

Davis Food Co-op Community Information Space Guidelines

The Davis Food Co-op provides space for tabling as part of our mission to educate the community. Tabling is a forum for community groups (non-profit, educational, families, children, and the arts) to share educational materials with Owners and shoppers of Davis Food Co-op. We will give tabling priority to organizations we already partner with, local organizations or ones whose mission and values align with the [Co-op's Ends](#).

Tabling requests must be made one week before the desired date and are not scheduled until you receive a confirmation email from the Co-op. Reservations are on a first come first serve basis and may be denied or restricted based on previously scheduled events or holidays. Tabling can only be reserved by an individual or organization for a maximum of 4 hours per day and 3 days per week. These guidelines vary for Board Candidates.

Tabling is an opportunity for customers who choose to find out more about a particular topic rather than an opportunity to solicit them. For this reason Tablers may not approach customers outside of the marked space or call out to customers to get them to visit the table. You can greet customers but should only engage with interested customers about your tabling topic if they approach your table and express interest. Aggressive canvassing or “hard-sell” tactics may result in suspension of tabling privileges. Groups not meeting these standards may be asked to leave at any time. Complaints from customers or issues with policy compliance may result in a permanent loss of tabling privileges.

Additionally, organizations are required to adhere to the following rules in order to table on Co-op property:

- Tabling must be approved and scheduled by either the Education & Outreach Specialist or Marketing Manager
- Fundraising activities must be approved when you submit your tabling request.
- Groups must provide their own table and shade/rain protection if needed.
- Tabling is restricted to the marked Community Information Space, even if the weather isn't ideal. If it is raining or too hot on the day of your reservation, you may

bring a cover or choose to reschedule. You may not move the table to the patio.

- The Davis Food Co-op will not tolerate groups promoting discrimination, mistreatment or slander of individuals or images that may be upsetting to shoppers.

- A disclaimer sign must be placed on the table stating: "The views, thoughts, and opinions expressed at this table belong solely to (insert name) and do not necessarily reflect those of the Davis Food Co-op". This sign will be provided by the Co-op upon arrival.

- The Co-op does not allow tabling for partisan political activities of political candidates. Voter registration drives are acceptable but cannot be done so with any specific political representation displayed or discussed.

- Tablers wishing to sell items must be approved ahead of time. The sale of items not in conflict with Co-op mission and business may be allowed. The Co-op reserves the right to prohibit sales of any item.

Please share this policy with anyone who is working your table and have them sign below so that everyone is well informed and understands that they are to abide by these policies when tabling at the Davis Food Co-op. Every representative that will be utilizing this space is expected to read and agree to these policies prior to tabling.

Organization _____

Contact Name _____

Contact Phone _____

Contact Email _____

Your signature below indicates that you have read, understand, and agree with the Policies found on this document.

Signature _____