



Marketspread Guide & Steps for Applicants

We require all prospective vendors to apply, each season, to our market to become an approved vendor for the market we operate.

We work with Marketspread as the platform for applications, communications, scheduling and invoicing for our markets and events.

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1. Create a Vendor Profile in Marketspread

1. Go to <https://marketspread.com>
2. Click on the option: vend, exhibit or sell online. This will take you to a log in where you need to select “register”.
3. Fill out the registration form and click “agree”.
4. **YOUR PROFILE:** Select “Create your vendor or exhibitor”. **Fill out this form to create your vendor profile. *This form is very important because this creates a vendor profile that is not only available to the public to see, but it gives us important information that concerns the acceptance of your application and establishes your ‘virtual storefront.’. For instance, your Facebook and Instagram pages can be linked, your company logo is uploaded, photos are added and your company biography will need to be submitted.*
5. **COMPANY BIO:** Put in your company information.
Name = Your COMPANY NAME.
Full Name = YOUR FIRST AND LAST NAME.
**Also, please make sure to give a full description of your company in your bio. For example - Where your company is based, how it was created. Talk about how your products are made locally and where they are being sold.*
6. **CELL PHONE CONTACT:** Put in your mobile cell or the cell of the person running the booth. ** If you are accepted we use your phone number to call and ask questions regarding your application and upon booking you we send out no-reply text messages concerning any bad weather conditions.*
7. **BUSINESS LOCATION:** Enter your location address. When filing out the contact information it will ask you for a location address and a mailing address. **These addresses can be the same location, however if you have more than one company profile on Marketspread it will not let you use the same address for both businesses.*
8. Next, a “**splash page**” will pop up asking you to upgrade to a premium option to sell your products online through Marketspread. **This is a purchase option through the Marketspread website only and is currently not affiliated with the Tampa Bay Markets business or application processes. You can either close or upgrade.*

Still need help?

<https://marketspread.com/learning/article/28/new-vendor-guide-setting-up-a-profile-and-applying/>

Your Dashboard:

Once you have finished your basic vendor profile utilizing the steps above, there will be a **Dashboard Menu Bar** on the left-hand side of your profile screen. This is where you will access different tabs to manage your account and the events you apply to.

Your Marketspread Dashboard is where you can now:

- Manage your event Registration Applications and look for new events.
- Create Product and Document libraries for required application uploads.
- View Notifications and upcoming Schedules for approved market and bookings.
- Pay your invoices.
- Once you have a vendor profile on Marketspread, it is permanent and can now be utilized for any applications within the Marketspread system.

2. Submitting Your Vendor Application

We provide year-round opportunities for vendors to sell their high-quality products to the community we serve. We prioritize bringing farm-fresh, locally made, handcrafted, innovative, fair-trade, sustainable, eco-friendly and wellness products to our markets and events.

- Each season, we require all prospective vendors who wish to participate in our markets and events throughout the year to apply in Marketspread.
- Before you apply, please review the [VENDOR HANDBOOK](#) for all vendor policies and procedures.
- Once your complete application submission is received and reviewed, you will receive either an Approved or Declined status via Marketspread.
- We accept a mixture of products based on the needs of the area we are serving as well as those that do not directly compete with merchants within the Downtown New Port Richey area. *Please note: Approved vendors are not guaranteed space on a specific date.*

HOW TO APPLY - MARKETSPREAD STEPS

1. **LOG IN** to your Marketspread Dashboard. Now that your vendor profile is set up, you can apply to the market.
2. **READ** the application welcome message and ensure you have gathered the necessary materials noted in the application checklist.
3. **AGREE** to read the documents. **We require all vendors to read our handbook, the vendor insurance overview and agree to the Hold Harmless agreement and when applicable, the Food Vendor Guidelines, in place under “documents”.
4. **UPLOAD** the documents required: Vendor Insurance, signed Hold Harmless Agreement, and for Food Vendors the required license or label along with a signed copy of our Food Vendor Guidelines.
5. **ANSWER** all questions for each application based on your product and booth display.
6. **Scheduling** - A new scheduling screen will pop up asking for your schedule availability under ‘Days to Attend’.
7. **Product** section is just below Days to Attend section where you select which products and display photos you would like represented.
8. **Final Step** - Submit your application!

