



# Saturday Farmers' Market

## RULES & REGULATIONS

City Commission  
Parks & Recreation Advisory Board  
City Commission

- > **APPROVED 08.07.2013**
- > **AMENDED 04.22.2015**
- > **APPROVED 09.14.2015**
- > **EFFECTIVE 10.01.2015**

### GENERAL

- A. The Market will operate on Saturday from 7:00am to 1:00pm.
- B. The facility address is 200 West New England Avenue, Winter Park, FL 32789
- C. The business office is located at 721 W New England Avenue, Winter Park, FL 32789
  - a. Office hours are from Monday - Friday 8am-5pm. Ph. 407-599-3397.
- D. Due to safety and health reasons dogs are not allowed in the building. However dogs are allowed on leashes on the grounds.
- E. All waiting list applications will expire on September 30<sup>th</sup>.

### VENDOR CATEGORIES/DISTRIBUTION OF OVERALL MARKET SPACE

- A. Produce Vendors.....20% of present Market Vendors
- B. Large Plant Vendors.....25% of present Market Vendors
- C. Small Plant Vendors.....10% of present Market Vendors
- D. Bakery Vendors.....10% of present Market Vendors
- E. Primary Small Vendors.....25% of present Market Vendors
- F. Certified Organic.....5% of present Market Vendors
- G. Locally Grown.....5% of present Market Vendors
- H. 1 Space will be assigned for Winter Park Nonprofit Organizations upon approval.
- I. 1 Space will be assigned for Open Public Forum upon approval.
- J. 1 Space will be assigned for exhibit, entertainment, demonstration, and promotion upon approval
- K. No more than two primary small vendors may utilize the Market at one given time.
- L. Secondary items must cover an area no greater than 25% of the total display space assigned to the vendor.

### CATEGORY DEFINITIONS

Contained herein are general guidelines for categories at the Winter Park Farmer's Market. The Winter Park Farmer's Market is one of the few markets in Florida that categorizes the types of vendors it has. General vendors consist of a vendor that is allowed to carry any items that fall under the category of produce, large plants, small plants and bakery. It

may also consist of items that are sold by a primary small vendor, for example: the small plant vendor may sell orchids which are also sold by a primary small vendor that only sells orchids. Below is the list of categories and a brief description.

- A. Produce Vendor- 20% of the present market vendor space
  - 1. Definition- a vendor that can sell any type of products related to citrus, vegetables, cultivated or naturally grown items of relation to produce (Example: produce vendor may carry citrus in addition to us having two primary small vendors that sell citrus).
- B. Large Plant Vendor – 25% of the present market vendor space.
  - 1. Definition- a vendor that sells general plant products ranging from large landscaping items to small potted plants, and flowers
- C. Small Plant Vendor – 10% of the present market vendor space.
  - 1. Definition- a vendor that sells general plant items such as: foliage, potted plants, annuals and flowers. (Example: small plant vendor may sell orchids in addition to us having two small primary vendors)
- D. Bakery Vendor -10% of the present market vendor space.
  - 1. Definition- a vendor who sells baked goods, dessert, pastries, and pies. (Example: a bakery vendor may sell bread in addition to us having two small primary bread vendors).
- E. Primary Small Vendor – 25% of the present market vendor space.
  - 1. Definition –these vendors consist of any vendor that falls under the guidelines for the Farmers Market, these vendors can only specialize in one product. No more than two primary small vendors may utilize the Market at one given time.
- F. Seasonal Vendors – These are vendors that can sell any product two weeks before the following holidays: Valentine’s Day, Easter, Mother’s Day, Father’s Day and our Christmas Holiday season which is November 1-December 31. These items must be themed related to the particular holiday.
- G. Certified Organic- 5% of the present market vendor space.
  - 1. Definition -Product must be certified by an accredited certifying agent and is allowed to wear the USDA organic seal.
- H. Locally Grown- 5% of the present market vendor space.
  - 1. Definition -must be grown in within 100 miles of the market.
- I. All food vendors (prepared/prepackaged) are required to carry a license from the Department of Agriculture/ DBPR.

## **VENDOR RULES**

- A. Each vendor must obtain an occupational license from the City of Winter Park.
- B. Vendors must be set up no later than 6:30 a.m. so there is no interruption in service.
- C. Vendors will be limited to the sale of plants, bakery, produce, consumable items, locally grown produce, certified organic products related items sold by Farmer’s Market vendors and holiday/seasonal items. The sale of other retail flea market items, crafts and antiques will not be permitted. Additional products must be approved by the Parks and Recreation Commission.

- D. Vendors must obtain, display and keep current applicable state, county and city licenses. All vendors are required to display business names at all times.
- E. Large trucks, those over 1.5 tons must unload and exit the area no later than 6:00 a.m.
- F. Vendors who must use a vehicle as an integral part of their business are limited to a vehicle with a weight of 1.5 tons or less. Using the vehicle as a holding area is not considered integral to the business.
- G. Full time vendors' must pay on the last Saturday of each month for the entire upcoming month and will be provided a reserved space. A vendor that participates (minimum) forty weeks a year is provided a reserved space.
- H. Part-time Vendors are vendors that sell seasonal merchandise and participate on a weekly or part-time basis. Seasonal vendors may receive a stall on a weekly basis with no permanent location or six working days prior to Market date and must pay the Saturday, one-week prior to the requested market date.
- I. The City reserves the right to relocate vendors within the market and to limit the quantity of stall space sold to any vendor.
- J. Vendors are responsible for cleanup in the vicinity of their operations
- K. Three consecutive no shows will constitute an automatic termination.
- L. First offense of fraction will carry a written warning. A second offense will result in terminating a vendor.
- M. No one vendor may reserve more than 10% of the market space.
- N. Space for charitable nonprofit groups shall be limited to one group per week and two times per year, per group. These groups will not be required to pay the published fees but submit their request in writing to the Division Chief for approval.
- O. All vendors eligible under SNAP (Supplemental Nutrition Assistance Program) and FAB (Fresh Access Bucks) guidelines must participate in the programs.

**FEES**

Full Time Vendors Weekly Fees	Part Time Vendors Weekly Fees
(A) Outside 12'x10' space, no electricity - \$26.00	(A) Outside 12'x10' space, no electricity - \$36.00
(B) Outside Additional 6', no electricity - \$14.00	(B) Outside Additional 6', no electricity - \$24.00
(D) Outside space with electricity - \$30.00	(D) Outside space with electricity - \$40.00
(E) Outside additional 6', with electricity - \$17.00	(E) Outside additional 6', with electricity - \$27.00
(D) Inside 12'x10' space with electricity - \$35.00	(D) Inside 12'x10' space with electricity - \$45.00
(E) Inside 12'x10' space without electricity - \$32.00	(E) Inside 12'x10' space without electricity- \$42.00
Vendor Deposit - \$50.00	Vendor Deposit - \$50.00

I have read and understand all of the Rules and Regulations. I agree to abide by all of the above and those on preceding pages.

Signed \_\_\_\_\_

Date \_\_\_\_\_

