

2023



Vendor Guidelines 2023

2023



Time: 4PM to 12AM

Location:

Greenfield District Central Park

Drop-off area:

Central Park main entrance
along Mayflower St.
beside Greenfield sales booth

Parking area:

Mayflower Parking

Ingress time: 12PM

Egress time: 12AM

Tent size:

5x5 meters, lighted

Table size:

32x48 inches

Bring your own tablecloth

Other inclusions:

2 chairs and 1 socket per vendor
(3,000watts)

Bring your own extension cord





Bi-monthly process: (1st & 3rd week of the month)

Monday	Greenfield to send via SMS an invitation to join all pre-selected and approved vendors
Tuesday	Deadline of confirmation until 12PM only
Wednesday	Deadline of payment until 12PM only Greenfield to confirm participation of approved vendors via SMS
Thursday	Greenfield to email blast the vendor confirmation with vendor layout and guidelines
Friday	No more movement
Saturday & Sunday	Event proper

- Note that approval of vendor concept does not guarantee a space every week.
Vendors must apply for a space for an upcoming Market day on a bi-monthly basis.
- No reservations and advance payments



Securing approval to join:

1. An email and text message will be sent to the approved vendor.
2. Vendors are asked to strictly stick to their approved product concepts. The product list that was sent to Greenfield during application for a slot in the Market should be the only ones being sold.
3. Greenfield is trying to maintain a good product variety among vendors. Duplicates are allowed up to 3 vendors.

Should there be new product offerings, please send the list and photos to the marketing OIC for approval and send product samples to the Greenfield head office.

4. Vendors that are found to sell non-approved products will be automatically banned from participating to future Markets.



Vendor fess and payment collection

Table Requirements and Vendor Fees	
Particulars:	Per weekend (1 Table)
Main Meals (Rice meals, pizza, pasta, burgers, wraps, noodles, steaks, wings, others)	Php 3,600
Alcoholic drinks (Local and imported) – hold	
Light Meals (desserts, fruits, veggies, drinks, bottled products, pika-pika, others)	Php 2,600
All Non-food (Secondhand books, hand crafted & personalized items, plants, home decor, vintage, etc.)	Php 1,200

- Vendor fee as of January 2023
- Additional table request (subject to availability): Php 100 / piece



Vendor fess and payment collection

1. Greenfield is no longer accepting cash payments. All payments should be deposited to our RCBC account, and a copy of the deposit slip must be presented to Cashier for issuance of Official Receipt.
2. Required fees shall be paid in advance not later than Wednesday, 12:00NN through the following accepted modes of payment. All transaction copy shall be forwarded to OIC's e-mail.
 - a. Online payment – Bank transfer / Gcash
Account number: RCBC 1275694440
 - b. Over-The-Counter – bills payment facility Bank:
RCBC Account number: 1275694440

* Please refer to slide 7-9 for step-by-step guides of online payment and over the counter payment



Step-by-step over the counter

1. Go to www.rcbconlinebanking.com
2. Type your User ID and Log-in Password. Click Login.
3. Go to Pay Bills Menu.
4. Click Pay From* Select Source Account dropdown.
5. Select your account number.
6. Click List of Billers.
7. Select Real Estate then Select GREENFIELD DEVELOPMENT CORP.
8. Input event name, event date, vendor's name, business name
9. Click SUBMIT
10. Click Proceed To Payment.
11. End of payment transaction.
12. You can Save the Bills Payment Cyber Receipt by selecting the following options:
 - 12.1 Save Transactions as Template
 - 12.2 Save Receipt as Local file
 - 12.3 Save to Mail Box



Step-by-step over the counter

1. Fill up the Bills Collection Slip and indicate the ff:

- a. Biller Name/Company name/Account name:
GREENFIELD DEVELOPMENT CORPORATION
- b. Account/Subscriber/Policy/Card Number: Event name and event date
- c. Subscriber/Policy holder/Cardholder name: Vendor name and business name
- d. Indicate other payment information under the Other Payment Information field
- e. If Check Payment: PLS FILL OUT CHECK DETAILS

