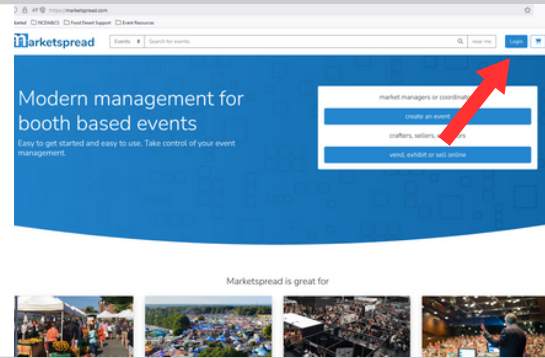
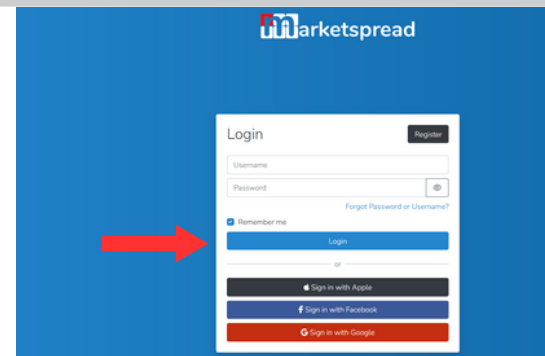


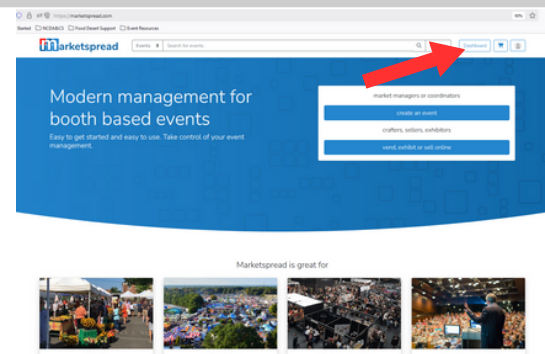
Go to  
www.marketspread.com and  
click on the blue Login button  
located on the top right of  
the screen



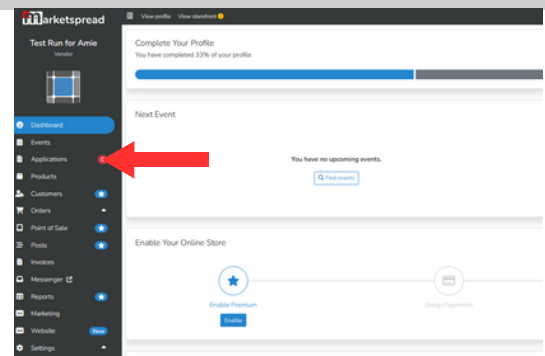
On the Marketspread Login  
Page type in your username  
and password. Then click on  
blue Login button.



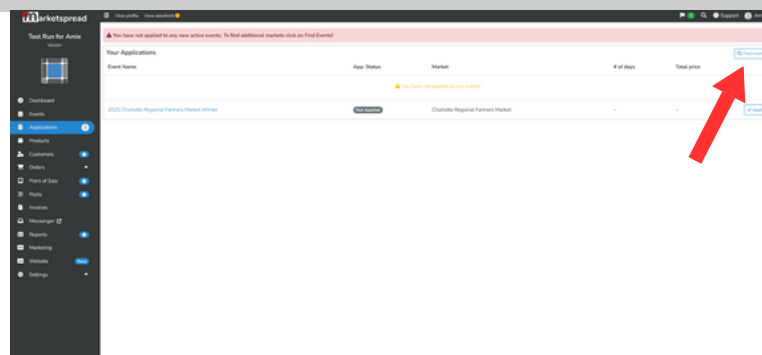
Once you are logged in click on  
the blue Dashboard button  
located at the top right of the  
page.



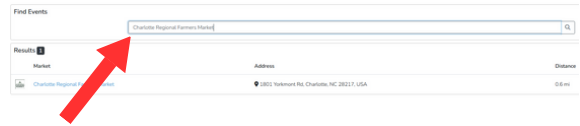
Once you are on the  
Dashboard Page click on the  
Application button on the left  
side of the screen.



