



**Celebrating our 25th Season  
October 31<sup>st</sup>, 2020 through May 22<sup>nd</sup>, 2021  
Old School Square  
Downtown, Delray Beach**

**DATES AND TIMES OF OPERATION:**

The Delray GreenMarket's 25th season begins on Saturday, October 31<sup>st</sup>, 2020, from 9 AM to 2 PM, and every Saturday for 30 weeks through May 22<sup>nd</sup>, 2021. The GreenMarket could be subject to close on March 13<sup>th</sup>, (St. Patty's Day Parade Parade) and March 27<sup>th</sup> (Delray Affair). Please complete the Vendor Registration and Contract and return. The CRA/GreenMarket committee will review each application and under the direction of the Delray Beach CRA which 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 **PBC 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, non-invasive bamboo, butterfly bushes, pollinator plants/trees and native plants – no invasive species.

**Baker:** Fresh baked breads, pastries, cookies, pies, muffins, bagels, 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.

**Other Agricultural Products:** upon approval

**CBD Oil:** We are not accepting CBD oil vendors due to City Ordinance for one year. If you are a repeat vendor from 2018–19 season and it was on your previous application you may continue to sell it.

#### **NEW POP-IN CATEGORY:**

The GreenMarket will offer up to five 10X10 rotating weekly spaces for vendors who are not able to attend each week or want to test the GreenMarket for future consideration. Pop-Up vendor space is offered on a first come, first serve basis and all product categories, rules and regulations apply. Space must reserved two weeks in advance and paid for (35.00 per Saturday) by credit card or check (dropped off to the CRA office) by Wednesday prior to attending the Saturday GreenMarket.

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

- 1.) Product Liability Insurance: 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**  
**October 31<sup>st</sup>, 2020 through May 22<sup>nd</sup>, 2021**  
**Rules & Regulations, Terms & Conditions**

**SOCIAL DISTANCING GUIDELINES**

Vendors will be 6-7ft apart, vendors and their staff must wear face masks and gloves. Vendors must have hand sanitizer available in their booth for customer use. Hand washing stations will be placed throughout the park and vendors must wash their hands and change gloves every hour or when deemed necessary. Raw food and prepared foods must be protected with sneeze guards/plexiglass.

**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 bags, cash banks, chairs etc. Tables and chairs provided by the Market are for customer use ONLY.**

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 anyone 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**

Pre-payment is the preferred method of payment either seasonally or half-season, large discounts are provided as an incentive.

Paying monthly is an option, rent is due on the first Saturday of each month, a debit/credit card or check will be accepted. If you don't pay, you will not be permitted to set up, no exceptions.

## **BOOTH SPACE**

Each booth space measures approximately 10'x 10'. The GreenMarket Manager reserves the right to assign, limit the quantity of or relocate any vendor's space. 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**

Vendors must arrive on-time, quickly unload your vehicle and move the vehicle to the adjacent free 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. **DO NOT PARK in the parking lot on the south side of the Market**, it is privately owned and used for valet. 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. Parking in the garage is free until 4pm.

## **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 to [nolan@mydelraybeach.com](mailto:nolan@mydelraybeach.com). The Market Manager will make every attempt to address all concerns, and reach an equitable solution for all parties involved.



**VENDOR PRE-PAY REGISTRATION**

*Vendors pay in advance and receive 11% - 25% off your rent!*

**Pay for the entire season:**

Receive 7 free Saturday's for a savings of \$245.

**Pay for half the season:**

Receive 3 free Saturday's for a savings of \$105.

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

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

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

Phone # \_\_\_\_\_ Electricity \_\_\_ Yes \_\_\_ NO \_\_\_

**Rent is \$35.00 per day X 30 weeks = \$1050.**

**Prepay for season and pay \$805. \_\_\_ Check \_\_\_ Square**

**Prepay for ½ season and pay \$455. \_\_\_ Check \_\_\_ Square**

**Pre- payed rent must be paid prior to opening day on**

**October 26<sup>th</sup>, 2020**



**Delray GreenMarket  
Vendor Registration – Monthly Payment Option**

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

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

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

Phone #: \_\_\_\_\_ Electricity Yes No

30 weeks X 35.00 per day = \$1050.

Oct/Nov – \$175.

December – 140.

January – 175.

February – 140.

March – 140.

April – 140.

May – 140.

Monthly check must be received prior to the first of the month or payment will be collected at the Market through Square – be sure to have a debit or credit card handy.

Electricity if available is 5.00 per week

Send application to:  
CRA/GreenMarket  
20 N. Swinton Avenue  
Delray Beach, Florida 33444  
Email: [nolan@mydelraybeach.com](mailto:nolan@mydelraybeach.com)





**Delray GreenMarket  
Applicant Information**

**Name:**

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**Business Name:**

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**Email:**

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**License plate numbers:**

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**Product Category & Description:**

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VENDOR

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE ONLY – CRA/DELRAY GREENMARKET

Accept \_\_\_\_\_ Decline \_\_\_\_\_

Market Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_