



**The Gardens GreenMarket sponsored in good health by
Palm Beach Gardens Medical Center
Vendor Application - 2016-2017 Season**

Payment Information: *Please note we no longer have business or non-profit categories*

We have three (3) categories this season:

1. **“Farmer/Grower”**
2. **“Artisan”** (hand-made crafts/specialty food & drink vendors selling fresh & pre-packaged items).
3. **“Hot Prepared Concessions”** (Any hot/cold food product prepared at the Market site).

There are two (2) different payment options for the 2016-217 GreenMarket season:

1. Full season prepayment (payments are per space and must be paid in full on or prior to Thursday, September 29)
2. Weekly (payments are per space, per Sunday and are due the Thursday prior to the Sunday of the attendance)

Option 1. Full Season Prepayment Discount	<input type="checkbox"/> Farmer/Grower: \$790.00 <input type="checkbox"/> Electricity: \$300.00	<input type="checkbox"/> Artisan: \$ 1,530.00 <input type="checkbox"/> Electricity: \$300.00	<input type="checkbox"/> Hot Prepared Concessions: \$1,710.00 <input type="checkbox"/> Electricity: \$300.00
Option 2. Weekly	<input type="checkbox"/> Farmer/Grower: \$30.00 <input type="checkbox"/> Electricity: \$10.00	<input type="checkbox"/> Artisan: \$ 58.00 <input type="checkbox"/> Electricity: \$10.00	<input type="checkbox"/> Hot Prepared Concessions: \$65.00 <input type="checkbox"/> Electricity: \$10.00



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I, _____, have read the vendor classifications as described above and do hereby attest that based on the criteria described in each of the classifications, I should be placed in the category requested on the application. By signing this agreement you are stating that you have all of the required documentation necessary to prove your vendor classification and will be able to produce such documentation on request.

As a vendor, I agree to comply with the Operations Manual and the following:

Please initial each box

- 1. Vendor shall take the proper safety and health precautions to protect shoppers, the city, the public, and the property of others and shall be responsible for all damages to persons and/or property that occur as a result of the vendor’s negligence or misconduct.
- 2. Vendor agrees to comply with any and all applicable Federal, State, County and or City laws and regulations and to post in its booth proof of all necessary licenses
- 3. Approved vendors agree to pay applicable fees by the deadlines in this application.
- 4. Vendor agrees to keep their space(s) attractive and to clean them when the Market ends (this includes sweeping debris).
- 5. Vendor agrees that they will remove all litter, cardboard boxes, product debris, crates, boxes, etc., The City has the right to control the “visual impact” and overall presentation of the Market. A \$30.00 fine could be issued if space(s) are not left in an appropriate condition. All fees will be placed on vendor’s account and must be paid prior to attending another Market.
- 6. **Vendor agrees not to tear down prior to 1:00pm regardless if vendor has sold out of product.**
- 7. **Vendors agrees not to drive into the Market before 1:15pm.** Vendors must vacate the premises no later than 2:15pm.
- 8. Vendor acknowledges that the use, or placement of tables, chairs, products, boxes and/or signs outside of its assigned vendor space is strictly prohibited. All vendor activity must be conducted with the vendor’s assigned booth space.
- 9. Vendor agrees to be honest and at all times conduct himself/herself in a courteous manner. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited.
- 10. **Vendor shall not hawk, bark, or shout in a loud or aggressive manner to customers in an attempt to sell vendor’s wares.**
- 11. Vendors who wish to smoke must do so in the parking lot away from the Market site and customers.
- 12. Refunds are rare and for extreme acts of nature. The Gardens GreenMarket is a rain or shine event.



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- 13. Vendor agrees to comply with all rules and/or policies outlined in the 2016-2017 Operations Manual.
- 14. Vendor is responsible for having all those associated with their booths adhere to all of the rules and/or policies in this application and the 2016-2017 Operations Manual.
- 15. If you have paid for a space and are no longer able to attend you must notify the City by phone (561) 630-1146, or email nglaze@pbgfl.com as soon as possible. **Only if your space is filled, will a refund will be issued.**
- 16. Vendor agrees to anchor its tent on all four (4) corners with a minimum of 20 LBS on each corner regardless of weather conditions. Vendors without weights will be told to take down their tents. No refunds will be issued if product cannot withstand the weather conditions without the tent.
- 17. All tents must be approved (a vent at the top or industrial strength). Market management has the right to notify a vendor that their tent does not meet the City's requirement.
- 18. Vendor agrees not to arrive to its site prior to 5am and no later than 7:30am. Vehicles are not permitted into the Market site after 7:30am.
- 19. Vendor acknowledges that if they do not setup prior to 7:45am, their space may be given to a standby vendor.
- 20. Vendor acknowledges that two (2) no-shows will result in not being invited back to the Market.
- 21. 20 amp and 30 amp power is available for vendors requiring electricity. Vendors requiring power must pay for the power in advance. No assistance will be available to trouble shoot on Sundays.
- 22. If vendor is consuming excessive electrical power, as determined by Market Management, the purchase of additional electric service may be required at the cost of the vendor.
- 23. A single vendor space is equivalent to a single parking space (approximately 10' x 10'). Additional space can be purchased if available.
- 24. The use of generators must be approved by Market Management prior to being used at the Market.

Food vendors only:

- 1. Vendors who cook onsite must cook all food in an assigned paved parking space. Cooking in the grass is strictly prohibited, unless otherwise approved by Market Management.
- 2. Vendor agrees to cover its entire vendor space with a 30 LB tar paper to protect the concrete and/or paved surface from damage.
- 3. The City has the right to impose a \$30.00 fine per space for damaged or dirty surfaces.
- 4. Vendor(s) who cook onsite must have a fully operational fire extinguisher, appropriate for the vendor's activity, inside the vendor's booth at all times (City of Palm Beach Gardens Fire-Rescue Department will perform regular inspections). Vendors not possessing an appropriate fire extinguisher will not be allowed to participate in the Market until proper fire extinguisher is in place.



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You can mail, email, or fax this application:

Mail to:

Burns Road Recreation Center
 Attention: Nathalie Glaze
 4404 Burns Road
 Palm Beach Gardens · FL · 33410

Email to:

naglaze@pbgfl.com

Fax to:

(561)630-1144

Vendor hereby agrees to indemnify, defend, and hold the City, its officers, affiliates, employees, successors, and assigns harmless from and against any and all such claims, suits, actions, damages, or causes of action arising from or in any way related to vendor's participation in the City of Palm Beach Gardens GreenMarket, including any personal injury or loss of life, damage to or loss of property, loss of profits, and from and against any costs, attorney's fees, expenses, or liabilities incurred in and about the defense or settlement of any claims and the investigation thereof.

I/We acknowledge and understand that photographs of participants in the program may be taken and used by the City on the City's website, social media or in other City publications, and I/we hereby expressly consent to the use of our children's name and photograph or likeness in this regard.

Vendor has read, understands, and agrees to all of the above:

 Signature

 Date

FOR OFFICE USE ONLY, PLEASE DO NOT WRITE BELOW THIS LINE

Vendor classification has been verified and vendor is assigned to the following category:

- Farmer/Grower Artisan Hot Prepared Concessions

 Market Management

 Date