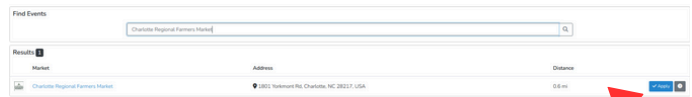
Click on Find Events located  
on the upper right of the  
screen.



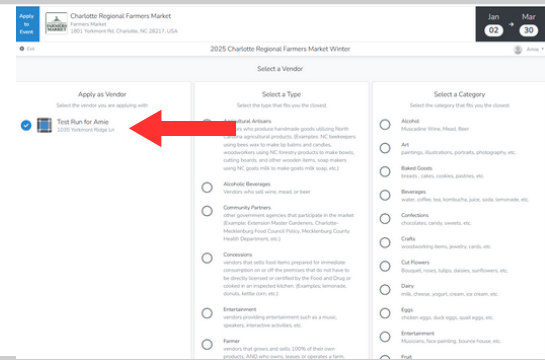
Type Charlotte Regional Farmers Market into the Find Event's search box. Click on the Magnifying Glass to start the search.



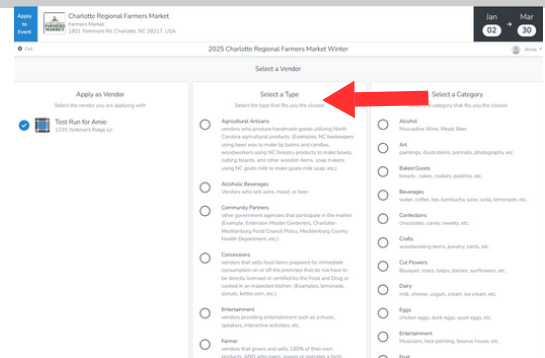
The Charlotte Regional Farmers Market logo and name will appear. Click on the blue Apply box on the right side of the screen.



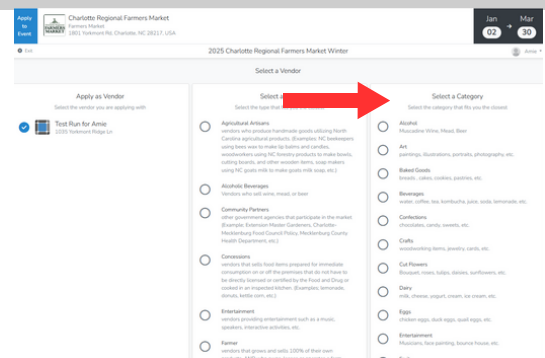
If you have multiple businesses then you will select the one you are applying to the market for in the first column labeled Apply as Vendor.



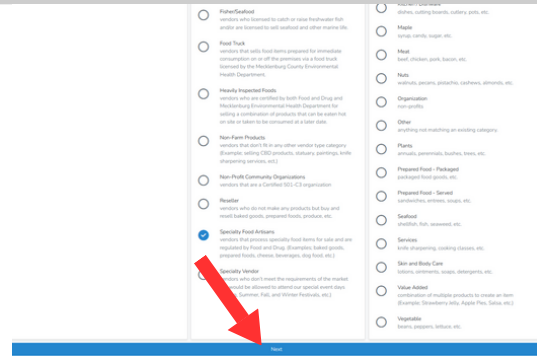
In the second column, you will need to read all the types of vendors we accept at the market and Select the Type that best describes your business by clicking the circle by that description.



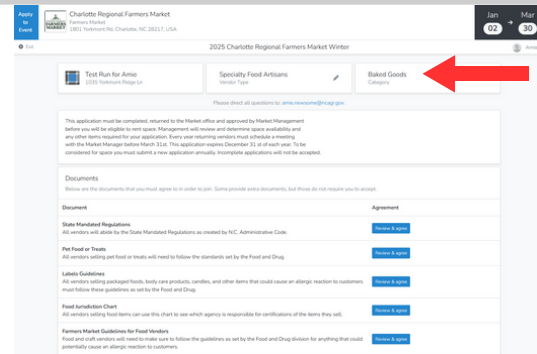
In the third column, choose the category that best describes the highest percentage of products you sell.



