



GreenMarket Pompano Beach
2016-2017 Season
(October 8, 2016 - April 29, 2017)
9AM-2PM
Old Town Plaza
(Atlantic Blvd & Dixie Hwy)

VENDOR APPLICATION

Please Print Clearly

Please send completed applications and two photos of product and set up to:
 Pompano Beach CRA | 100 West Atlantic Blvd #276 | Pompano Beach, Fl 33060
 (O) 954-786-7824 | (F) 954-786-7836 | Email: greenmarketpompano@gmail.com

Vendor Name:	
Contact Name:	
Address:	
Contact Phone: <i>(best number to be reached)</i>	
<p><i>In the event of an emergency or cancellation, we may send an alert out to all vendors via text. Are you willing to accept text messages from the Market Manager or CRA staff regarding the market? Please circle:</i></p> <p style="text-align: center; font-size: 1.2em;"><i>YES NO</i></p>	
Email:	
Website:	

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Proposed products to be sold at the market:

Please list all items you intend to sell at the Green Market. All items must be pre approved by GreenMarket staff prior to selling at the market. Vendors may be required to remove unauthorized items from their booths by the Market Manager. Failure to comply may result in denial of vendor to participate in future markets. All items must be family friendly and must comply with the market mission.

Vendor category:

Please check the category that best suites your booth. GreenMarket Pompano reserves the right to request additional documentation where necessary. Non-Profits must provide proof of 501c3 status.

Farmer/Grower _____ Prepared Foods _____
Non-Food Item _____ Non-Profit _____
Artist / Crafter _____ Other _____

For all produce, please circle the type of farming practices best associated with your products.

Conventional **Organic (Certified)** **Organic (Non Certified)**



Booth requests:

Number of requested 10x10 spaces:

1 2 3 4

All vendors will be charged per number of spaces requested, except for produce vendors who may request up to 4 spaces at the weekly rate.

For more than 1 booth, please draw the configuration of your set up:

All spaces are based on first come first served basis. No vendor will have exclusivity of any category, however we will limit the following categories to these numbers* (*subject to change based on market needs).

(2) Soap Vendor
(5) Jewelry Vendors
(5) Artist / Crafter Vendors
(3) Baked Goods Vendors
(1) Non Profit /Week
(2) Prepared Sauce Vendors
(other limitations may occur at the discretion of Market staff)

- Submitting this application does not guarantee placement in the market.
- Once you have been selected, you will be notified by Market management and will be assigned a space for the first week.
- Only those vendors who have prepaid for a full or half season will have guaranteed locations assigned to them. All others are subject to moving as needed.
- Those vendors prepaying for the full season upfront will be given the opportunity to choose their location.
- Number of booth requested is not a guarantee. You will receive notification on the approval of your request at least one week prior to the start of the season., or one week prior to your first event date if you start later in the season.



Payment Options:

There are three (4) different payment options for the 2016-17 season

1. Full Season Prepay: Payment in full due by September 26th at 5pm
2. Half Season Prepay: Payment in two installments. First installment due on or before September 26th at 5pm. Second installment due on or before January 10th 2017.
3. Monthly Prepay: Paid in advance for 4 weeks. Receive one week FREE!
4. Weekly Payment:: Payment due by 2pm Saturday for the following week.

1. Full Season Prepay Option: (\$150 Savings)

October 8th 2016-April 29th 2017

- | | |
|--|----------|
| <input type="checkbox"/> Prepay for 30 Weeks | \$600.00 |
| <input type="checkbox"/> Prepay for 30 Weeks + Electricity | \$750.00 |

No refunds for missed Saturdays, or cancellations due to inclement weather.

2. Half Season Prepay Option: (\$100 Savings)

- | | |
|---|----------|
| <input type="checkbox"/> 1/2 Season first installment | \$325.00 |
| <input type="checkbox"/> 1/2 Season first installment + Electricity | \$400.00 |

First installment due upon receipt. Includes \$50 deposit. Remaining balance due on or before January 10th 2017.

No refunds or extensions for missed Saturdays, or cancellations due to inclement weather.

3. Monthly Prepay Option:

- | | |
|--|----------|
| <input type="checkbox"/> Prepay for (4) four weeks and get the 5th FREE* | \$150.00 |
| <input type="checkbox"/> Prepay for (4) four weeks and get the 5th FREE + Electricity* | \$175.00 |

Includes \$50 deposit. Market management reserves the right to use deposit as payment for missed without 24 hour cancellation notice. Deposit will be used toward last week of the market if vendor is in good standing and has not missed any weeks without notice.

4. Weekly Payment:

- | | |
|---|---------|
| <input type="checkbox"/> Prepay for 1st week (\$25 due weekly) plus deposit | \$75.00 |
| <input type="checkbox"/> Prepay for 1st week (\$25 due weekly) plus deposit + Electricity | \$80.00 |

Market management reserves the right to use deposit as payment for missed without 24 hour cancellation notice. Deposit will be used toward last week of the market if vendor is in good standing and has not missed any weeks without notice. There are no refunds on deposits for any reason.