[Still Need Help? CLICK HERE FOR A MARKETSPREAD SUPPORT DOC ON APPLICATIONS](#)

AFTER SUBMITTING YOUR APPLICATION:

- **Application Review:** Once your application is submitted it will be received, reviewed and processed by the Application Team to ensure it has all of the proper information, pictures, applicable licenses and insurance documentation. Please allow approximately 12 working days for processing.
- **Incomplete Applications:** If your application is incomplete in any way, the team will assign a 'RESUBMIT' status to your application with a comment outlining what elements are missing or incomplete and will provide steps to correct via Marketspread Comments. **Note:** In order for your application to be processed in the most timely manner, it is to your benefit to supply a thoroughly completed application with your first submission.
- **Application Status:** Once your submitted application contains all required data and uploads, your submission is received and reviewed by our team. After processing, you will then receive either an 'APPROVED' or 'DECLINED' status via Marketspread.
 - Please Note: Submitting an application does not guarantee approval and participation.
- **APPROVED Vendor applications:** Once a vendor's application is approved by the team, each approved vendor will then receive an email.
 - **Declined Applications:** If your application is declined, you are welcome to reapply for the next season if your application can be updated to fit MADE guidelines.

3. Uploading Photos Required for Applications

There are 3 ways photos can be visible to market coordinators.

- Photos visible in your Marketspread “Profile”
- Photos added to a New Application under the “Products to Sell” Section
- Photos added to an Existing Application that is already under review

Making Photos visible in your Marketspread “Profile”

This is the initial step to establish your ‘Virtual Outdoor Storefront’ on Marketspread. It’s important to upload all your photos here right from the start so they can be seen by the application team to process your application.

How to Upload Photos to your Marketspread Profile:

- Log into your Marketspread Dashboard
- Click on Profile
- Click on Products – make sure to have the product and booth equipment/display photos saved in the device you are using i.e. tablet, cell phone, laptop...
- Click on the top right + CREATE
- Click on the image of the “Grey Square with the +” to upload a photo from your device
- Click SAVE once you adjust your photo
- ****NOTE:** You can add multiple photos here in this section by clicking the “Grey Square with the +” again
- Enter required fields for Name / Category – select other if display / Description
- Keep default price to \$0.00 if the photo is of your vendor display
- Keep default button as is for Viewable on Vendor Profile (‘on’ is green)
- Click SAVE once you complete the info fields & ‘SAVE ANYWAY’ when 0.00 price message prompts

Adding Photos to your New Application

How to add Photos to the ‘Products To Sell’ Section in a new application.

- Make sure you have already uploaded your product and booth equipment/display photos to your Marketspread profile in your dashboard (see step 1 above)
- When in a new market application, fill out any application questions, upload any required documents, etc. then click the blue Submit button at the bottom of the application.
- This will take you to a section where you can select the days you would like to attend from a calendar.
- Under that you will see a section titled Products to Sell. Here you will see all of the products and booth display photos you uploaded to your profile automatically listed.

- Simply toggle which you would like to 'submit to sell' at the specific market you are applying for.
- Toggling to the right will display a green color (indicating a product you wish to sell at that market or, a booth display set-up you wish to use for that market)
- A left-hand toggle button displays a red color (not available for that market and not visible in that market application)

If you did not create products beforehand or have additional products to add, you can still do that without leaving the application but simply clicking the + Add Product button at the top right of the Product to Sell section.

Adding Photos to a Submitted Application

- After you have submitted an application to a market, you may wish to upload additional photos to your profile and existing applications. This may occur for the following reasons:
 - You wish to strengthen your application to a particular market location by uploading an expanded product assortment or an enhanced booth display.
 - Our application team has requested more photos to get a better sense of your product offerings within the vendor category you are applying or for more detail in the booth equipment/display photos you have supplied.
 - This is also a nice tool to use for market specific products or displays; e.g., you are selling certain items that may only be approved for a certain market location that is different from other locations you sell at, or you want to add photos of certain products you don't want visible to other event coordinators.

