Sales & Fundraising

If you wish to sell items or fundraise, please be aware that Department Managers require **two weeks** to approve any items made available to shoppers. You can facilitate this process by clear descriptions of all merchandise on your Tabling Application.

In cases of emergency (i.e. natural disaster, emergent local issue, etc.) the requirement of advance notice may be waived.

Frequency

Tabling opportunities are open to all members of the community that align with Co-op values and follow the Tabling Policies and Guidelines herein. As such, the amount of time any one person or group can utilize the space is limited to four hours per day (9 am to 1 pm or 2 pm to 6 pm), two days per week, or 15% of the available tabling opportunities, at each store.

Check-In

On the day of your event, please check-in with the Front End/Floor Coordinator, who will assist with identifying an appropriate location for your activity. Please remain within this designated area while engaging with customers.

The Co-op will provide a table, chairs and waste container at no cost. Any signs used while tabling may be no larger than the 1m sq and must be placed against the table. You may be asked to move signs if they lean against plants or planters, obstruct aisles or limit Staff Members' line of sight.

Social Interactions

Please be respectful to all shoppers, Staff, and Working Members. Engaging people in conversation is fine, but aggressively pursuing them when they have declined interest, or engaging in other unprofessional behaviors is not. Do not follow shoppers. Harassing behavior will not be tolerated.

When gathering signatures for petitions, please be respectful in asking about registered voting, as not all members of our community are able to vote.