



**2011 - 2012 SEASON  
APPLICATION**

OCTOBER 15, 2011 – APRIL 14, 2012  
WPB GREENMARKET WILL NOT OPERATE ON  
SATURDAY MARCH 24, 2012 DUE TO THE PALM BEACH BOAT SHOW

*City of West Palm Beach GreenMarket Mission Statement*

***"Providing Fresh Products & Specialty Foods  
For The Community In An Inviting Outdoor Experience"***

**WEST PALM BEACH GREENMARKET 2011-12**  
**CELEBRATING OUR 17<sup>TH</sup> SEASON**  
**OCTOBER 15, 2011 – APRIL 14, 2012**  
**WPB GREENMARKET WILL NOT OPERATE ON**  
**SATURDAY MARCH 24, 2012 DUE TO THE PALM BEACH BOAT SHOW**

1. The West Palm Beach GreenMarket will have approximately 125 spaces for vendors. Full season 2011-2012 vendors need to have their completed applications turned into the Community Events office by September 2, 2011. You may bring your completed application to the Community Events office on the 3<sup>rd</sup> floor of City Hall, 401 Clematis Street, West Palm Beach, FL or mail to: Community Events, Dept. of Parks & Recreation, City of West Palm Beach, P.O. Box 3366, West Palm Beach, FL 33402.
2. The number of vendors per category has been established as a guideline; the exact number will be determined by the manager. There is no exclusivity; however, products of the same type will be limited. The goal is to maximize the variety of products and competition in the market to provide customers with a diverse selection of products, prices and personalities while balancing the need for individual vendors to profit.
3. A Selection Committee chosen by the City will review, evaluate and score all complete applications based on the following: a.) application must be complete in all details and received by the application deadline accompanied by a minimum of two (2) non-returnable photos of the vendor booth/product; b.) participation in the 2010/2011 West Palm Beach GreenMarket c.) local, county or state Grower or Food Processor; d.) quality of items, and e) overall appearance of the vendor booth.
4. Seasonal vendors will be assigned a vendor space for the season. Monthly vendors may be subject to relocation. Staff will make every effort to keep all vendors at their assigned locations throughout the season; however during the two week setup and breakdown for the Palm Beach Boat Show and Race for the Cure some vendors may be relocated. **ANY VENDOR MAY BE RELOCATED AT THE DISCRETION OF CITY STAFF.**
5. Vendors will pay by booth frontage space. Ten (10) feet of frontage has a base fee with additional frontage possible up to 30’.
6. Vendor will be sent invoices for fees by MAIL or EMAIL by our Community Events Department. Payment can be made as follows:
  - a.) mailed to Community Events, Dept. of Parks & Recreation, City of West Palm Beach, 401 Clematis Street, West Palm Beach, FL 33401
  - b.) made in person at Parks & Recreation or Community Events, 3<sup>rd</sup> Floor, 401 Clematis Street, West Palm Beach 8:30 a.m. to 5:00 p.m. Mon-Fri.
  - c.) payment by phone with credit card (Visa, Mastercard only)Seasonal Vendors: If final payment is not received by December 7, 2011, vendors will be charged an additional fee of \$330.00 (the amount that would have been charged for monthly vendors) and will not be allowed to set up.  
Seasonal Farmer/Growers: If final payment is not received by December 7, 2011, vendors will be charged an additional fee of \$200.00 (the amount would have been charged for monthly vendors) and will not be allowed to set up. No payments will be taken on-site on Saturdays. No payments, no set-up, no exceptions.

7. The West Palm Beach GreenMarket website [www.wpb.org/greenmarket](http://www.wpb.org/greenmarket) is designed and operational. Links to your business website as well as on-site signage are possible and encouraged for Full Season vendors only with a fully paid application. Provide your website link to the Greenmarket Manager.

## **VENDOR LICENSING & PERMIT REQUIREMENTS**

### **A. FOOD PERMIT REQUIREMENT**

1. For packaged food and storage, to include bakery, seafood, meat/poultry, processing of food products etc., please call the Florida Department of Agriculture (1-850-245-5520, fax 850-245-5553). Identify your vending location as the West Palm Beach GreenMarket, West Palm Beach. Fee \$85.00 for gross annual sales less than \$15,000, \$285.00 (mobile) if greater than \$15,000. Last season's permit 2010-2011 expires on 12/2011.
2. Late fees begin at \$100.
3. The processor, not the facility, needs to be licensed if the processor is using a kitchen which is not their own.
4. Gloves and tongs **MUST** be used at all times for food handling.
5. Hot items must be held above 135 degrees at all times.
6. The mobile permit is valid for one or more locations on alternate days for all events in FL
7. All unlabelled products need an ingredient listing available, if requested, e.g., bakery items.
8. All food products and disposable serving items must be six (6) inches off the ground & covered.
9. All products for human consumption must be covered, protected by a sneeze guard or wrapped as required by FDACS.

