



Vallejo Community Organizations Recycling Inc.

38 Sheridan St □ Vallejo CA 94590 □ 707 645-8258

e-mail info@valcorerecycling.org

□ FAX (707)553-2784

website: www.VALCORErecycling.org

GROUP INSTRUCTIONS FOR THE BENICIA FARMERS' MARKET

1. Pick up supplies any day prior to the event, during VALCORE's normal operational hours. Check in with the events coordinator or manager when picking up supplies.
 - Supplies will include: a table, 2 chairs, a box of recycling literature, displays, a box of giveaways, an event information sheet, a sign in sheet, blank waivers of liability, a Used Oil banner and any other information pertinent to the events.
 - Sign out the supplies when you pick them up and also sign them in when you return them.

2. Directions: I-780 East to Benicia. Take the East 2nd street exit, turn left, and turn right on Military East and onto 1st St. At the intersection of 1st and D. St. check in with Kathy Weber or the presiding Market Manger no later then 3:45 pm to find out where to set up.

3. Set up the table and present all recycling literature and displays in a neat and orderly fashion. Attach the Benicia banner to the front of the table and set up the umbrella or canopy.
 - All Group participants must sign in and fill out a waiver is necessary.

4. Greet interested market-goers in a warm and inviting manner.
 - Acquaint yourself with the recycling literature so you will be able to answer people's questions accurately or direct them approximately.

5. The Market is over at 8:00 pm. so you break down then.

6. Take all supplies back to VALCORE during operational hours and give them to the events coordinator or manager.

7. If you have nay questions, please call the events coordinator at 707-645-8258 or the manager at 707-853-1906.

Thank You