

## MORNING SIGN-IN PROCESS

- It is assumed that you will have already signed up on time and called your table at Zoom Roll Call the day before.
- Marketmasters will put sign-in clipboards on the table in the center of Desimone Bridge starting at farm check in time (8AM during regular season, 8:30AM during off season).
- The Marketmaster will collect the clipboards at 9am (or 9:30 Sunday - Friday during the off-season). Your business must be signed in NO LATER THAN 9AM (or 9:30 Sunday - Friday during the off-season) to be considered on time.
  - *If the Permit Holder is working/signing in:*
    - They must mark the “P” box, indicating they are doing permit-holder attendance day.
    - If it is a joint permit holder, they must also circle which permit holder is working.
  - *If an Agent is working/signing in:*
    - They must sign in with their name. Please write legibly rather than using signature.
  - *If someone else is signing in for your business:*
    - They must indicate who is signing in on your behalf, and who will be working. Please write legibly rather than using signature.
- IN ALL CASES, the “P” box should only be marked if the permit-holder will be selling on their own ALL DAY.
- If your business is not able to sign in on time (by 9am or 9:30 off-season), you must call the Marketmaster to let them know ASAP.

## DAYSTALL OFFICE

questions? email:  
daystall@pikeplacemarket.org

