

Tabling Policy & Agreement

Scheduling

1. Groups wishing to table at Medford Food Co-op must first reserve a day and time at least one week in advance. Tabling is limited to twice a month and only one group at a time.
2. Tabling is open to community organizations, with preference given to registered non-profit (501c3) organizations. Commercial enterprises, partisan political groups, or campaigning by those seeking election are not allowed unless they are expressly sponsored by the co-op. Voter registration drives may be permitted.
3. Groups must provide their own table and portable canopy or tent as needed. If it rains on your scheduled day, you may choose to reschedule, or use a portable canopy to cover your tabling area.

Arrival

1. When you arrive for your scheduled time slot, check in with the manager on duty and ask where to set up in front of the store. There is no tabling allowed inside the co-op.
2. Please park in the parking area behind the building to keep the front lot clear for customers.

Tabling Activities

1. Signature gathering for political petitions is not allowed unless it concerns an issue that the co-op chooses to sponsor, such as legislation regarding organic food production or the labeling of GMO ingredients. If your group would like the co-op to sponsor a petition for signature gathering, please submit your proposed petition(s) at least two months in advance of your scheduled tabling date to allow the co-op adequate time to consider your request.
2. Registered non-profit (501c3) organizations may engage in fund raising activities while tabling. Groups that are not registered non-profits may not engage in any kind of fund raising activities unless expressly sponsored by the co-op.

Conduct

1. Groups must stay close to their table, preferably seated behind the table. Tabling groups are not allowed to chase customers down, call or yell out for people to visit the table, or otherwise harass customers. If a customer says “no” or is not interested in engaging, please respect their decision. Do not argue with or insult any customers or their opinions.
2. Smoking is not permitted on co-op property.
3. Harassment of our customers is our greatest concern. Share this policy with anyone who is working your table and make sure everyone is well informed. Additional copies of this policy are available at the customer service counter at the co-op.



4. Overly aggressive tactics or harassment will lead to the permanent loss of an organization’s tabling privileges. Groups not meeting these standards may be asked to leave at any time. Groups with complaints or policy compliance issues will not be welcomed back.

Complete and sign the form below. Submit the signed agreement to the co-op in advance of your scheduled tabling date or bring the completed paperwork on your scheduled tabling date. Groups without signed agreements will not be allowed to table.

Name of Organization	
Scheduled Tabling Date	
Tabling Activities (please check all that apply)	<input type="checkbox"/> Sharing information <input type="checkbox"/> Collecting signatures <input type="checkbox"/> Demoing product or service <input type="checkbox"/> Other (please list):
Organization Phone	
Organization Email	
Organization Website	
Contact Name	
Contact Phone	
Contact Email	

By signing this document, the signee agrees to the tabling policies and guidelines as outlined above.

Signature: _____ Date: _____

Please attach any relevant information or literature.

