



**Celebrating our 22<sup>nd</sup> Season**  
**October 27<sup>th</sup>, 2018 through May 18<sup>th</sup>, 2019**  
**Old School Square**  
**Downtown, Delray Beach**

**DATES AND TIMES OF OPERATION:**

The Delray GreenMarket's 22<sup>nd</sup> season begins on Saturday, October 27<sup>th</sup>, 2018, from 9 AM to 2 PM, and every Saturday for 28 weeks through May 18<sup>th</sup>, 2019. The GreenMarket will be closed March 16<sup>th</sup>, (St. Patty's Day Parade) and April 13<sup>th</sup> (Delray Affair). Please complete the Vendor Registration and Contract and return prior to August 31, 2018. The CRA/GreenMarket committee will review each application and under the direction of the Delray Beach CRA it maintains the right to approve or deny GreenMarket applications in its sole and absolute discretion. Product eligibility is not a guarantee of approval in the Delray GreenMarket.

The GreenMarket places a deliberate emphasis on fresh locally sourced food products and other agricultural items offered by local farmers, artisan food producers and other products that compliment them.

**1. Product Categories:**

**Farmer/Grower** – must provide current **Grower's Permit**, Local farmers will be given preference over buy/sell produce vendors, tomatoes, corn, peppers, lettuce, squash, eggplant, mushrooms, herbs, micro greens etc.

**Buy/Sell produce**, produce must be locally sourced.

**Fruit:** Florida citrus, strawberries, blueberries, papaya, watermelon etc. must be locally sourced.

**Plants/Flowers/Trees:** fresh cut flowers and bouquets, orchids, bromeliads, potted herbs, potted plants, palms, bamboo, butterfly bushes, pollinator plants/trees and native plants – no invasive species.

**Baker:** Fresh baked breads, pastries, cookies, pies, muffins, bagels, also gluten free, sugar free, paleo, vegan and vegetarian baked goods.

**Dairy:** Free range farm fresh eggs (chicken, duck, quail), raw milk, butter yogurt, local and imported specialty cheeses,

**Fresh Seafood:** **Country of origin label required,** Fresh raw fish and shellfish

**Meat & Poultry:** **Country of origin label required,** fresh, smoked and cured grass fed and finished beef, free range poultry and humanely raised pork, rabbit etc.

**Gourmet – Specialty Prepared Foods:** **Must be produced in licensed commercial kitchen,** hummus, spreads, dips, salsas, balsamic vinegar, olive oil, pickled products, marinara sauce etc.

**Grains/Nuts/Dried Fruit:** roasted and raw nuts, dried fruit, seeds, beans, legumes, rice.

**Restaurant/Café:** **DBPR license required** barbeque, conch fritters, ceviche, paella, hamburgers, hot dogs, sausages, etc. Vendors must have up to date fire extinguisher in your booth at all times, a fire retardant tent and if cooking with propane must be compliant with Fire code NFPA 96, Chapter 10.10. The Delray Beach Fire Dept. will perform weekly inspections on your equipment, if you are not in compliance you will be shut down immediately. Three Fire Department violations in one season, may result in expulsion from the GreenMarket.

**Confectionary:** handmade chocolate or candy.

### **SPECIAL EVENTS:**

- ◆ Live Music Every Saturday (11–2)
- ◆ Weekly children’s music circle (9–11)
- ◆ Bike to Market Valet Program (Free)
- ◆ Halloween Trick or Treat at the Market
- ◆ Halloween –Witches of Delray Bike Ride
- ◆ 17<sup>th</sup> Annual Easter Bonnet Pet Parade
- ◆ Old School Square Budding Artists Kids Booth
- ◆ Chef Showcase, bi-weekly
- ◆ Master Gardner Program
- ◆ Earth Day Celebration

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

- 1.) Product Liability Insurance: (if selling consumables) naming the Delray CRA/ GreenMarket as additional insured.
- 2.) If you apply under the Florida Cottage Food Industry laws all labeling requirements must be strictly adhered to.
- 3.) Food Permit: If you are operating out of a licensed production facility a Food Permit is required. State of Florida Department of Agriculture (800.435.7352)
- 4.) Mobile Food Permit: This permit is renewable each year and is valid for one or more locations on alternate days for all events in the State of Florida. Department of Agricultural and Consumer Services 850.245.5520
- 5.) All processed foods must be prepared in a licensed commercial kitchen.



**Delray GreenMarket  
Vendor Registration**

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

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

City: \_\_\_\_\_ Zipcode: \_\_\_\_\_

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

Rent is \$35.00 per day

City of Delray Beach/CRA Occupational License fee is \$15.00 annually

Tents if available 15.00 per week

Electricity if available 5.00 per week

Mail application to:  
CRA/GreenMarket  
20 N. Swinton Avenue  
Delray Beach, Florida 33444  
Fax: 561.276.8558

# Delray GreenMarket – Vendor Contract

I have read the Rules & Regulations, Terms & Conditions and Vendor Contract of the CRA / GreenMarket and understand what is presented in them and hereby agree to abide by them. Further, I understand that any violation of these rules or potential hazard to the public may cause the immediate revocation from the GreenMarket. I agree to sell only those products approved by the CRA /GreenMarket Committee. Additional products cannot be added or sold without prior GreenMarket approval.

I hereby acknowledge and accept full responsibility for all my activities and for the activities of those assisting me at the CRA / Delray GreenMarket. I agree to defend, hold harmless and indemnify the CRA GreenMarket against any lawsuits, claims and other actions which arise from my conduct or the conduct of those assisting me.