Please note that all required permits/licenses must be in place prior to the first Saturday of the GreenMarket. No food vendor will be permitted to open for business without all required permits/licenses. The requirements set forth above are for informational purposes only. The City does not warrant such information is complete or accurate. It is the vendor's responsibility to provide all required licenses and permits.

## **VENDOR AND PRODUCT ELIGIBILITY**

### **VENDOR ELIGIBILITY**

#### **1. FARMER ELIGIBILITY**

To qualify as a farmer and owner of a crop the following must apply:

- a. **PRODUCE FARMER:** Grower who produces fresh fruits, vegetables, nuts, or herbs must own, rent, lease or sharecrop the land AND practice the agricultural arts, i.e., s/he must grow from seeds, transplants, or cuttings. Grower must be responsible for all production operations.
- b. **PLANT PRODUCER/NURSERYMAN:** Grower who produces ornamental plants from seeds, cuttings, or plants must have purchased them as seedlings and have sole ownership. Seedlings must be grown by producer for at least 3 weeks and **plants for 3 months on the grower's own premises before they can be offered for sale at the GreenMarket.** The grower must be the responsible for all production operations.
- c. Contact David Sui, Ph.D. Extension Agent for Commercial Vegetable Production & Tropical Fruits, UF-IFAS Palm Beach County Cooperative Extension office, (561) 233-1718, for information on qualifications. If you qualify as a grower, you must have a **VALID GROWER'S PERMIT** issued by the Agricultural Extension office in the county where the crops are grown and listing the crops grown on the permit.
- d. You may sell only those products listed on your grower's permit.

2. **NON-FARMER ELIGIBILITY:** All other vendors (non-farmers) can qualify if they meet the requirements outlined in this package and also meet the following product eligibility requirements as listed in Section B, Product Eligibility.

3. **NON-PROFIT VENDOR:** A maximum of up to four spaces each Saturday will be made available, on a rotating basis, for NON-PROFIT organizations to use the GreenMarket as a fundraising or educational opportunity. These are spaces for cultural arts, human service, environmental, educational, health, government or other approved organizations. They are exempt from license requirements and will be allowed to sell non-competitive goods or products that have been developed by their organization as fund-raising items. All non-profits must have their products pre-approved by the GreenMarket Management. Non-profit status must be on record including 501(c)(3) number. Non-profit applications are available upon request.

**PRODUCT ELIGIBILITY: ONLY those products from the following categories will be allowed for sale at the GreenMarket site:**

**A. PRODUCE RESELLERS (2 vendors)**

Resellers with Florida produce.

**B. BAKERY/BEVERAGE/CONFECTIONARY (20 vendors) / FDACS permit required, baked in approved facility.**

Breads (natural, sour dough, specialty, ethnic, flatbreads, etc.), pastries, cookies, pies, cakes, tortes, bagels, muffins, scones, candy, sweets, etc. Cappuccinos, lattes, smoothies, fresh squeezed vegetable juices, and teas.

**C. CAFÉ/RESTAURANT (15 vendors) / DBPR License required**

Breakfast/lunch/snack menu that is fresh, healthy, low fat and high quality. The menu will be presented each season for review and vendor selection. Presentation of the booth and efficiency of service in this high volume situation will be considerations. **Café Restaurant Vendors may sell Dasani water, Vitamin Water or any Coke beverage product distributed by local bottler (excluding tea, vegetable or fruit beverages).** For information regarding a Café/Restaurant License, please call 1-850-487-1395 ([www.myfloridalicense.com](http://www.myfloridalicense.com)).

**D. DAIRY/MEAT/POULTRY/SEAFOOD (13 vendors) / FDACS permit required, approved source, country of origin labeling required by law**

Local and imported cheese, specialty butter, cheese spreads, yogurt, ice cream; fresh, smoked and cured meat and poultry products (grass-fed and organic preference), deli, sausages; fresh seafood, fish and shellfish (frozen with permission and justification), no cutting on site

**E. EXOTICS/FLOWERS/ORCHIDS/PLANTS/TREES (20 vendors) / FDACS Division of Plant Industry license**

Tropical and fruit trees, fresh-cut flowers showing no deterioration or age, potted plants, fresh herbs. Prefer grower.