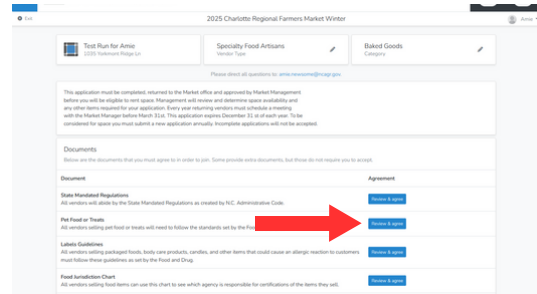
Once you have made your selections for all three columns then click on the blue Next button located at the bottom of the screen.



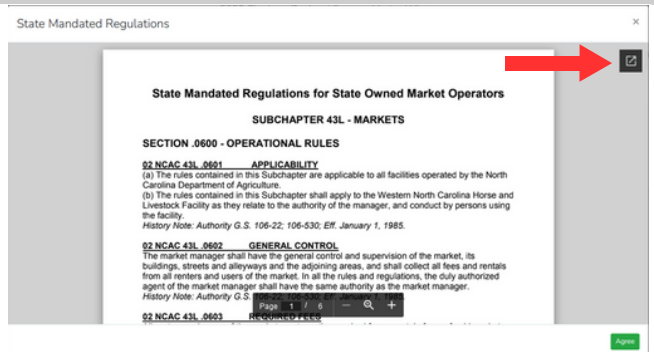
At the top of the page you will be able to change your Vendor Type and Category if you need too. You will also be able to e-mail the Market Manager Amie Newsome if you have questions.



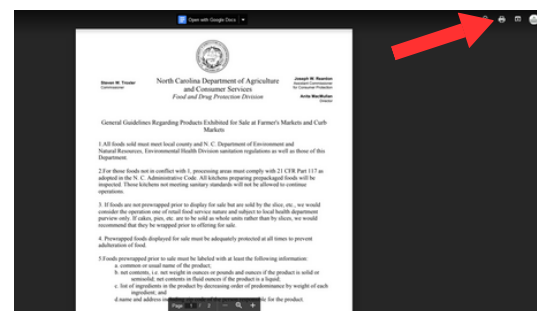
The next section titled Documents will have a list of forms you will need to read and agree too, based on your Vendor Type. Beside each document you will need to click on the blue Review & Agree button.



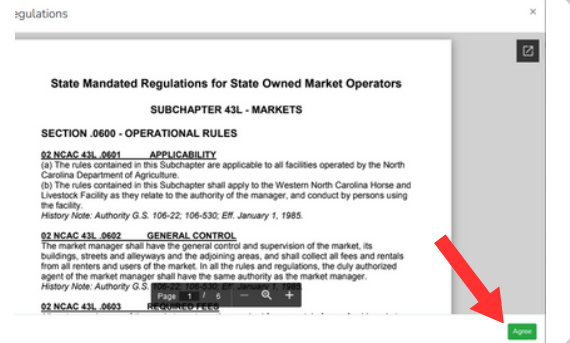
A pop up will appear where you can read the document. There is a Black Box at the top right where you can Pop-Out the document.



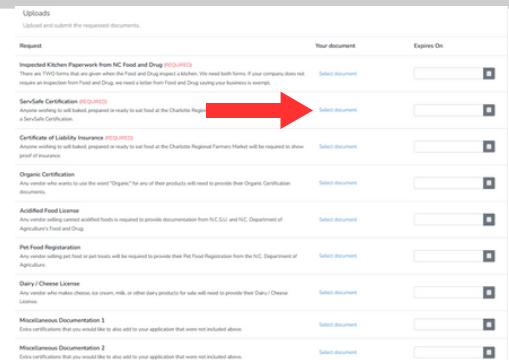
If you choose to Pop-Out the document you will be able to print the forms by clicking on the Printer Icon located on the upper right corner.



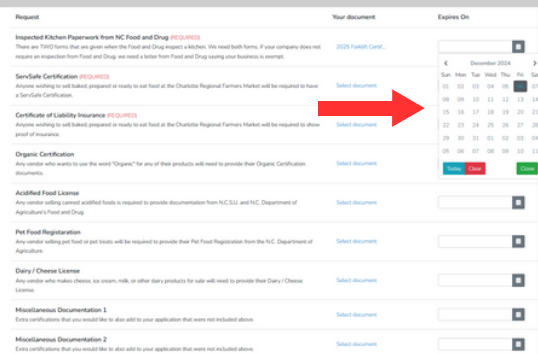
After viewing the selected document you will need to click on the green Agree button located on the bottom right of the pop up window. You will repeat this process for all required documents.



