



## pop-up vendor FAQs

The marketplace is an indoor open year-round location with bathrooms, a loading dock, and security and custodial on-site. The foot traffic patterns are different than attending a once-a-week farmers market where customers are concentrated in a 4-hour window. This is a more traditional retail space where customers walk by throughout the day, and it is up to vendors to engage with visitors and endorse their own products.

*The BPM welcomes pop-up vendors throughout the year, though we typically recommend that vendors join us Friday-Sunday to maximize foot traffic in the Market.*

### **What is the cost for doing a pop-up at the BPM?**

The daily rates for pop-ups change seasonally, and rates may be higher during holiday pop-up markets. The current rates are \$75 a day Sunday-Friday and \$100 for Saturday.

### **What do pop-up locations within the Market look like?**

Pop-up vendors are either placed in empty permanent vendors stalls, or Market seating is cleared to make space for vendors. Permanent vendor stalls are 105 square feet and may have furniture available that has been left by former vendors. If a pop-up is in an aisle or seating area, it is more of a "blank slate," like setting up for a farmers market stall. Short-term vendors will typically receive a 10' wide by 5' deep space, though square footage varies by available locations. Limited electrical access and sinks may be available.

### **How is our location within the market decided?**

Location is determined by infrastructural needs (access to electricity, etc.), number of pop-ups on the given day, and neighboring vendors. Returning pop-up vendors are not guaranteed the same location they were in previously and we do not accept requests for specific locations. Pop-up placement within the market is very carefully considered by the BPMA team and depends on several factors, we want everyone to be successful in their location!

### **What are required hours for pop-ups?**

11AM-7PM Friday - Saturday  
10AM-6PM Sunday - Thursday

*Please note that the Market opens at 8AM Monday-Saturday, and at 10AM Sunday. You are welcome to open your space earlier than the required hours, but are not required to.*

### **What should I bring and what will the Market provide?**

The BPMA can provide up to 2 folding tables and chairs per vendor, depending on availability. Pop-up vendors should be prepared to bring any signage, displays, and – of course – product!

### **Where and when do I load/unload?**

Market vendors have access to the BPM loading dock along Sudbury Street. The loading dock opens 2 hours before the Market opens to customers each day and closes at 3pm. A security guard staffs the dock while it is open.

Vendors are allowed to unload for 20 minutes in the dock. When the dock is full, Vendors will be asked to circle until there is room. At no time should a vendor double-park outside the dock or on streets around the Market. If you need access to the loading dock after the door has closed (to pack up, etc.) the Market Manager on Duty can open it for you.

The BPM also owns a variety of carts and dollies that are available for vendor use to transport products from vehicles to your stall.

*Pop-up vendors can set up in the Market the day before sales after 6PM, or the morning of, after 7:30AM (8:30AM on Sundays.)*

**Are there parking spaces for vendors?**

Parking within the building is for customers only — not for vendors. We can share a list of garages in the area upon request. Setting up the night before a pop-up and using public transportation to arrive for the day of sales can be a way to avoid parking fees.

**If I am doing multiple days of pop-ups in a row, do I need to break down and reset each day?**

No, pop-up vendors may leave their setup in the Market overnight if they choose.

**Will our merchandise be safe after we leave?**

We have security on-site during Market open hours, the building is locked after the market closes to the public and we have an electronic security system. That said, the Market is not responsible for any vendor's items. Some vendors choose to remove some, or all, of their items, and most find a way to cover their setup overnight.

**Is there Wi-Fi?**

Yes, there is a secure internal Wi-Fi system that is not publicly accessible.