**F. FARMERS/GROWERS (40 vendors) / FDACS permit may be required if packaged items sold**

Preference will be given to organic, local, county and state growers. Grade A quality produce only, including fresh squeezed juices processed by farm.

**G. GOURMET/PROCESSED FOOD (25 vendors) / FDACS permit required, manufactured in approved facility.**

Pasta, sauce, soup, salad, stock, ethnic specialties, jam, jelly, relish, mustard, dressing, salsa, infused vinegar, oil, olives, grains, beans, nuts, dried fruit, etc.

**CRAFTS:** Vendors selling fresh plants and flowers, and these fresh products make up 80%\* of items for sale, will be considered to sell items which compliment eligible products that are made from natural products. (No plastic and/or synthetic chemical-based materials can be sold or displayed in the market.) Candles must be produced from your principal product line (i.e. beeswax candles at a honey booth is acceptable.)

**NOT ACCEPTABLE:** Candles (except noted above), soaps, nutritional aids, bath products, supplements or derivatives of such.

*\*If the ratio of 80% 'green', 20% 'non-green' is not followed, the GreenMarket reserves the right to terminate the vendor's GreenMarket agreement.*

**VENDOR APPLICATION & CONTRACT**  
**THE CITY OF WEST PALM BEACH GREENMARKET 2011-2012 SEASON**

**SATURDAYS – OCTOBER 15, 2011 TO APRIL 14, 2012**  
**8:00 A.M. TO 1:00 P.M.**

**PLEASE PRINT CLEARLY & INCLUDE YOUR CATEGORY**

NAME(S): \_\_\_\_\_

BUSINESS NAME(S): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

PHONE: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
HOME WORK CELL FAX

EMAIL ADDRESS: \_\_\_\_\_ REPEAT EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: www. \_\_\_\_\_  
(Only Seasonal Farmers/Growers and Seasonal Vendors will be listed on Website) CATEGORY: \_\_\_\_\_

**CHECK** appropriate box and **CIRCLE** the desired footage and price.  
If Monthly, note the range of four consecutive weeks you wish attend.

- |  |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|
| <input type="checkbox"/> Seasonal Farmer/Grower: | 10' - \$700  | 15' - \$875  | 20' - \$1050 | 25' - \$1225 | 30' - \$1400 |
| <input type="checkbox"/> Seasonal Vendor:        | 10' - \$1350 | 15' - \$1687 | 20' - \$2025 | 25' - \$2362 | 30' - \$2700 |
| <input type="checkbox"/> Monthly Farmer/Grower   | 10' - \$150  | 15' - \$187  | 20' - \$225  | 25' - \$262  | 30' - \$300  |
| <input type="checkbox"/> Monthly Vendor:         | 10' - \$280  | 15' - \$350  | 20' - \$420  | 25' - \$490  | 30' - \$560  |

**NOTE:** Seasonal Vendors: If final payment is not received by December 7, 2011, vendors will be charged an additional fee of \$330.00 (the amount that would have been charged for monthly vendors) and will not be allowed to set up.

Seasonal Farmer/Growers: If final payment is not received by December 7, 2011, vendors will be charged an additional fee of \$200.00 (the

amount would have been charged for monthly vendors) and will not be allowed to set up. No payments will be taken on-site on Saturdays. No payments, no set-up, no exceptions.

List **ALL** products you wish to sell. Only those products listed and **approved** will be allowed for sale. If the product is grown or crafted by vendor, please check box following item. PLEASE NOTE: Vendor applications must completely list products to be sold. Any questionable products will be subject to approval of the GreenMarket. Any vendor selling any item(s) not listed here and not approved by GreenMarket Management must stop selling those item(s) immediately and/or can be banned from the GreenMarket.

_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

\* Café/Restaurant/Food Preparation Vendors – List address of DBPR licensed food preparation facility:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

To add a product(s) during the season, please supply written notification to the West Palm Beach GreenMarket for review and approval PRIOR TO SELLING.

