



St. Andrews Waterfront Market 2017 Vendor Application

Meet Me At The Market! We are now Year-round!

Market Fees for 2017 are: \$30 (one-time) set up fee
\$20.00 per week

Market schedule: *Most Saturdays from January 7, 2017 to December 23, 2017, 8:00am – 1:00pm*
(Some market closures are possible due to weather and participation.)

Vendor Name:	Mailing Address:
Business Name:	
Phone _____	Dept of Revenue Sales Tax ID: <i>(For Tangible Goods)</i>
*Email _____ <small>*List an email address you monitor often.</small>	# _____

Product(s) to sell at the Market:

Canopy type (required):	Circle dates interested: (No Market Feb. 18 due to Mardi Gras)				
	January	7	14	21	28
	February	4	11	25	
	March	4	11	18	25
	April	1	8	15	22 29
	May	6	13	20	27
	June	3	10	17	24
	July	1	8	15	22 29
	August	5	12	19	26
	September	2	9	16	23
	October	7	14	21	28
	November	4	11	18	25
December	2	9	16	23	

Dec. 9, Boat Parade Market (Marina)

LIABILITY
Liability is the responsibility of the vendor. The City of Panama City, St. Andrews Marina, Historic St. Andrews Waterfront Partnership (HSAWP), its agents and subcontractors assume no risk. By acceptance of this Market Agreement, the vendor expressly releases the City of Panama City, St. Andrews Marina, HSAWP, the St. Andrews Waterfront Market, and its agents and subcontractors 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 the City of Panama City, St. Andrews Marina, HSAWP, and St. Andrews Waterfront Market, and its agents and subcontractors harmless of any and all loss or damage thereof.

The City of Panama City, St. Andrews Marina, HSAWP, the St. Andrews Waterfront Market, and its agents and subcontractors are hereby released and discharges of any and all liability from loss, injury, or damage to persons or property that may be sustained during the market or on any property where the market is held. I have read and understand the foregoing, and I agree to comply with the regulations as stated.

By signing this application, I acknowledge that vendor lists will be provided to the City of Panama City Business Licensing for tax collection purposes and agree with the rules and regulations of this market agreement.

Printed Name _____ Signature _____ Date _____

Email completed form to market@historicstandrews.com

You can also drop it off at 1134 Beck Avenue between 1:00-5:30pm, Monday - Friday
Cash is accepted. Checks should be made out to "Historic St. Andrews Waterfront Partnership".

RULES, REGULATIONS AND MARKET AGREEMENT

The St. Andrews Waterfront Market is an economic development tool of the St. Andrews Waterfront Partnership with a goal of improving the economic health of St. Andrews by providing a place for merchants to sell their goods directly to consumers, as a quality activity for the community and as an opportunity to incubate small businesses.

The Market will be open most Saturdays, January through December. All items for sale must maintain the integrity and identity of the St. Andrews Waterfront Market. **Requests to change/add items to merchant inventory must be made in writing to Market Manager.**

COMMODITIES

To preserve the charm and intent of the Market, commodities are limited to:

- Fresh produce
- Fresh seafood
- Farm Bureau items
- Dried fruits and nuts
- Horticultural products, plants, flowers
- Honey, jams and jellies
- Fresh baked goods, breads and pies
- Fresh and dried herbs
- Handmade soaps
- Handmade and Fair Trade wares
- Aquaculture
- Local art

- ❖ Any and ALL items outside of this list MUST gain approval from the Market Manager and Market Resource Committee (MRC).
- ❖ All produce offered at the market shall meet the requirements of local and State agencies. For commodities sold by weight, legal scales are required and must be approved by the Department of Agriculture and Consumer Services Bureau of Weights and Measures.
- ❖ Commodities are NOT to be sold from trucks without prior approval of the Market Manager. Vendors are prohibited from parking in front of the market on Beck Ave and the paved parking lot. We want to keep the area visible to customers.
- ❖ The Market Manager may require the removal of any items that are objectionable to community standards.
- ❖ Vendors who offer items for sale in bulk may request additional space in a designated area. These requests should be made by Thursday before Market day and are subject to the approval of Market Manager.