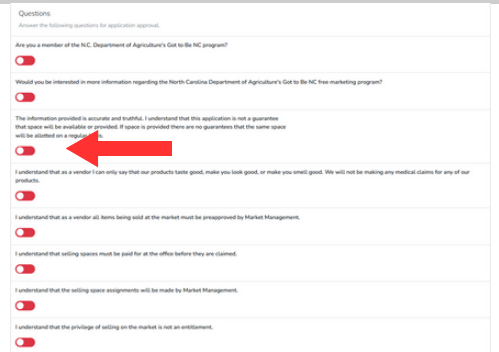
The next section is Uploads. You will need to click on the blue Select Documents beside each item to provide required licenses and certifications.



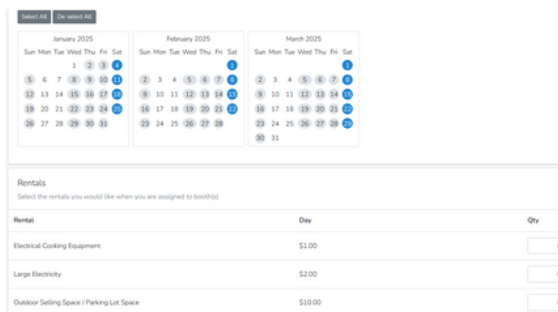
Beside each uploaded document you will also need to fill out the Expiration Date for each form. Click on the black Calendar box located on the right of the screen and select the correct date. The box will close after your date selection has been made.



The next section is Questions where you will answer questions via clicking the red circle to make it turn green showing you agree with the statement. Some vendors will be required to type answers or choose from multiple choice.



Days to Attend is where you will click on each gray day you plan to come to the market. Gray days represent the days the market will be open. They will turn blue after selection.



Rentals is where you will let the market staff know of the extra amenities you require. (Example: power, storage, use of outside space, etc.)

Days to attend  
The following items are supported by this event:

January 2025  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

February 2025  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

March 2025  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Rentals  
Select the rentals you would like when you are assigned to booth(s)

Rental	Dev	Qty
Electrical Cooking Equipment	\$1.00	0
Large Electricity	\$2.00	0
Outdoor Seating Space / Parking Lot Space	\$10.00	0
Storage Fee	\$5.00	0

Products to Sell is where you have another opportunity to add products to your inventory. It will also list the product you plan to sell at the market.

Products to Sell  
Select the products you would like to sell at the event

[+ Add Product](#)

Name	Category	Availability	Sell?
Cut Flowers	Flowers	Always Available	<input checked="" type="checkbox"/>
Wooden Bowls	Kitchen	Always Available	<input checked="" type="checkbox"/>

Optional Message  
Write a comment if you need to provide any extra information or if you have any questions.  
Ask any questions or provide any additional information (optional)

[Apply](#)

There is an Optional Message box if you need to add additional information, have a comment, or a question for the market staff.

Products to Sell  
Select the products you would like to sell at the event

[+ Add Product](#)

Name	Category	Availability	Sell?
Cut Flowers	Flowers	Always Available	<input checked="" type="checkbox"/>
Wooden Bowls	Kitchen	Always Available	<input checked="" type="checkbox"/>

Optional Message  
Write a comment if you need to provide any extra information or if you have any questions.  
Ask any questions or provide any additional information (optional)

[Apply](#)

Click on the blue Apply button when you have fully completed the application.

Products to Sell  
Select the products you would like to sell at the event

[+ Add Product](#)

Name	Category	Availability	Sell?
Cut Flowers	Flowers	Always Available	<input checked="" type="checkbox"/>
Wooden Bowls	Kitchen	Always Available	<input checked="" type="checkbox"/>

Optional Message  
Write a comment if you need to provide any extra information or if you have any questions.  
Ask any questions or provide any additional information (optional)

[Apply](#)

Congratulations you have completed your application and will be rewarded with a lovely fireworks display.