**VENDORS ARE REQUIRED TO SUPPLY COPIES OF APPLICABLE LICENSES AND PERMITS IF APPLICABLE AND ENDORSE EACH.**

1. Certified Grower Certificate issued by University of Florida County Extension in the County(s) where your farm is located.
2. Florida State Health Permit to sell prepared foods from a commercial, licensed kitchen.
3. Florida Department of Agriculture food permit for packaged, bakery, or seafood products.
4. GreenMarket contract, rules and regulations signed as acknowledgment of reading and agreement.
5. DBPR License – Dept. of Business & Professional Regulations - for food prepared on GreenMarket site.

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**ELECTRICAL REQUIREMENTS**

**PLEASE LIST - Electric limited up to four (4) 110 volt outlets per booth MAXIMUM.**

**A fee of \$20.00 PER PIECE of equipment per MONTH (NOT POWER BAR) such as fans, radios, kettles, etc.**

<u>APPLIANCE/EQUIPMENT</u>	<u>VOLTS</u> (2 or 3 prong)	<u>AMPS</u>	<u>PLUG</u>
1. _____	_____	_____	_____ (\$20.00)
2. _____	_____	_____	_____ (\$20.00)
3. _____	_____	_____	_____ (\$20.00)
4. _____	_____	_____	_____ (\$20.00)

**Total per MONTH = \$\_\_\_\_\_**

**Note: Power outages on the event site are beyond our control.**

**ONLY THOSE ITEMS LISTED ABOVE WILL BE PERMITTED TO OPERATE WITH EACH ACCEPTED APPLICATION. ADDITIONAL EQUIPMENT WILL REQUIRE APPROVAL IN ADVANCE OF OPERATING AS ELECTRICAL SOURCES ARE LIMITED AT OUR GREENMARKET LOCATION.**

## AGREEMENT

1. I have read and understand the terms and conditions described on this application/contract. I have also reviewed and signed each of the West Palm Beach GreenMarket (the “GreenMarket”) rules and regulations indicating that I agree to abide by said rules and regulations. Further, I understand that any violations of these rules or hazards will cause immediate revocation of my GreenMarket license.
2. I agree to sell only those products approved by City of West Palm Beach GreenMarket staff.
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 West Palm Beach and the GreenMarket from any liability, cost damage or expense which arise from my, my employee’s or my agent’s involvement and operation in the GreenMarket or use of the vendor’s space. I will always act professionally with customers, GreenMarket management/staff and fellow vendors. Failure to do so can result in being banned from any participation at the West Palm Beach GreenMarket.
4. I acknowledge that I will not be a vendor until the GreenMarket has received all permits, licenses, and fees, as scheduled and outlined.
5. I accept responsibility for payment of all miscellaneous items as part of this license. Terms are acceptable. **NO REIMBURSEMENT** will be made for monthly or seasonal fees paid if I decide to no longer participate at the GreenMarket or I am banned from the GreenMarket.
6. I acknowledge that this agreement is a license and a privilege, and that no leasehold, easement or other interest in land is conferred upon the vendor under the provisions hereof. The City shall have the right to revoke this license for any reason at the City’s sole discretion.
7. Electric will be available as it exists currently within the event site. No further alterations or upgrades will be provided by the City of West Palm Beach. All electric issues must be addressed in writing to City of West Palm Beach GreenMarket staff. Construction surrounding the event site is out of our control.

8. **TOTAL LICENSE FEES DUE:**

**Seasonal Vendor fees:** \$1350.00 –1<sup>st</sup> payment of \$450.00 by Friday, October 7, 2011, 2<sup>nd</sup> payment of \$450.00 by Friday November 2, 2011, 3<sup>rd</sup> payment of \$450.00 by Friday December 7, 2011). Additional space at 50% of base fee. If final payment is not received by December 7, 2011 vendors will be charged an additional fee of \$330.00 (the amount that would have been charged for monthly vendors) and will not be allowed to set up.

**Seasonal Farmer/Grower fees:** \$700.00 -1<sup>st</sup> payment of \$350.00 by Friday, October 7, 2011, 2<sup>nd</sup> payment of \$350.00 by December 7, 2011. Additional space at 50% of base fee. If final payment is not received by December 7, 2011, vendors will be charged an additional fee of \$200.00 (the amount would have been charged for monthly vendors) and will not be allowed to set up.

**Monthly Vendor fees (fees are not calculated on a weekly basis):** \$280.00 per month. **Full payment must be received by the 1<sup>st</sup> Friday** of each month or vendor will not be allowed to set up that Saturday. Additional space at 50% of base fee.