Once your application has already been submitted, the steps below will ensure you are able to modify the photos visible for that application. Once complete, Marketspread will send an automatic notification of the added photos to our database to the MADE team. It's important to take this step to ensure your application and subsequent booking considerations are processed expeditiously.

How to Modify Photos in an Application already Submitted:

- Return to your Marketspread Dashboard
- Click on Applications
- Scroll to the Market you need to update
- Click on the Arrow on the right for Overview
- Scroll to Application and Expand
- Scroll down to Products and Click MODIFY PRODUCTS on top right
- the Product list you have created will appear and you can scroll down to the new product / display image you have created and toggle the SELL? button to the right, so it turns green
- NOTE: Any product in your list with the SELL button toggled to a red color will not appear in your list of products submitted for that market application's review
- Click SAVE on the bottom right corner of the list

4. Uploading Documents Required for Applications

Uploading Insurance, Food Permits, or Cottage Food Labels:

The following steps are for both New Applications (Upload Requested Documents) or Previously Submitted Applications (Replacing Submitted Documents)

- Have a copy of your Current Permit in your device (phone or computer)
- Log into your Marketspread Dashboard
- Click on Documents on the left panel.
- Click Upload Document and follow prompts for each document you wish to upload to your Documents Library

When this is done

- Return to your Dashboard.
- Click on Applications
- Click on the Market you need to update.
- Click on the Arrow on the right.
- Scroll to Application and Expand
- Scroll down to Requested or Submitted Documents
 - NEW UPLOAD: If you have not previously uploaded a document for a required section. You will see "No document" to the right of the document name with a blue Upload link.
 - REPLACING A DOCUMENT: If you have previously uploaded a document for a required section, you will see "Replace"
- Click either No Document or Replace for each required document you need to upload and a Screen with your uploaded Document Library will pop up or you can click 'browse' to select a document on your electronic device to upload.
- Select the category Document to Upload, e.g., Vendor Insurance, Food Permit or Hold Harmless Agreement
- Click on View to ensure document upload complete - it will save automatically.
- This needs to be done for each required document for each Application.

[Still Need Help? Click here for the Marketspread support doc on uploading vendor documents](#)

5. Our Communication Protocol

We use Marketspread to communicate to all our vendors company wide. Once you have applied you can use this Communication Protocol to send us a comment on your Vendor Application or to any market you have registered with.

- Log into your Marketspread dashboard.
- On the left side panel click on "EVENTS"
- Then click on the market you want to address for example: "NPR Fourth Friday Bazaar 2024"
- If you are looking to make multiple changes to schedules for different seasons, please understand that you must address each season separately. For Ex. Please do not send a notice for 2024 season while sending a notice for a 2025 season.
- Scroll below the calendar to the "Comments" Section
- Type in your comment and then hit the "Send Comment" button at the bottom right of the box.
- This sends an email notification to us immediately regarding your update. It also keeps a dated record on your file, so all correspondence is vendor/season specific.

****Please note if you are commenting on a market where your application has not yet been processed you will use the above steps, however you will click on APPLICATIONS instead of EVENTS**

Messenger Tab

We send out vendor logistics and any other important messages that are companywide through the Marketspread messenger. You must click on the Messenger Tab to sign up to receive these messages.

We also use the no-reply SMS Text tool provided to us by Marketspread in emergency cases such as oncoming bad weather or market cancellations. Adding Your Contact Phone # in Marketspread - We often communicate market changes via SMS notifications through Marketspread, (weather, etc)

To ensure you receive these vital SMS notifications, please follow the steps in this Marketspread help document: [**Still Need Help? Click here to learn how to add your cell phone to receive SMS text**](#)

NOTE: Please DO NOT message us through this tab; they are outbound only. Any inbound communication to us regarding application inquiries, scheduling for a specific market location, or any other questions will follow our 'Communication Protocol' outlined above.

[Still Need Help? Click here to learn Marketspread Messenger Basics](#)

Additional Tools

[Still Need Help? Click Here for a List of Marketspread Learning Topics for Vendors](#)