



gourmet food products, artisanal baked goods, agricultural items, plants, flowers and other products that complement them.

**ALL VENDORS ARE REQUIRED TO SECURE APPLICABLE LICENSES, PERMITS AND PROOF OF INSURANCE:**

- 1.) Product Liability Insurance/General Liability insurance for \$1,000,000. And naming the Delray CRA/GreenMarket, as additional insured.
- 2.) If you apply under the Florida Cottage Food Industry all labeling requirements must be strictly adhered to.
- 3.) Food Permit: If your business is outside of Delray Beach and transportation of food products from a licensed production facility/storage to the GreenMarket is required, call the State of Florida Department of Agriculture at 800.435.7352.
- 4.) Mobile Food Permit: This permit is renewable each year. Call the Department of Agriculture and Consumer Services at 850.245.5520.
- 5.) All processed foods must be prepared in a licensed commercial kitchen.

**VENDOR EQUIPMENT AND SUPPLIES**

- 1.) Each vendor is responsible for providing all necessary equipment, supplies and product to conduct business in their booth at the GreenMarket. You must provide a minimum of four 20lb. weights for your tent. All cooking requires a minimum 10lb ABC fire extinguisher in your tent, certified with a current service tag from a fire extinguisher company.
- 2.) All vendors must display professional signage identifying their business name. Signage must remain within the limits of the vendor's selling space.

**VENDOR SPACE**

- 1.) Each vendor space measures approximately 10X10. The GreenMarket Manager reserves the right to assign, limit the quantity of or relocate vendor space. Sharing of booth space or sub-leasing is not permitted. Vendor's products and set-up must not be placed beyond booth space

boundaries. Sampling of product must be done must be done from inside your booth space.

### **DISPLAY AND PRESENTATION**

- 1.) The GreenMarket reserves the right to control the look and visual impact of the GreenMarket site. Vendors are responsible for creating a professional and visually attractive presentation. If it is determined by Management that a vendor's display is detracting from our overall site presentation, a change or improvement will be required.
- 2.) All health regulation codes are to be adhered to for food storage, display, handling and serving, gloves, hats and hand washing supplies, food covered, and food products stored off the ground. See Food Code 2001, FS 500.

### **SET UP, BREAK DOWN, CLEAN UP**

- 1.) Set up begins at 7:00 AM and must be completed by 8:45 AM. Break down starts at 12:00 PM. **ABSOLUTELY NO EARLY BREAK DOWNS ALLOWED!** Vendors will be responsible for all garbage removal from their space. No debris, boxes, flower trimmings or other material left behind, even by customers, shall be left in your space. All tied garbage bags and flattened boxes shall be left in the garbage pick-up zone at the end of the day. Failure to comply with any of these clean-up rules will result in fines. Multiple fines will result in expulsion from the GreenMarket.

### **ELECTRICAL REQUIREMENTS**

- 1.) If you need power it must be listed on your application. Power is \$5.00 per week and you must bring your own 50 to 75 ft. outdoor electrical cord. Note: Power outages on the event site are beyond our control.

### **VEHICLES**

- 1.) Please arrive early and quickly unload your car, move your vehicle to the vendor parking in the City Hall parking lot on NE 1<sup>st</sup> Avenue and return for booth set-up. Tents cannot be set-up while you unload your vehicle. This is time consuming and your vehicle may be blocking another vendor's access

to their space. All vehicles must be removed from the event area by 8:45 AM. The Market entrance and exit will be closed at 8:45 AM, any vendor arriving after this time must hand cart their product into the Market. After the Market closes, vendors cannot bring vehicles back into the event area until your booth has been broken down and you are ready to load your vehicle.

### **CANCELLATION POLICY/ABSENTEE VENDORS**

- 1.) In the event of inclement weather, the Market Manager will make a decision as to open the Market or not, as well as to close the Market early, or not. If a severe storm is imminent, call the GreenMarket office at 561.276.7511 on Friday after 6:00 PM and listen to the recorded message as to whether the Market will open or not. There will be no refunds of prepaid season fees in the event of a weather related closing.
- 2.) Vendors must notify the Market Manager if they are unable to attend the Market on Thursday prior to the Saturday Market. In addition, failure to notify the Market Manager of a late arrival could result in your space being assigned to another vendor.

### **MISCELLANEOUS**

- 1.) No games of chance, no sale of alcohol, no nutritional supplements, no distribution of religious or political materials. Radios, CD's or sound distractions are prohibited, no hawking or franchises.

### **ENFORCEMENT OF RULES**

- 1.) The GreenMarket Manager is responsible for enforcing the Market Rules. Violations will be noted discussed with the vendor and resolution attempted. Continued violations will result in vendor expulsion from the market and forfeitures of all fees paid. The Management retains the right to collect any or all monies due.
- 2.) You may not add additional products without prior GreenMarket approval. Any vendor having a concern with the legitimacy of another vendor's product or conduct must file their concern or complaint in writing with the



Signed by vendor

CRA/Delray GreenMarket

\_\_\_\_\_

\_\_\_\_\_

Print name

Date

**Delray Beach Summer GreenMarket**

**Vendor Registration & Product Description**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

Weekly Drop-In Rate - \$20.00 per week \_\_\_\_\_

Number of Spaces Requested \_\_\_\_\_

(Spaces measure approximately 10' x 10')

Total Due for Space \_\_\_\_\_

Tent rental (set-up) 15.00 each per week \_\_\_\_\_

TOTAL OTHER -----

GRAND TOTAL \_\_\_\_\_