For Over-The-Counter via TouchQ Machine

- a. Tap screen to start.
- b. Tap Bills Payment.
- c. Choose Category then Select Biller:
REAL ESTATE / GREENFIELD DEVELOPMENT CORPORATION
- d. Choose Mode of Payment.
- e. Encode Reference Property/Project Name, Unit No., Name of Customer,
Check No. and ISSUED BANK then Click Next.
- f. Confirm Transaction details then Click NO (if no need to do other transactions)
- g. Get your Queue number and present to Teller.

2. Present the accomplished Bills Collection Slip or TouchQ Queue Number Slip to our Over The Counter - Customer Service Assistants.

3. Keep a copy of the validated Bills Collection Slip or Universal Transaction Slip as proof of payment.

Greenfield
Development
Corporation

AGENT COLLECTION SLIP																	
This deposit is subject to the terms and conditions covering this account.																	
DATE <div style="border: 1px solid black; padding: 2px;">10 / 9 / 2019</div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> DEPOSIT COLLECTION <input type="checkbox"/> AGENT COLLECTION </div> <div style="width: 45%;"> <input type="checkbox"/> DEPOSIT PICK-UP <input type="checkbox"/> PICK-UP <input type="checkbox"/> NO COUNTRY </div> </div>																
BILLER/COMPANY NAME/ACCOUNT NAME <div style="border: 1px solid black; padding: 2px; text-align: center;">GREENFIELD DEVELOPMENT CORP.</div>																	
ACCOUNT NUMBER/SUBSCRIBER/POLICY/CARD NUMBER <div style="border: 1px solid black; padding: 2px;">POPCALT 00001</div>	AGENT CODE/NUMBER <div style="border: 1px solid black; padding: 2px; text-align: center;">4</div>																
VALIDATION <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>																	
SUBSCRIBER/POLICY HOLDER/CARDHOLDER NAME AGENT NAME <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%; border: 1px solid black; padding: 2px; text-align: center;">34A</div> <div style="width: 45%;"></div> </div>																	
OTHER PAYMENT INFORMATION AS REQUIRED BY BILLER/AGENT <small>(Please refer to the BILLER/AGENT CATALOGUE which may be found on the back of this document)</small>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="padding: 5px;">PAYMENT INFORMATION</th> <th style="padding: 5px;">DETAILS</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	PAYMENT INFORMATION	DETAILS															
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SIGNATURES OF ACCOUNT HOLDERS <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																	
UNPAID INSTRUCTIONS (for Bank Use Only) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	APPROVED BY: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																
REMOVED SUBJECT TO VERIFICATION FOR NO COUNTRY DEPOSIT PICK-UP TRANSACTION ONLY																	
<div style="display: flex; justify-content: space-between;"> </div>																	

Write down event name
and event date
(Ex. Greenfield Weekend
Market/October 10, 2020)

Write down name and
business name
(Ex. Aaron Sarto/
Seafood corner)

RCBC BILLS COLLECTION SLIP SAMPLE



Cancellation, Early Egress and No Shows

1. Cancellation by event organizer - the event organizer shall notify the participants via SMS or email, at least 10am on event day, or 6 hours prior to the event for cancellation due to inclement weather or any other reasons it deemed proper. The fees paid by the participants shall be carried over to the next immediate event.
2. Cancellation by vendors - the confirmed vendors may cancel his participation by sending a written notice to the event organizer at least 48 hours before the day of the event, and only upon showing proof like the following:
 - a. Medical certificate
 - b. Related photos
 - c. Incident report
 - d. Police report, if needed

Fees paid by the vendors who have shown proof of acceptable reasons listed above and sent notice within the prescribed period, shall be carried over to the next immediate event. Failure to show proof, send notification on time and cancellation during the day of event, even with valid reason shall result to full forfeiture of fees.

