**HCDC Farmers Market**

**Food Vendor Guidelines**

All applicants are welcome as well as vendors who are engaged in a for-profit business in keeping with the intent of the farmers market to incubate new businesses; to provide good wholesome foods grown by local farmers or purchase from local farmers for sale; to provide a means for existing businesses to expand and attract new customers through exposure to the greater part of the community.

**Items to sell.** Commodities are limited to what has been agreed on with the HCDC board. All items for sale must maintain the integrity and identity of the farmers market. Any changes or additions must be made through special requests to be sure they are acceptable.

**Licensing**. When required, all food vendors must have approval by the Department of Professional Regulation or Department of Florida Agriculture and Consumer Services. All food vendors must comply with environmental health requirements for food booths at temporary events.

**Space Assignments.** Vendors will be provided with a standard booth set-up; a 10’ x 10’ space. Vendors will be notified of their assigned space upon check-in. Assigned spaces must be accepted. Spaces are on an available basis only. Carts must be placed on hard surfaces only unless cleared in advance.

**Booth Presentation**. All booths must be neat, attractive, and professional. No packing materials, boxes, or anything that detracts from the market appearance. Use attractive floor-length table coverings to conceal back stock or boxes. Use good judgement when reflecting your booth’s personality. Vendors are responsible for bringing their own tables, chairs, easels, and signs.

**Signs**. Vendors are permitted professionally produced signage. Banners may be hung across the back of booths. No handwritten bright paper signs. Signage must fit inside your designated booth. Staked signs are not permitted. Stand up signage should be strong enough to withstand crowds and adverse conditions.

**Trash**. Food vendors are required to furnish their own trash containers. All trash must be removed at the end of day. Do not use the town trash receptacles. The assigned, occupied space and surrounding area shall not be altered, changed, or damaged in any way. Ice, water, and any liquids may not be emptied on lawns/sidewalks, as it may damage property, attract pests, or create a safety issue. These rules will be strictly enforced and could result in exclusion from the market.

**Responsibility**. Any damage that occurs due to the vendor will result in financial penalty to said vendor to offset the damage.

**Electricity**.

**Parking** is permitted, but please be considerate of your customers.

**Music** is provided, so leave those boom boxes at home. No exhibitor or vendor will be allowed to disturb the market with loud music, loud noise, or any other offensive behavior.

**Sales Tax**. If your product demands collection of Florida Sales Tax (7.5% in Gadsden County), vendors are solely responsible for collecting and remitting to Florida Department of Revenue, Tallahassee, FL 32304.

**NO-NO**. No alcohol can be sold or consumed on premises. No pets. No smoking under or around the booths.

**Fees** include a one-time yearly participation fee of $35 and an individual weekly market fee of $10 (includes FI sales tax) for regular markets. Special events may warrant fees that are adjusted accordingly. Please consult Payment Sheet for amounts requested. Occasionally, the number of vendors or any type of commodity may be limited at the discretion of the market management to encourage diversity of the goods and services available. Please refer to “Payments at the Market” information sheet for full explanation. **There are no rain dates and safety prevails.**

**Liability is the responsibility of the vendor. The HCDC, Town of Havana and subcontractors assume no risk, and by acceptance of this agreement, the vendor expressly releases HCDC, Town of Havana and its agents and subcontractors of and from any and all liability for damage, injury, and loss to any person or goods which may arise from the use and occupation of said space by the vendor, and agrees to hold and save HCDC, Town of Havana and its agents and subcontractors harmless of any and all loss or damage by reason thereof. HCDC, Town of Havana and its agents and subcontractors is hereby released and discharged of any and all liability from loss, injury or damage to persons or property that may be sustained during the HCDC Market or on any property where the Markets are held. I have read and understand the foregoing, and I agree to conform to the regulations contained herein.**

**Write Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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