**Monthly Farmer/Grower fees (fees are not calculated on a weekly basis):** \$150.00 per month. **Full payment must be received by the 1<sup>st</sup> Friday of each month or vendor will not be allowed to set up that Saturday.** Additional space at 50% of base fee.

9. A Selection Committee chosen by the City will review, evaluate and score all complete applications based on the following: a) application must be complete in all details and received by the application deadline; b) accompanied by a minimum of two (2) non-returnable photos; c) local, county or state grower; d) quality of items and; e) overall appearance of the vendor booth.
10. The City and its representatives shall have no obligation or liability with respect to this application or the vendor selection and award process contemplated hereunder. Neither the City nor its representatives warrant or represent that any award or recommendation will be made as a result of accepting applications and further make no representation as to the exclusivity of any vendor selection. No warranty or representation is made by the City that any application conforming to these requirements will be selected for consideration or approval. The City may accept or reject any applications, may select one or more vendors for a specific selection, may cancel the selection and any such action or other action taken by the City in response to applications submitted or in making a selection or failure or refusal to make any selection shall be without any liability on the part of the City or its agents. The City may request formal presentations by the vendors which may be made before a selection committee and which may include one or more vendor applicants. The City reserves the right to select the vendor which, in the opinion and sole discretion of the City, will be in the best interest of and/or most advantageous to the City. Any vendor applicant who submits an application fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof.

**RULES, REGULATIONS, TERMS AND CONDITIONS**

**IMPORTANT:** EACH NUMBERED ITEM MUST BE **SIGNED**, ACKNOWLEDGING YOUR AGREEMENT TO COMPLY WITH EACH AND EVERY ITEM DESCRIBED. PLEASE RETURN ONE COPY SIGNED AND KEEP A COPY FOR YOUR RECORDS.

### 1. VENDOR EQUIPMENT

- It is the vendor's responsibility to supply all tents (white tent and tent weights mandatory – minimum of four 20 lb. weights), tables, tarp covering for pavers, scales, display materials, at least one garbage can, garbage liners, brooms, electrical cords, cash floats, etc. Chairs are not recommended. Vendor must throw out all garbage themselves at the provided dumpster.
- Scales for weighing ***must meet the standard of the Florida Department of Agriculture and Consumer Services***, and be certified by FDACS Weights and Measures.
- Table coverings should reach the ground.

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*Signature*

### 2. SIGNAGE

- Company name identification is required on each booth.
- **Mandatory** signage will be ordered by the City of West Palm Beach. Vendors will be charged \$50.00. All vendors to receive new sign for the 2011-2012 season. It is the vendor's responsibility to transport and display sign during each GreenMarket.
- PRODUCTS MUST HAVE PRICES POSTED.

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*Signature*

### 3. VENDOR BOOTH SPACE

- City of West Palm Beach GreenMarket Staff will work with vendors on site location; however, GreenMarket Staff reserves the right to assign location and size of booth space rented.
- Seasonal vendors will be assigned a vendor space for the season. Monthly vendors may be subject to relocation. Staff will make every effort to keep all vendors at their assigned locations throughout the season; however during the two week setup and breakdown for the Palm Beach Boat Show and Race for the Cure some vendors may be relocated. ANY VENDOR MAY BE RELOCATED AT THE DISCRETION OF CITY STAFF.
- No subletting or sharing of space is permitted.
- Food products must be fully labeled OR sign stating “ingredients available upon request”...ingredient listing book must be in vendor's booth at all times.
- Vendor's products and set-up must not be placed beyond booth space boundaries.
- Any sampling of items must be done from within the vendor's booth space and must be from the approved items list.

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*Signature*

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

**Seasonal Vendor fees:** \$1350.00 –1<sup>st</sup> payment of \$450.00 by Friday, October 7, 2011, 2<sup>nd</sup> payment of \$450.00 by Friday November 2, 2011, 3<sup>rd</sup> payment of \$450.00 by Friday December 7, 2011). Additional space at 50% of base fee. If final payment is not received by December 7, 2011 vendors will be charged an additional fee of \$330.00 (the amount that would have been charged for monthly vendors) and will not be allowed to set up.

