

Vendor Handbook

2023 Market Days

The Market will be held on the third Saturday of every month 10am-2pm. This will be an outdoor event at 6825 Trouble Creek Road New Port Richey FL 34653 on campus at CCWC.

Market Dates for 2023

February 18th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

Sept 16th

October 21st

November 18th

December 16th

We encourage all vendors to:

- ★ Offer the highest-quality products.
- ★ Set fair prices.
- ★ Display your items in a neat, well-organized, & eye-catching manner.
- ★ Provide samples if possible.
- ★ Be friendly, courteous, and respectful to customers. Talk to them!
- ★ Learn about and support your fellow vendors.
- ★ Hand out flyers, business cards or other promotional materials.
- ★ Use bright, eye-catching signage.
- ★ Assist in social media marketing leading up to the event.

Vendor Policies & Procedures

Vendor Product Overlap

If vendors sell two different products they may be related in some way. One cannot sell baked goods and make up at the same booth. If you are going to change what you are selling, approval by the Market Manager must be granted for any changes 30 days prior.

Cancellation Policy and Cancellation of The Market

Fees collected are spent in a non-refundable manner by the time the market occurs - hence there will be no refunds given. Vendors must submit their withdrawal from The Marketplace 30 days in advance to the Market Manager.

We need all of our vendors to show up on Market Day please! Try to keep your business going monthly so we can build momentum and have a vibrant community for many years to come. Market Day would be canceled if there is dangerous weather or another pandemic type situation, otherwise we are on every third Saturday.

Liability

Liability Release: I/We, the vendors and all associated parties do hereby release The Marketplace from liability in regards to any injury, resulting from any activities whatsoever at The Marketplace. I/We are not responsible for any theft at The Marketplace.

Vending of Products Regulated by FDA or Other Entity

It is the expectation that any business requiring a license with the State of Florida Department of Agriculture, the Department of Business & Professional Regulation – Hotel & Restaurant Division, the United States Department of Agriculture or any other government entity will properly follow all requirements for said license, including, but not limited to, displaying your license in a location visible to consumers.

Food vendors not properly licensed must be operating under [Cottage Law](#) and properly abiding by all such requirements.

Marketing Requirements

Please help us to spread the word! Vendors must promote The Marketplace on Trouble Creek at least once a week on their various social networking platforms and business pages to help us build a community!

Market Logistics & Safety

Pet Policy

The Marketplace is pet friendly. Please keep your furry friends on a leash at all times and clean up after them appropriately. Vendors may not have their animals in food related booths, please.

Smoking Policy

Smoking is prohibited at all vendor booths and throughout the market.

Vendor Trash Disposal

All trash generated by your booth must be placed in garbage bags provided by you and deposited in the large garbage receptacles located at the east end of the property at the end of the event. PLEASE do not place your trash in the garbage cans located throughout the market site they are reserved for patrons only.

Vendor Logistics

Space Location: Upon approval you will be assigned a space in the market. This space location will be assigned to you based on the genre of product you sell and the overall look and size of your display. Additionally, vendor spaces are assigned based on the layout of the market and space availability. The space number assigned to you may change from month to month in order to fit the needs of the market and/or your requirements. We strive to assign each vendor a space that is consistent so that you can build a customer base at the market, however there is not a promise or guarantee that the space assigned to you is permanent. Space locations may change due to missing vendors, schedule changes and more. Changes can be made the morning of an event that will impact your set-up location. Please see the manager should this be the case.

The Marketplace is under no obligation to provide electric, water, weights, tables, tents, or any equipment to participants. An applicant that needs specific services such as electricity to provide their product for sale must provide their own.

Safety & Setup

- When unloading, drop off your goods, and then move your vehicle BEFORE setting it all up.
- At the end of the day, only bring your vehicle back on site AFTER you have broken down and are ready to load. Please move your vehicle immediately upon loading then come back and finish set up.

Set Up:

- You may arrive no earlier than 8am. All vendors must be set up and ready to sell by 9:45am; all vehicles must be out of the market area by 9:30am.
- Your canopy must be set up and secured before setting up anything else.
- Booths must remain open with complete set-up for the entirety of the market until 2pm, even if you sell out of your items. We cannot endanger people with cars moving in and out at this time. It also gives people the impression that we are closing early.

Vendor Tent Requirements:

- **Vendors are required to have a clean, well working 10x10 canopy tent.** The canopy can be any color. Any graphics displayed on the canopy must match your company/products sold.
- Vendors approved for an awning space must provide their own table. Please be aware, these spaces fit up to an 8' table - they are not full 10x10 spaces.
- Vendors are responsible for all set up materials including, but not limited to: tables, canopy tents, umbrellas, chairs, signage, and tablecloths. If electricity is required, we ask that you provide your own self-sustaining power/electricity.
- All tables must be fully covered with a tablecloth.
- **Sometimes it gets windy. Please have 25 pound weights for your tent legs. Tent stakes are not permitted.**

Food Sampling

Food samples are permitted. Please follow all state rules and regulations for safe food handling and permissible food sampling.

Music at the Market

The Marketplace will do its best to schedule music at the market as much as possible to provide a pleasant experience for both vendors and market attendees. Vendors are prohibited from playing music in their own booth space. This is in an effort to provide a cohesive experience for all people in attendance.

Photos at the Market

By vendor's operation at the Market, vendor consents to The Marketplace on Trouble Creek's right to photograph or video any vendor or vendor booth for the use of advertising or promotion of the Market. All images will become the property of The Marketplace on Trouble Creek.

Vendor's Marketing

The Market will be promoted by all vendors throughout social media platforms, word of mouth at business gatherings throughout the month in order to boost foot traffic.

Vendor Agreement

Agreement will be signed upon completion of Vendor Application. The following statement will be agreed upon and signed using a digital signature.

By typing my name in the application, I acknowledge the following:

- I have received, carefully read, and understand the The Marketplace Farmers Market rules and regulations for operation and use of market spaces via the Vendor Handbook;
- I understand that if I provide false information or if I violate the rules and regulations outlined within, I may lose vending privileges with The Marketplace