3. In addition to forfeiture of fees, "No show" vendor is required to pay the full fees for the cancelled day on top of the rental fees. Failure to pay all the required fees will deem automatic ban from participating to future events.
4. Vendors are required to set up and sell until the duration of the event. Penalty for early egress will be an additional 50% of the rental fee for the day.



Reminders:

1. The Market schedule is from 4pm to 12am
2. Please stick to your approved product concept
3. Maintain the cleanliness and high quality of the Market
4. Mind your own trash. Bring additional trash bags for proper disposal
5. Oil must be properly disposed. Do not let any oil drip into our grass. Bring your own oil containers.
6. Push carts will not be allowed to roll on top of the grass. You can use the cemented pathways and sidewalks only.
7. Be mindful of the respective space allocation. Kindly ensure that space allocation and materials lent to you will not be damaged or ruined
8. No charcoal grilling. Vendors who will be cooking on the spot must bring a fire extinguisher.
9. The Market is a family-oriented event place. Drinking beers and smoking within the vendor allocated areas are strictly prohibited
10. Greenfield shall penalize vendors who cancel 48 hours before the event and "no show" vendors without advice will be automatically banned from participating to future Markets.



Booth design:

1. Greenfield Weekend Market follows a “country-industrial style” design concept, and all vendors must adhere to this look
2. Vendors will be given the leeway to dress up their stalls provided that they will work with the guidelines featured in the manual. All tables should be aligned with each other with no table out of line or jutting out.
3. Brand signage, mood lighting and other decors to make your stall stand out are highly encouraged. Avoid putting anything on back panels, and no hanging signages on tents
4. Standard vendor name plates will be provided and owned by Greenfield
5. Non-compliance will automatically ban the vendor from participating to future markets.

Design pegs:





Go Green Guidelines

Road to Zero-Waste & Plastic-Free environment

1. B.Y.O – Bring Your Own
 - a. Vendors must encourage market-goers to “bring your own” cups, utensils, containers, bag, etc.
 - b. Give incentives to buyers who BYO through:
 - Discounts
 - Freebies
2. Shop with a reusable bag
 - a. Vendors should not hand out single use plastic bags to market-goers
 - b. Use of brown paper bag or reusable bags are highly encouraged
 - c. Vendors must encourage buyers to bring their own bags or to get a promo canvas bag from the Greenfield booth (mechanics apply)
3. Say No to straw
 - a. Plastic straws at the Market will be strictly forbidden
 - b. Encourage market-goers to bring a reusable straw
4. Say No to use of Styrofoam as packaging

2023



Your safety is our priority

We welcome you with these safety guidelines as we
open the Greenfield Weekend Market

Upon entry, everyone is required to:



Wearing of face mask is voluntarily.



Have a temperature check. Those exceeding 37.5° will not be accepted inside the Market.



Sanitize hands



Keep at least 1 meter of distance from other people



The protocols:

1. A limit of 2-4 personnel is allowed per booth, depends on the product concept, with ages 21 to 60 years old
1. Wearing of face mask is voluntarily
2. Vendors should provide alcohol or hand sanitizer on their respective areas
3. Maintain social distance of at least 1 meter from other people
4. Ensure clean sanitation of products and area before selling
5. Disinfect hands and contact surfaces frequently or after every transaction
6. Encourage market-goers not to touch the products before purchasing
7. Provide a **payment basket** to minimize physical contact with market-goers
8. Vendors are encouraged to do cashless payment thru GCash, bank transfer, etc.
9. Manage crowding and average waiting time of market-goers
10. Vendors selling the food should always wear face mask

The logo features the word "GREENFIELD" in a bold, dark green, sans-serif font. A stylized green leaf graphic is positioned above the "F" and "E" of "FIELD". Below "GREENFIELD", the words "WEEKEND MARKET" are written in a bold, orange, sans-serif font. The entire text is set against a light green, horizontally-oriented oval background.

GREENFIELD WEEKEND MARKET



#GreenfieldWeekendMarket