



Celebrating our 22nd Season
October 28th, 2017 through May 19th, 2018
Downtown, Delray Beach

DATES AND TIMES OF OPERATION:

The Delray GreenMarket's 22nd season begins on Saturday, October 28th, 2017, 9 AM to 2 PM, and every Saturday for 28 weeks through May 19th, 2018. The GreenMarket will be closed March 10th, (St. Patty's Day Parade) and April 14th (Delray Affair). Please complete the Vendor Registration and Contract and return prior to September 15th, 2017. 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 of your equipment, if you are not in compliance you will be shut down immediately.

Confectionary: handmade chocolate or candy.

SPECIAL EVENTS:

- ◆ Live Music Every Saturday (11–2)
- ◆ Weekly music circle (9–11)
- ◆ Bike to Market Valet Program (Free)
- ◆ Halloween Trick or Treat at the Market
- ◆ Halloween –Witches of Delray Bike Ride
- ◆ 16th Annual Easter Bonnet Pet Parade
- ◆ Old School Square Budding Artists Kids Booth
- ◆ Chef Showcase
- ◆ 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

Umbrella's if available 10.00 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 28th, 2017 through May 19th, 2017
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 only (if available).

All vendors must display professional signage identifying the 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

The GreenMarket has a monthly on line payment system, prior to the start of the GreenMarket you will be emailed instructions on how to make payment. If you don't pay prior to the first Saturday of the month you will not be allowed to set up. **APPLICATION FEE: \$15.00** 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 7:30 AM and must be completed by 9:00 AM
Break down starts 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.

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 need to arrive early, quickly unload the car or truck and, move the vehicle to the adjacent city parking garage, then return for booth 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. Do not park your car on the street and take up valuable customer parking. The parking lot on the south side of the Market is privately owned and used for valet, do not park there. If your vehicle is too big to clear the garage you may park in the load/unload zone on NE 1st Avenue when available. You must include your license plate number and any employee's plate numbers on the vendor contract.

DISPLAY & PRESENTATION

GreenMarket Manager 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 Manager 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 and cancel their reserved space 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

NO games of chance. NO sale of alcohol. NO distribution of unapproved materials. 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.