I understand that the CRA /GreenMarket does not provide or offer insurance coverage for individual vendors and that I am required to provide my own insurance coverage for myself and those assisting me. I also understand that I must obtain and provide to the CRA / Delray GreenMarket copies of insurance and add the CRA/GreenMarket as additional insured on my policies. I understand that the CRA /GreenMarket retain the right to collect any and all monies owed by its vendors. I understand that I must pay a \$15.00 fee payable to the CRA/GreenMarket for Occupational License blanket coverage, payable upon vendor approval. Any fees incurred by the CRA /GreenMarket to collect monies due will be added to the amount owed by the vendor.

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

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

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

Phone: \_\_\_\_\_ Email\_\_\_\_\_

License plate numbers:\_\_\_\_\_

Product Category & Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VENDOR

CRA / DELRAY GREENMARKET

Signature: \_\_\_\_\_

\_\_\_\_\_

Printed Name/Date: \_\_\_\_\_

\_\_\_\_\_



**Delray GreenMarket**  
**October 27th, 2018 through May 18th, 2019**  
**Rules & Regulations, Terms & Conditions**

**VENDOR EQUIPMENT & SUPPLIES**

Each vendor is responsible for bringing and providing the necessary equipment and supplies to conduct business at the GreenMarket. **The GreenMarket does not have and cannot loan, rent or in any way supply vendors with chairs. Tables and chairs provided by the Market are for customer use ONLY.** Items for rent are tents and umbrellas (if available).

All vendors must display professional signage identifying their business name. Signage must remain within the limits of the vendor's selling space.

**INSURANCE**

All vendors must have their own liability insurance covering themselves and any one assisting them at the GreenMarket. Vendors must provide the Market Manager with a Certificate of Insurance showing the CRA/GreenMarket as an additional insured with the following limits of coverage: General Liability Insurance - minimum \$500,000.

**PAYMENT**

Monthly rent is due on the first Saturday of each month, a debit/credit card is the preferred method of payment via Square or you may pay by check. If you don't pay, you will not be permitted to set up, no exceptions. A one-time (City Occupational License) yearly fee of \$15.00 is payable to the Delray CRA/GreenMarket, this fee is non-refundable.

**BOOTH SPACE**

Each booth space measures approximately 10'x 10'. The GreenMarket Manager reserves the right to assign, limit the quantity of or relocate space rented by a vendor. Sharing of booth space is not permitted. The subletting of booths is not permitted. If you feel your situation warrants special consideration, please discuss it with the Market Manager.

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

Set-up begins at 7:00 AM and must be completed by 8:45 AM

Break down begins at 2:00 PM. **Absolutely no early break downs allowed!**

Clean up - Vendors will be responsible for all garbage removal from their space. Boxes that you bring with you go home with you. The GreenMarket will charge a clean up fee of \$20 for trash left in booth spaces. Your space must be left clean and free of debris.

## **VEHICLES**

There are a lot of vehicles that need to be moved in and out of the GreenMarket in a short period of time. Vendors must arrive early, quickly unload your vehicle and move the vehicle to the adjacent city parking garage and return for set-up. Do not set-up as you unload. All vehicles must be removed from the park by 8:45 AM. The Market entrance and exit will be locked at 8:45 AM, any vendor arriving after 8:45 AM must hand cart their product into the market. Please be courteous to your fellow vendors. After the GreenMarket closes, vendors cannot bring vehicles into the Market until you are broken down and ready to load your vehicle.

## **PARKING**

Vendor parking is on the third and fourth floor of the City parking garage next to the GreenMarket. The parking garage is free until 4pm – street parking is paid via parking meters. The parking lot on the south side of the Market is privately owned and used for valet, **do not park there for any reason**. If your vehicle is too big to clear the garage you may park in the load/unload zone on NE 1<sup>st</sup> Avenue when available.

## **DISPLAY & PRESENTATION**

GreenMarket Management 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. The GreenMarket Management reserves the right to request improvements in displays if necessary or relocate booth space.

## **SPECIAL PROMOTIONS & THEMED EVENTS**

Vendors are encouraged to participate in and/or augment themed special events that occur throughout the season, as is appropriate.

## **LATE/ABSENTEE VENDORS**

Vendors must call the Market Manager on Thursday's to cancel their reserved space if they are unable to attend the Market on Saturday. In addition, failure to notify the Market Manager of a late arrival could result in your space being assigned to another vendor.

## **MISCELLANEOUS**

The GreenMarket is a non-political program and does not allow distribution of political or religious materials or other unapproved materials. NO games of chance. NO sale of alcohol. Radios, CD's or sound distractions are prohibited, NO franchises.

## **WEATHER**

In the event of inclement weather, the GreenMarket Manager will decide to open the Market or cancel the Market, as well as to close early, or not. If a storm is immanent, call the office on Friday at 561.276.7511 and the Market Manager will leave a recorded message if the Market is opening or not.

## **ENFORCEMENT OF RULES**

The GreenMarket Manager is responsible for enforcing the Market Rules. Violations will be noted and discussed with the vendor and resolution attempted. Vendors selling prohibited items will be asked to remove those items or leave the Market. **You may not add additional products without prior GreenMarket approval.** Violations may result in vendor expulsion from the market and forfeiture of all fees paid. If a vendor is removed due to non-compliance to the Rules and Regulations, the Green Market retains the right to collect any or all monies due. Any vendor having a concern with the legitimacy of another vendor's product or conduct or any other GreenMarket matter must file their concern or complaint in writing with the Market Manager. Concerns and complaints must be signed with the name of the initiating party clearly written below the signature and dated. Unsigned complaints will not be acknowledged. The Market Manager will make every attempt to address all concerns, and resolve all complaints, and reach an equitable solution for all parties involved.