VENDOR SPACE MANAGEMENT

Merchants must accept the space assigned by the Market Manager and pay the daily Vendor Fee. One space is 10' X 10' with a limit of two (2) vendor spaces per merchant.

Market begins promptly at 8:00am. Vendor spaces will be reserved until that time. Arrivals after 8:30am maybe be instructed to set up outside the perimeter or refused entry if the market is full.

- All displays must be engineered to safely withstand crowds and adverse weather conditions,
- All tables must be covered and all back stock kept in an orderly manner. Use attractive floor length table coverings to conceal stock / boxes.
- All display areas must be neat, attractive and professional. Nothing that detracts from the Market's charm may be visible to patrons.
- No neon and unprofessional signage allowed.
- No stake signs are allowed.
- Use good judgment when designing your space. It is your storefront!

FEES

Fall 2017 Fees are: a \$30.00 One-Time Setup Fee and \$20.00 per week.

SIGNAGE

Vendors are permitted professionally produced signage within their assigned space. No handwritten or bright paper signage without prior approval. Signs must fit within designated vendor space. Stand-up signage should be engineered to withstand crowds and adverse weather.

***Please initial after each policy stating you understand and will comply with the standards set for vendors.**

TRASH

Restaurant and food vendors are required to provide their own trash containers. **All trash must be removed upon conclusion of Market.** The assigned vendor space and surrounding area shall not be altered, changed or damaged in any way. Ice and water may not be emptied in the Smith Yacht Basin or parking area. If produce is to be processed at the market (tied, trimmed, bundled prior to display), vendor must provide a trash receptacle.

Initial:

****LICENSING****

All vendors must maintain required licensing and approval by appropriate departments (i.e. City Licensing, Florida Division of Motels and Restaurants) and any other professional regulating entity. Food not covered under the cottage industry guidelines must be prepared in a licensed kitchen. Vendors must meet all regulations in terms of cleaning products, processes and utensils. Any infraction of rules, citations or penalties shall be solely vendors' responsibility. Food liability insurance is required.

Initial:

SALE OF LIVE ANIMALS of any kind is strictly prohibited and will result in immediate expulsion of vendor.

Initial:

SANITATION

Vendors must maintain their space in a clean and sanitary manner. **When vacating the space, vendors will remove all debris, trash, equipment, seafood, fruits, vegetable, trimmings, wrappings and containers. Space must be left exactly as you found it. Trash must be taken with the vendor and disposed off site in the appropriate manner.**

Initial:

FINANCIAL RESPONSIBILITY

Any damage that occurs due to vendor actions will result in financial penalty to vendor to offset the damage.

Initial:

ELECTRICITY

Electricity is not provided at the St. Andrews Waterfront Farmers Market. If you need power for your booth you must bring a jump box or (quiet) generator for your needs.

Initial:

MUSIC

No vendor will be allowed to disturb the Market with loud music or loud noise. Music will be provided by the Market, budget permitting.

Initial:

CONDUCT

Personal attire, language, conduct and attitude of vendors and vendor staff must be appropriate to a family-friendly marketplace. Violations will be noted and vendors will be asked to discontinue the inappropriate behavior or risk exclusion.

Initial:

SALES TAX

If your product requires collection of local or state sales tax, vendors are solely responsible for the payment of said taxes. Vendors are required by state law to collect from customers applicable taxes on tangible property that is sold at the Market. Tax collection and payment is solely the responsibility of the vendor. Produce and Cottage Food products are typically exempt from tax. Handcrafted goods, however, are not exempt and are considered to be tangible property. Vendors should register as 'dealers' (free online registration) so that Sales and Use tax payment can be remitted. Registration is free at: <https://taxapps3.state.fl.us/Iregistration/Reason.aspx>
After registration, DOR will mail you quarterly tax forms.

Initial:

PETS

Vendors are not permitted to bring pets. Service animals are allowed.

Initial:

SMOKING

Smoking at Smith Yacht Basin should be kept discrete and away from shoppers.

Initial:

ORGANIC COMPOST

No organic compost such as mushroom compost, crab, shrimp or fish waste, or animal manure waste, will be permitted at the Market.

Initial:

St. Andrews Waterfront Market

Ph (850) 872-7208 email: market@historicstandrews.com