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MISCELLANEOUS GREEN MARKET RULES

As a vendor, I agree to comply with the operations manual and the following: (please initial inside the box)

- Vendor agrees not to tear down prior to 2:00pm and will not drive their vehicle onto the site until that time.
- Vendor agrees to be honest at all times conduct themselves in a courteous manner. Discrimination, rude, abusive, offensive, and other disruptive conduct is strictly prohibited.
- Vendor agrees to anchor its tent on all four corners with a minimum of 20 lbs. anchor on each corner regardless of weather conditions. Vendor will be asked to remove its tent or umbrella for failure to comply with this requirement. Market Management has the authority to ask any vendor to take down its tent due to weather conditions
- Vendor agrees to arrive at its site no earlier than 6:00 am and no later than 8:30am and to have its tent/umbrella completely set up and anchored by 8:45 am. Vehicles are not allowed on the site after 8:45 am.
- Vendors requiring power must notify about needs for electricity in advance. GreenMarket staff shall determine amp service based on need. No assistance will be available to trouble shoot electrical issues on market days. Power outages on site are beyond the city's control and the city assumes no responsibility for power outages.
- If a vendor is consuming excessive electrical power, as determined by the Market Management team, the purchase of additional electric service may be required.
- The vendor agrees to notify the Market manager by phone or email to reserve a site or cancel a reserved site for the market by the Tuesday prior to that Saturday's market. The vendor acknowledges that failure to cancel its reserved site and or failure to notify Staff of the vendor's late arrival (past 8:00am) may result in the site being re-assigned to another vendor. Two no shows or no calls will result in being removed from the market. Once a spot has been reserved and paid for, there are **NO REFUNDS** under any circumstances.
- The market is regularly inspected by state organizations such as the department of Food Safety and the Department of Agriculture. It is the vendors' responsibility to obtain the proper state license or paperwork prior to sending in your application. Vendors also agree to comply with any and all applicable Federal, state, County and City laws and to post these such documents in their booth. All food items must be covered with a shield or clear cover. Vendors who are cooking are required to have a hand washing station and a fire extinguisher. Vendors operating under the Cottage Law must adhere to those laws.
- The market runs rain or shine. If weather becomes dangerous, Market staff will determine if the market is cancelled. Vendors will be contacted by text alert, phone calls or email if cancelled before the day of the market. Vendors will need to provide a valid email address and phone number when filling out their application and indicate which method works best for them. ***There are no make-up dates due to inclement weather!!!***
- Vendor agrees to leave their space at the market in the condition in which it was found. Vendors who do not properly clean their site shall be subject to removal from the market with no refunds or credits. Trash receptacles is provided for all vendors to empty trash, boxes and/or perished food. Please do not leave items behind, as you are responsible for your own clean up.



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VENDOR EQUIPMENT AND SUPPLIES

Each vendor is responsible for equipment and supplies required to do business at the GreenMarket Pompano Beach site, including tables, chairs, presentation/display materials, signs, scales, broom/dustpan, cash boxes, promotional materials, and tents

All vendor signage must remain within the limits of the individual selling space and not interfere with other vendor displays

Weights sufficient to anchor all four corners of the tent in the event of strong winds

STALL SPACE

The GreenMarket Pompano Beach will provide appropriate stall space based on the site plan considered and reserves the right to assign, limit quantity of, or relocate stall space assigned to a vendor. Vendors wishing to reserve a specific space may request such consideration but are not guaranteed a reserved space

Fees for market participation are nonrefundable for weather or if vendor should choose to stop participating in the green market. **Sharing of stall space is not permitted.** Vendors other than the originally approved vendor may not participate in a substitution basis. Request for exceptions require prior approval

VEHICLE REGULATIONS

Vehicles used for transporting storage of product may not be stationed next to setup area, unless previously approved by management. All vehicles can be parked in public parking areas adjacent to the market. However, we ask that all vendors park somewhat removed from the market to allow nearby parking for customers

No moving vehicles are allowed to be driven through the market during operating hours

DISPLAY AND PRESENTATION

EZUP canopies or the equivalent must be in good condition, table coverings should be attractive. If presentation does not meet management's standards, improvements may be mandated

ALL PRICES MUST BE CLEARLY VISIBLE TO CUSTOMERS

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the acceptance of my participation with GreenMarket Pompano Beach, I, for myself and anyone entitled to act on my behalf, hold harmless and release the City of Pompano Beach, the Pompano Beach Historical Society, its employees, agents, volunteers, and the sponsors of this event, even though that liability may arise out of negligence or carelessness on the part of all persons named in waiver. I grant permission to all the foregoing entities and persons to use any photography, motion picture, recording or any other record of me in this event for legitimate purposes. I agree and understand the agreement and rules of GreenMarket Pompano Beach.

Signature: _____ Date: _____

Print Name: _____

NOTE: *This documents does not cover every conceivable rule, regulation or guideline put forth by GreenMarket Pompano Beach, the City of Pompano Beach or the State of Florida. While the GreenMarket will make every effort to keep vendors informed of such, in the final analysis it is the responsibility of vendors to aware of and abide by all rules, regulations and guidelines. If in doubt, ask.*