

**8<sup>th</sup> ANNUAL SUMMER GREENMARKET**

**SATURDAY, JUNE 3<sup>rd</sup> - JULY 29<sup>th</sup>, 2023**

**9:00 am to 1pm**

**FRONT LAWN @OLD SCHOOL SQUARE**

### **FEES, PRODUCT & VENDOR POLICIES**

1. The Delray GreenMarket, under the direction of the Delray Beach CRA, maintains the right to approve or deny vendors in its sole and absolute discretion. A CRA staff approval committee will review and evaluate all complete applications submitted; product eligibility is not a guarantee of acceptance.

2. **FEES**

Rent for nine weeks is \$90. for one 10X10 space. Rent must be paid in full prior to June 3<sup>rd</sup>, 2023, regardless of how many weeks you attend. Rent is payable by check delivered to the office or Square by calling the Market office at 561.276.7511 and is non-refundable.

### **LISCENCE'S/INSURANCE**

3. Required permits/licenses/insurance must be in place prior to June 3<sup>rd</sup>, 2022. It is the vendor's responsibility to provide all required paperwork.

## **VENDOR CATEGORIES AND PRODUCT ELIGIBILITY**

4. Farmer/Producer, Buy/Sell Produce, Bakery/Confectionary, Cottage Food, Café/Restaurant, Dairy, Meat/Poultry/Pork, Seafood, Orchids/Plants/Flowers/Trees, Hot Sauce, Pickled Products, Jams/Jellies, Vinegar/Olive Oil, Marinara Sauce, Pasta, Soup, Guacamole/Salsa, Hummus, Spices, Dried Fruit, Dips/Mixes, Handmade Soap, Tea, Coffee, Dressings, Grains/Nuts, Honey, Pet Treats, Fresh Juice, Gourmet/Processed Food. The Delray GreenMarket places a deliberate emphasis on fresh local produce, 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.) Two Product Liability Insurance/General Liability insurance for \$1,000,000. Waivers are required, naming the Delray CRA/GreenMarket, as Certificate Holder and Additional insured as well as the City of Delray Beach.
- 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 SPACE**

- 1.) Each vendor space measures 10X10. Vendors are required to wear gloves when preparing or touching food, sneeze screens are required when unpackaged food is exposed. 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.

### **Weights and Fire Extinguisher**

- 1.) Vendor's must provide a minimum of four 20lb. weights for each tent leg. All open flame cooking requires a minimum 10lb ABC fire extinguisher in your tent, certified with a current service tag from a fire extinguisher company. The Fire Department will inspect your booth weekly.

### **DISPLAY AND PRESENTATION**

- 1.) The GreenMarket reserves the right to control the look and visual impact of your booth. 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, improvement will be required.
- 2.) All regulation health codes are to be adhered to for food storage, display, handling and serving, gloves, hats and hand washing supplies, food covered, sneeze guards when deemed necessary, no food product may be stored on 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 1:00 PM. **ABSOLUTELY NO EARLY BREAK DOWNS ALLOWED EVEN IF YOU SELL OUT OF PRODUCT!** 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. 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.) Vendors must list power requirements on the application and provide their own 50 ft. outdoor electrical cord. Power outages on the event site are beyond our control.

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

In the event of inclement weather, the Market Manager will make the decision to open or close the Market 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.

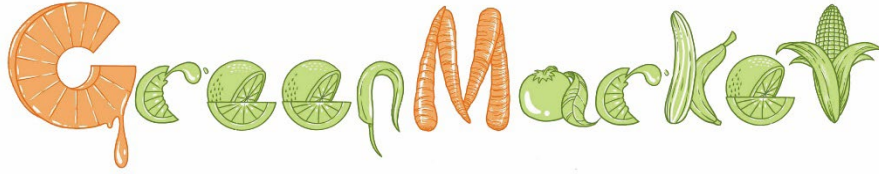
- 1.) Vendors must notify the Market Manager if they are unable to attend the Market on Thursday prior to the Saturday Market. In addition, failure to notify the Market Manager of a late arrival could result in your space being assigned to another vendor.

### **MISCELLANEOUS**

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

### **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 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 Market Manager. Concerns or complaints must be signed and dated. The Market Manager will make every attempt to address concerns and reach an equitable solution for all parties involved.



**AGREEMENT**

- 1.) I have read and understand the Rules, Regulations, Terms and Conditions described on this Agreement/Application/Contract and agree to abide by said rules and regulations. Further, I understand that any violations of these rules could cause immediate revocation from the GreenMarket.
- 2.) I agree to sell only those products approved by the GreenMarket Vendor Selection Committee.
- 3.) I acknowledge full responsibility for all my activities and actions at the GreenMarket and for those employed or assisting me and I agree to defend, hold harmless and indemnify the City of Delray Beach, CRA/GreenMarket from any liability, cost damage or expense which may arise from my actions, my employee's actions or my agent's involvement and operation in the CRA/GreenMarket or use of the vendor space.
- 4.) I understand that the Delray GreenMarket does not carry, provide or offer liability insurance coverage for vendors. I understand that I must obtain and provide two Certificate of Liability Insurance (COI) listing the Delray CRA and the City of Delray Beach as the policy holder's and additional insured.
- 5.) I will always act professionally with customers, GreenMarket management/staff and fellow vendors.

**Signed by vendor**

**CRA/Delray GreenMarket**

\_\_\_\_\_

\_\_\_\_\_

---

**Print name**

**Date**

**2023 Delray Beach Summer GreenMarket**

**Vendor Registration & Product Description**

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

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

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

Email \_\_\_\_\_

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

**Nine weeks = \$90.  
Must be before by June 3<sup>rd</sup>, 2023**

(Each space measures approximately 10' x 10')

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

TOTAL OTHER -----

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

**2023 Delray Beach Summer GreenMarket**

**Product List**

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

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

Product Category: \_\_\_\_\_

Product Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_