

ENGLEWOOD FARMERS MARKET

VENDORS HANDBOOK

MISSION:

The mission of the Englewood Farmers Market is to promote local growers and Florida agriculturally related products. The market will take place seasonally (October through May) from 9 a.m. to 2 p.m. at Pioneer Park in historic downtown Englewood, 348 W. Green Street in Sarasota County. The goal of the market is to promote locally and Florida grown fruits and produce along with the values of nutritional health, education, sustainability, and sense of community.

MANAGEMENT:

The Market Manager is responsible for all operations of the market. Responsibilities include allocation of vendor spaces, receiving vendor retail payments, supervision of market setup, clean-up, communicating with vendors and responding to their needs, implementing the rules of the market, and creating an open and friendly atmosphere. The Market Manager will make final decisions on allocation of vendor spaces. Vendor applications are available via mail at P.O. Box 304 Englewood, FL 34295, by e-mailing the market manager at vendors@englewoodfarmersmarket.org, or by calling 941-445-9209. General information requests may be submitted via e-mail at info@englewoodfarmersmarket.org or viewing our website @ www.englewoodfarmersmarket.org. Requests for applications are reviewed on a first- come, first-served basis, and responded to within 21 business days. In the case of duplication of products, the earliest application will be given priority.

GOVERNANCE:

The Englewood Farmers Market is governed by the six member steering committee operating under the umbrella of Friends of Sarasota County Parks Inc:

- Market Manager (1)
- Sarasota County employee representative (1)
- Downtown Englewood business associations (2)
- At-large members (2)

VENDOR REQUIREMENTS AND REGULATIONS:

The Market Manager will assign each vendor a designated area to display and sell product.

The available sizes are: Category 1 - 10' x 20' and Category 2 -10'x 10'. Vendors may be relocated to other areas at the discretion of the Market Manager. Vendors will not operate beyond the area assigned to them, unless approved by the Market Manager. Vendor or person not employed by the vendor unless prior approval is given by the Market Manager. Vendors who sell their business to another entity must notify the Market Manager thirty (30) days in advance. The new owners may be required to re-apply to the market for continued participation. All vendors must be set up and ready to sell by 9 a.m. when the market opens to the public. Vendors are required to arrive at the market site no later than 8:30 AM. Vendor vehicles will not be allowed to drive into the market site after that time without prior approval of the Market Manager. All vendors must remain open until closing time at 2 p.m. Should a vendor need to leave before closing time, they must request approval by the Market Manager. Englewood Farmers Market is a rain or shine market. Vendors must notify the Market Manager in advance of being absent from the market. No call, no show occurrences are unexcused absences. Three unexcused absences in one season will result in removal from the market. Each vendor shall keep their area attractive and presentable during all operating hours. The Market Manager, at their discretion, may fill open booth spaces due to absence by an existing vendor with another pre-approved vendor from the waiting list until the existing vendor returns to the market. Vendors shall not share/sub-contract their designated area with any other the market. Each vendor shall be responsible for ensuring that his/her area is completely cleaned up at the end of the market day. Englewood Farmers Market is a "Pack In, Pack Out" event with no dumpsters available for vendors' trash. Vendors must remove all trash from the park by the end of the day. Unauthorized use of customer trash cans or commercial dumpsters may result in a fine of \$25.00. Vendor must have identifying marker (banner, signage, etc.) on the front of the vendor booth. Vendor and all employees/helpers should have hat, badge or shirt identifying them as part of vendor's market space. Vendors are not allowed to smoke in any area of the Englewood Farmers Market. Vendor and employees/helpers should maintain a clean and neat appearance both in their person and in their booth. Vendors must park their vehicles behind their booth, away from the public view, and keep vehicles in neat and well-ordered manner at all times. Vendors are requested to identify the source of all foods and products in order to increase public awareness of local and Florida agriculture and to help educate the public on the seasonal nature of local food availability. Green and sustainable agriculture practices are strongly encouraged. Vendors who are certified organic growers should display this logo on their booth and on their produce.

Electricity: electric pedestals are located throughout the perimeter of the market site. Water source: Potable water is located behind the restrooms. The Department of Agriculture requires sample products to have water source (i.e.,

Coleman-on-Demand propane cylinder for hot water). This is not required for prepackaged foods. All products sold must meet the requirements of local and state agencies and, if sold by weight, with scales approved by the Department of Agriculture and the Bureau of Weights and Measures.

Reselling of goods processed or manufactured by others is not permitted. All vendors are required to get approval by the steering committee for any additional product the vendor wishes to introduce. Vendors are encouraged to greet customers; however, no hawking of product is permitted. Market Manager will receive all vendor payments. Make checks payable to Friends of Sarasota County Parks Inc. At bottom of check, please add "Englewood Farmers Market". Market Manager, will pick up checks from vendors the first Thursday of each month. Rental fees shall be payable monthly in advance. All rental fees are **\$30.00** per week, whether booth size is 10' x 10' or 10' x 20' as 10' x 20' space requires adjacent vehicle necessary for booth operation. Vendors who wish to participate for fewer than seven (7) months per season will need advance approval from the Market Manager AND will be required to pay no less than five (5) months in advance regardless of the number of months they participate... A late fee of **\$30.00** may be charged for payments received after the first week of the month. Rental fee payments that are two months past due will result in suspension or termination from the Englewood Farmers Market. No refunds or credits will be given for non-occupancy. All checks shall be made out to **Friends of Sarasota County Parks Inc.** Where Thanksgiving, Christmas Day and New Year's Day fall on a Thursday, there will be no market scheduled. Each vendor is responsible for providing all required documentation listed on application including:

- Certificate of liability insurance (\$1,000,000)
- Sarasota County business tax number
- Florida food permit number
- Florida sales tax number
- Health Permit number where applicable

It is the vendor's responsibility to keep continuous liability coverage. Failure to do so will result in expulsion from Englewood Farmers Market. **Vendors must add Sarasota County as an additional insured. The legal entity to be added to the certificate holder portion of the liability insurance form is; Sarasota County Government, Attn: Risk Management, 1660 Ringling Blvd. 3rd Floor, Sarasota, FL 34236. Vendors must also add the following entity as a certificate holder: Friends of Sarasota County Parks Inc., 234 Nippino Trail E. Unit #101, Nokomis, FL 34275.**

WEATHER POLICY:

Market Manager will cancel market because of weather based on his/her best judgment. Vendors may also call Englewood Farmers Market at 941-445-9209 for an update. For the safety of the public and other vendors, all Englewood Farmers Market vendors are required to secure their tents with anchors, weights, tie downs. All vendors should be prepared to protect their goods from rain and wind in case the weather changes suddenly. If Sarasota County Emergency Operations Center issues a storm, hurricane or other weather warning, the market will be closed.

Each Vendor must sign the following statement:

“I have received and reviewed the Englewood Farmers Market rules and regulations for operation and use of market spaces, and I understand that if I provide false information or if I violate the rules and regulations outlined above, I will not be permitted to sell at Englewood Farmers Market.”

NAME OF BUSINESS

DATE

SIGNATURE

PRINTED NAME

INTERNAL USE ONLY

Certificate of Insurance # _____

Florida Food Permit # _____

Florida Sales Tax ID # _____

Sarasota Business Tax # _____

Health Permit # _____