



Tabling Policy & Guidelines

GreenStar Food Co-op provides tabling privileges as a community service to not-for-profit organizations (501c3) to network with our community on Co-op property. Organizations or groups that are not 501(c)3 organizations may be considered for tabling if their work has a direct impact on our Mission and Ends Policy or Cooperative Principles.

GreenStar Food Co-op honors the diversity of our ownership and recognizes that individual owners may hold a wide range of opinions on any given local, regional or national issue. While we encourage owners to individually and collectively participate in community education and the political process, we do not allow tabling or petitioning on GreenStar Food Co-op property except as stated herein.

GreenStar reserves the right to deny a tabling request if it is determined that such tabling could create a fiscal or other risk to the business and/or is inconsistent with the Co-op's "Standards of Conduct" or its intention to create a welcoming atmosphere and mutual respect among members. Permission to table or petition at the co-op does not equal co-op endorsement of an individual or issue or support for a particular side of an issue. GreenStar Food Co-op management reserves the right to use its discretion in interpreting this policy.

GENERAL POLICIES

Oversight: GreenStar Council has affirmed the conditional privilege of owner tabling and authorized the General Manager to establish applicable operational rules. The Marketing and Owner Services Department oversees the Tabling Policy for GreenStar Food Co-op and reviews and approves tabling applications. The Front End is responsible for implementing the Tabling Policy within established Tabling Guidelines.

Location: There may be no more than one group tabling at any one time. Unless exceptions are made, all tabling occurs at the West End store in the foyer area designated by Front End. Signage and displays must not impede view of or access to product.

Time Limitations: Eligible organizations (see above) interested in tabling or petitioning at the Co-op are required to submit a completed Tabling Application **at least three weeks in advance**. Tablers may only sign up for **two hours at a time** on a given day and may not table more than **once per month**. GreenStar reserves the right to allow more tabling for GreenStar related activities or for significant partners at our discretion.

Tabling Activity Limitations: *Fundraising*, or the sale of any items, must be approved on a case-by-case basis. 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. Exceptions may be made for community non-profit fundraisers, but products must be approved by the Director of Marketing and Owners Services. Gathering *signatures* for petitions is not permitted except as part of its referendum procedure or if it concerns an issue that the Co-op chooses to sponsor, such as legislation of organic food production standards or the labeling of GMO ingredients.

Conduct: All individuals who will be present during tabling are required to read the Co-op Tabling Policy & Guidelines and sign to a statement of understanding on the application. We expect that organizations tabling at GreenStar will adhere to the **GreenStar Standards of Conduct**, and educate and inform in a fair and balanced manner. We expect that tabling groups will only engage people who approach the table, be respectful toward customers, and not over solicit their cause. Representatives are requested to refrain from wearing items that promote specific campaign advocacy or political organizations affiliated with violence or suppression of human rights. If these expectations are not met, tabling groups may be asked to leave before the end of their time slot and may lose future tabling privileges.

Signage and Disclaimer: A display of materials relevant to the tabling organization's goals or programs is permitted. A representative of the organization must provide oversight of the display. The organization must be clearly identifiable and representatives must wear a "visitor" badge provided upon check-in at the Customer Service Desk.

GUIDELINES

Applications

Complete a Tabling Application listed under "Community" on the GreenStar website: www.greenstar.coop. A hard copy application may be obtained from and returned to the main store. Questions regarding the application, approval timeline, etc. may be directed to the Department of Marketing and Owner Services at marketing@greenstar.coop.

When to Submit Your Application

GreenStar grants tabling privileges on a first come basis. If received less than **three weeks** prior to your requested tabling date, your request may not be approved. Please submit no more than 6 months prior to your requested tabling date.

Application Approval/Rejection

Notices will be emailed about one week prior to your requested tabling date. Limitations or prohibitions on tabling may be appealed through GreenStar Council by writing to council@greenstar.coop. The appeal should provide details regarding your organization and proposed tabling activities and what is considered inconsistent with GreenStar's rules.

Sales & Fundraising

If you wish to sell or fundraise, please be aware that the Marketing and Owner Services Department must approve any items made available to shoppers. You can facilitate this process by including clear descriptions of all merchandise on your Tabling Application.

Check-In:

- On the day of tabling, please check-in with the Front End at the Customer Service Desk, who will assist with identifying the appropriate location. Please remain within this designated area while engaging with customers and do not approach customers in the parking lot or inside the store.
- You will also be provided "visitor" badges for all representatives. These should be worn throughout your tabling event and returned to the Customer Service Desk when you leave.

GreenStar provides:

- Indoor Table and Chair(s). For space reasons, permission is required for the tabling organization to provide their own table.
- Waste container
- We reserve the right to provide and display our own signage if necessary.

Tabling Organization provides:

- Tablecloth (optional)
- Table-top displays and materials to hand out
- Free snacks or treats (optional). For food safety, please display an ingredients listing for any item that is not pre-packaged.
- Change/Cash if fundraising or sale of any items is approved in advance. GreenStar cannot make change for a tabling organization.
- Cleanup. Please take all your items with you and please be mindful of decreasing paper and plastic waste when giving out informational materials.

Cancellation

- Please provide us at least 24 hours notice if you must cancel your tabling date. Email marketing@greenstar.coop or contact Customer Service at 607-277-0080.
- If GreenStar must cancel your tabling date for any reason (e.g. inclement weather), you will be provided opportunity to table on a different date, if desired.