

RULES AND REGULATIONS, TERMS AND CONDITIONS

NOTE: Each numbered item (1 to 8) must be agreed to & you comply with each item. Please check the box on the application, having read and agreed to the following. Keep one copy for your records.

1. VENDOR EQUIPMENT

It is vendor's responsibility to supply tents; tent weights at 20 pounds per leg minimum; tables, scales; display materials; electrical cords, if needed; cash floats, etc. (Chairs are not recommended in booth.)

Scales for weighing must meet standard of the Florida Dept. of Agriculture and Consumer Services (FDACS) and be certified by FDACS Weights and Measures.

2. VENDOR BOOTH SPACE

Market Management will work with vendors on site location; however, Management reserves the right to assign location by size of rented space. **No subletting or sharing** of booth space is permitted. Vendor set-up must be contained within the boundaries of your booth.

Selling of products must be done within booth boundaries; this includes sampling of items. **No exceptions.**

3. DISPLAYS AND PRESENTATION

Market Management has the authority to control the "visual impact" and overall presentation of Market site. All health regulation codes are to be adhered to for food storage, display, handling and serving (gloves in food handling, hats and hand washing supplies, food covered, food products off the ground, etc.) See Food Code 2001, FS 500. Food products must be fully labeled or a sign must be displayed in booth stating, "Ingredients available upon request."

Ingredient listing book must be in vendor's booth at all times.

If it is determined by Market Management that a vendor's display is detracting from the overall site presentation, a change or improvement will be required.

4. REVOCABLE VENDOR LICENSE FEES (based on 10 feet of frontage)

Fees are nonrefundable and subject to change, at Management's discretion.

Please check the appropriate box for the fee schedule you choose on the application and additional services you require: Required permits/licenses must be in place prior to the first day of the Farmers Market. It is the vendor's responsibility to provide all required licenses and permits

5. VEHICLE REGULATIONS

No moving vehicles (cars, vans, trucks) are allowed on the site during operating hours of each market. Street barriers must never be moved. Danger to patrons and other vendors will prohibit future participation.

6. SET-UP/BREAKDOWN/CLEAN-UP

Set-up begins one and one half hours (1 ½) before market opening and every vendor **MUST** be completely set up by scheduled opening time. Including removal of your vehicle(s) from booth and market site. **Empty booth space will be reassigned 45 minutes**

before scheduled market opening!

Breakdown starts at scheduled market closing time. Even if vendor sells out, **vendor must remain in booth till close of Market.**

Breakdown before closing time may result in expulsion from Market and prohibition of future participation.

Clean up: Every item vendors bring **must** be removed. Please stay at your booth until you or your employees have completed this. No debris, boxes, flower trimmings, etc. may be left in vendor's space. Failure to comply will result in a fine and/or expulsion. If Market staff has to clean vendor's area or dispose of a vendor's garbage, vendor will be charged a fee of \$40/hour. Sidewalk and pavement must not be damaged or soiled. Any additional cleaning charges will be first deducted from vendor's paid fees to date and any remaining expense charged back to vendor.

7. MARKET CANCELLATION POLICY

Market Management will not cancel in advance of a Saturday. The decision will be made on site that day. Safety is the Market's utmost concern. Management's cell phone (561.283.5856) will be on three (3) hours before scheduled market opening time, if there are concerns.

If vendors must cancel a Saturday, they must call to notify Management by noon of the preceding Wednesday. Call the office: 561.547.3100. If a vendor is a "no show" (did not call in advance to cancel), vendor will be billed for the day. Seasonal vendors are also required to notify the office by phone, should they need to cancel.

Failure to provide cancellation notice for two scheduled markets will result in loss of space, loss of fees paid and possible termination of future participation.

8. MISCELLANEOUS MARKET RULES

- Vendor booth locations are subject to change at Management's discretion.
- Vendors are responsible for collecting their own sales tax.
- All business-promotional materials need Management approval before they can be distributed at the Market.

Also, vendors may distribute approved materials only from **within** their booth.

- All sampling and business transactions must take place **within** vendor's booth space—not into the Market or street/public areas of the market.
- Vendors preparing food on site must have in their booth, 1 or 2 gallon of water with spigot, hand soap/sanitizer, paper towels and a bucket below spigot to catch all water.
- All additional requirements requested of a Division of Hotels and Restaurants inspector must be met by vendor.
- **Rules are subject to change without advance notice.**

ENFORCEMENT OF RULES

1. Market Management is responsible for enforcing the above stated rules. Violations and recommendations are at the discretion and enforcement of on-site Market Management. Continued violation will result in expulsion from the Market with no reimbursement of fees paid and no future participation. Your signature below confirms that you understand and will abide by the rules listed above.

2. Complaints regarding product legitimacy, operational detail and/or conduct of another vendor must be submitted in writing to Market Management for resolution.

I understand the enforcement of the above stated rules.

Please check the box on the application confirming you have read and agree to the above Rules and Regulations, terms and Conditions.

Farmer's Markets by Mildly Delirious Design Inc.

Peter Robinson 561.283.5856