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*Signature*

#### 5. SET-UP / BREAKDOWN / CLEAN-UP

- ADDITIONAL Information will be provided to vendors including a schedule of set-up and break down/load in/load out. Vendors may not set up prior to 6:00am.
- SET-UP begins at 6:00 AM and every vendor MUST be completely set-up by 7:45 AM, car/van/truck MUST BE REMOVED BY 7:30 AM, and booth fully operational and displayed. No vehicles will be allowed on-site after 7:45 AM.
- BREAKDOWN starts at 1:00 PM. Even if vendor sells out, the vendor must remain in vendor's booth until 1:00 PM. Signage should explain why sell-out occurred, for customers' benefit. Breakdown before 1:00 PM will result in expulsion from the West Palm Beach GreenMarket and prohibition of future participation.
- CLEAN-UP – Every item you bring must be removed by you. Please stay at your booth until your employees have completed all clean-up. No debris, boxes, flower trimmings, or other material left behind, even by customers, shall be left at your booth. Vendors are responsible to cover the bottom of their area to avoid any soil or damage to the sidewalk, pavers or pavement. Power cleaning charges will be charged back to the vendor. All garbage bags and cardboard boxes (flattened) must be placed into the dumpster by the vendor. Failure to comply with any of these clean-up rules will result in a \$20.00 fine per instance in addition to any cleaning fees which must be paid before the next Saturday. Multiple fines will result in expulsion from the Greenmarket.

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*Signature*

#### 6. VEHICLE REGULATIONS

- No moving vehicles (cars, vans, trucks) are allowed on the site during GreenMarket operating hours: 8:00 AM to 1:00 PM. Street barriers must never be moved. Danger to patrons and vendors will prohibit future participation.

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*Signature*

## 7. **DISPLAY AND PRESENTATION**

- City of West Palm Beach GreenMarket Staff has the right to control the “VISUAL IMPACT” and overall presentation of the West Palm Beach GreenMarket site, at its discretion.
- 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.
- If it is determined by GreenMarket staff that a vendor’s display is detracting from our overall site presentation, a change or improvement will be required.

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*Signature*

## 8. **CANCELLATION POLICY**

In most cases the GreenMarket will not cancel a Saturday in advance of the GreenMarket day. GreenMarket staff will make the decision to cancel on site Saturday morning due to inclement weather. Exceptions to the rule may include weather related or extreme acts of nature, etc. Safety is the GreenMarket’s utmost concern. You may call the GreenMarket hotline at 561-822-1520 for cancellation messages.

### **WPB GREENMARKET WILL NOT OPERATE ON SATURDAY MARCH 24, 2012 DUE TO THE PALM BEACH BOAT SHOW**

- The GreenMarket’s mobile phone (561) 714-9607 will be active by 6:00 AM each Saturday.
- All Vendors must notify management by Thursday of that week (phone call/message is required) if they will not be able to attend that Saturday’s GreenMarket). CALL 561-822-1520.
- Vendors are required to call the mobile phone Friday night or Saturday morning if booth cancellation is unavoidable, so that management can rearrange booths.
- Failure to provide notice of absence for two Saturdays will result in loss of space, loss of fees paid in advance and possible termination of future participation.

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*Signature*

## 9. **ELECTRICAL REQUIREMENTS**

All equipment/appliances/scales and electrical requirements must be listed on page 5 on the application form. Any additions(s) to this list after submission will require GreenMarket management approval first! (Vendors are charged \$25.00/equipment piece per month)

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*Signature*

**10. MISCELLANEOUS RULES**

- Vendor booths are always subject to change and movement at the GreenMarket management’s discretion.
- No games of chance are allowed.
- No sales, use or possession of alcoholic beverages is permitted.
- Vendors are responsible for collecting their own sales tax.
- Rules are subject to change without advance notice.
- All vendor business flyers/promotional materials need approval prior to distribution at the GreenMarket, and can be distributed only from within their booth space.
- All sampling and business transactions must take place within your booth space.

\_\_\_\_\_  
*Signature*

**ENFORCEMENT OF RULES**

1. **GreenMarket management is responsible for enforcing the above stated rules. Violations and recommendations are at the direction and enforcement of GreenMarket management on-site. Continued violation will result in being expelled from the GreenMarket with no reimbursement of fees paid and no future participation.**
2. **Complaints regarding product legitimacy, operational detail or conduct of another vendor must be submitted in writing to the GreenMarket management for resolution.**

**I understand the enforcement of rules.**

\_\_\_\_\_  
**Business Name**

\_\_\_\_\_  
**Applicant’s Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please return your application promptly by mail or in person**  
**DO NOT FAX APPLICATION**