City of West Palm Beach Community Events Division

NON-PROFIT PARTNERSHIP REQUIREMENTS AND APPLICATION

October 5, 2019 through April 18, 2020
Division of Community Events

The West Palm Beach GreenMarket is an excellent venue for non-profit agencies to receive exposure for their respective causes or organizations. With an average weekly attendance of 3,000 people, the potential number of contacts a non-profit agency can make on one Saturday morning are excellent.

This document includes general information and an application, on which you can explain how your non-profit agency would benefit by partnering with the GreenMarket.

If you have any questions, please contact the Community Events Division at 561-822-1515.

Deadline for Applications:
Applications are due by October 1, 2019. Applications received after this deadline will be subject to availability and will be added to the wait list.

Selection Process:
Frequently, more applications are received than there are available event dates. Applicants are selected based on which will have the ability to benefit themselves and the GreenMarket the most. Staff makes every effort to not schedule agencies with similar causes on the same date. However, this is not guaranteed.

Cancellations:
There are no make ups for rain outs or low attendance events. Non-profit agencies that do not provide 24 hour notice of cancellation will be considered “no-shows” and will not be eligible to return during the 2019-20 season for any further scheduled dates.

Fundraising:
Organizations must have one of the following to participate as a non-profit agency at the GreenMarket:

- Special event, home tour, special show, etc. to sell event tickets
- Raffle (no 50/50 or cash raffles permitted)
- Merchandise from the organization for sale
- Specific program that benefits the organization
Volunteers:
- All volunteers must always be 18 years of age or be accompanied by a parent/guardian and are required to sign a hold harmless waiver prior to volunteering at the GreenMarket. To review this form, please contact the City of West Palm Beach Community Events Division prior to the date of involvement.
- Your organization must always have 2 volunteers (minimum) in the booth.
- All volunteers should be wearing a properly marked shirt with the organization’s logo/name displayed on the shirt.
- All volunteers may arrive at the GreenMarket between 7:00 a.m. and 8:15 a.m. and must be completely set-up by 8:45 a.m. Please be prepared to stay until 1:00 p.m. (close of the GreenMarket). **Any organization leaving the booth vacant prior to 1:00 p.m. WILL NOT BE INVITED BACK.**

Volunteer Parking:
Free parking is available in the Evernia Street garage until 3:00 p.m. on Saturdays.

Finance:
**Bank of money for event:**
Your organization is responsible for bringing your own banks for change. The GreenMarket staff will not have any change to provide any organization at the event.

Security:
There will be security officers assigned to the GreenMarket. Officers are there to make sure that the event is safe. Please contact a security officer should you or any volunteer have any problems with patrons throughout the evening. Officers are also available to walk the designated money person to their car or bank safely, if needed.

On Site Space:
**IMPORTANT!** Organizations are required to bring their own (10’ x 10’) tent, table and chairs. The City does not provide these. You must have tent weights. If you do not have weights, the City can provide them for $10 per weight. You are encouraged to decorate your area. Your non-profit agency is also allowed to pass out information from within your location/booth, collect memberships, etc., based on approval by the Community Events Division. Agencies are limited to passing out information ONLY on their scheduled day of participation. There may be no food, drinks, flowers or plant sales at any non-profit agency tent.

Rain Out:
The City will notify your organization as soon as possible if the GreenMarket will be canceled due to weather conditions. As a standard practice, the GreenMarket will not be cancelled before 6:30 a.m. or later because we all know the weather in Florida can change so quickly. **Just because it is raining where you live or work, does not mean it is raining at the GreenMarket.** Instruct your designated person to call the Community Events Division at 561-822-1520 for cancellation notices on the morning of the GreenMarket. Make sure your volunteers check with that designated person in your organization about cancellation. There is no makeup date for a rain out. Remember that GreenMarket non-profit agencies are scheduled for their event(s) months in advance.

**Are you making the most out of your GreenMarket experience?**
Sure, the GreenMarket is a good fund-raising activity but it’s also your chance to market your group to thousands of people who might not be aware of all the good things you do for the Palm Beach County community.

**Why bring just 2 people to volunteer when you can invite all your supporters?**
The more people coming to the event, just to help your cause, the better you do! It’s a great way for your community to come together while making money. Advertising ideas for your agency include:
• Flyers on the doors of residents in your neighborhood
• BIG Posters and flyers in area businesses
• BIG notices in your area newsletters.
• Yard signs in your neighborhood

**Do your volunteers reflect the personality of your agency?**
We encourage each agency to add their own signature touch to their area. If services and sponsors are not impacted, theme ideas for each group are a great idea!
  • Crazy, bold shirts
  • Unique decorations or landscaping.
  • Funny hats

Just give us a call to approve all your ideas before the event and we look forward to seeing you at The West Palm Beach GreenMarket!
NON-PROFIT PARTNERSHIP APPLICATION (please print legibly in dark ink)

Organization: ___________________________________________________________

Contact Name: __________________________________________________________

Cell Phone: __________________________ Email: ____________________________

Address: __________________________________________________________________________________________________________

Describe your organization's goals briefly: _______________________________________________________________________________

__________________________________________________________________________

Describe possible areas the revenues raised at the GreenMarket will be used: ____________________________________________________________________________

__________________________________________________________________________

From where will you solicit your volunteers?

☐ Employees of organization ☐ Members ☐ Friends/family ☐ Other: __________________________

How will you advertise your day at the GreenMarket to your community?

Newsletter? ☐ Yes ☐ No  If yes, how many are printed? _____  How are they distributed? ______________________

Email Notice? ☐ Yes ☐ No  If yes, how many? _____  Signs?  ☐ Yes ☐ No  If yes, how many and where? ________

Please estimate the potential number of people you will draw to the event from your community: ________________

What does your organization plan on doing at the GreenMarket? ____________________________________________________________________________

__________________________________________________________________________

How many dates are you requesting? ________ (Please note that more than 3 dates will require additional approval).

List your requested/preferred dates: ____________________________________________________________________________

__________________________________________________________________________

The City of West Palm Beach will give consideration to preferred dates; however, there is no guarantee requested dates will be granted. Accepted organizations will be notified of their assigned date by email. Accepted organizations will be notified of their assigned date(s) by email. Qualified organizations not assigned dates will be put on a waiting list for any possible cancellations throughout the year.

Please email the completed application to marguelles@wpb.org. You can also mail to the City Of West Palm Beach, 401 Clematis Street, Community Events Division, 3rd Floor, West Palm Beach, FL 33401.