

**CAPE CORAL FARMERS MARKET AT CAPE HARBOUR
OPERATING
POLICIES & PROCEDURES
MAY 19, 2018-SEPTEMBER 29, 2018**

The Cape Coral Farmers Market at Cape Harbour strives to be known throughout the community as a quality market with friendly vendors, reasonable prices and a wide variety of fresh produce, bakery items, seafood, native plants and delicious foods. To maintain the quality of the Market, potential vendors must complete the vendor application and return to: The Chamber of Commerce of Cape Coral.

Applications can be sent by:

E-Mail to: cs@capecoralchamber.com

**Mail to: The Chamber of Commerce of Cape Coral
P.O. Box 100747
Cape Coral, Fl. 33910**

Fax to: 239-549-9609

All potential vendors must complete the Cape Coral Farmers' Market at Cape Harbour application. **Please note, application does not guarantee acceptance as a vendor for the Cape Coral Farmers' Market at Cape Harbour.**

Vendors will be selected with consideration being given to ensure the quality and integrity of the Cape Coral Farmers' Market at Cape Harbour.

Market management reserves the right to decline the participation of vendors that do not fit the Market objectives or criteria for participation.

Vendors may not sell products not listed on application without permission of Market manager. Any additions must be approved by Market Staff.

The Cape Coral Farmers Market at Cape Harbour will accept crafts on a limited basis. Priority items are vendor made crafts.

MARKET LOCATION & HOURS OF OPERATION

The Market will be held in the common areas at Cape Harbour.

The “open” selling hours of the market are from 8:00 A.M. to 1:00 P.M. on Saturdays starting May 19, 2018 and ending on September 29, 2018

VENDOR FEES

Monthly Fee-paid for each Saturday of the month is due on the 1st Saturday of each month-\$40.00 per space

Paying Fee Weekly -\$50.00

One “space” is defined as 10’ x 10’.

Space cannot be divided, shared or transferred.

Returned Check Fee-\$40.00

Late Fee: All late rental fees will be assessed a \$15.00 per week late charge.

COUPONS

Vendors must agree to accept \$1.00 off coupon* from various marketing pieces, including but not limited to, The News-Press and the Breeze newspapers. Coupons should be turned in to on-site Market Manager. Any questions concerning coupon acceptance should be directed to the Market Management.

*Coupon rate will initially be based on \$5.00 purchase. This is subject to change.

MARKET BUCKS

1. Market Bucks are sold in token form at the Market Information tent and are sold in denominations of \$1, \$5, \$10 & \$20 dollars and are natural wood colored.
2. Vendors must agree to accept these tokens for redemption.
3. These tokens are presented as cash to vendors. Cash change may be given.
4. Vendors must redeem these at the end of the day they were received for real dollars.
5. Keep these tokens in mind if a customer needs cash for purchases
6. Market Bucks have a limit of \$40.00 per customer per day.

SNAP/EBT Tokens-(food stamp benefits)

1. These tokens are similar to market bucks but blue in color.
2. These tokens apply to only EBT/SNAP eligible food products.
3. Cash change may **not** be given to customer for these tokens.

Fresh Access Bucks Tokens-(FAB) (food stamp benefits)

1. These tokens are green in color and only to be used for the sale of Florida grown fruits & vegetables.

SATURDAY SET-UP & TEAR-DOWN

1. Vendors can begin setting up their display at 5:30 a.m. and should be complete by 7:30 a.m.
2. No cars are permitted to drive into the Market area between 7:15 a.m. and 1:15 p.m.
3. Vendors are responsible for supplying all of their booth materials: tents, tables, chairs, etc.
4. Vendors are expected to remain open for business until the close of the Market.
5. Tents must be weighted @ 20 lbs. per leg.
6. **Weights are mandatory at all times**
7. Vendors may not stay on site to sell after the designated closing time.
8. Vendors are responsible for removal of all garbage and may not use area dumpsters or market garbage cans. These are for customer use only.
A \$15.00 fine will be assessed for non-compliance.
9. Vendors must sweep and dispose of any debris both organic & non-organic.
A \$15.00 fine will be assessed for non-compliance.
10. Late arrivals may forfeit their reserved space.

BOOTH APPEARANCE & FOOD HANDLING

1. Vendor is responsible for providing tents, tables, chairs needed.
2. Tables should be covered with clean, attractive coverings
3. Tabletops must extend beyond any angled legs to avoid people tripping.
4. Any prepared foods, not pre-packaged, must be covered and must be handled with disposable plastic gloves.
5. All vendors must be in compliance with the State of Florida regulations.
6. Signs should be clean and securely attached to tables, tents, etc.
7. Clothes pin attachments are not permitted.
8. Outdoor concession stands/ trailers/ tents using deep fat fryers will have one 2-A: K class fire extinguisher within 30' of the cooking appliance. All fire extinguishers must be tagged annually by a Licensed Florida Fire Extinguisher Company. Typical appliances include; deep fat fryers; griddles, range tops; upright, natural charcoal, or chain-type broilers; electric, lava rock, mesquite or gas-radiant char-broilers and woks.
Any cooking appliance not having the proper fire protection equipment may not be used until the proper fire protection equipment is on site.
9. Generators used must be approved for use and one of the "Quiet Type" generators.

GENERAL GUIDELINES

1. All vendors and personnel are expected to be courteous to customers, vendors and Market staff.
2. Any disputes or grievances should be taken to a Market staff person.
3. Clean & appropriate dress is expected. No revealing clothing or bathing suits permitted. No t-shirts with explicit, racy or offensive words or graphics.
4. No smoking in your booth during market "Open" time.
5. Please keep language appropriate.
6. No alcoholic beverages or illegal drugs are permitted.
7. Customer dogs are allowed at the Market. Please report any unruly dogs to the Market staff.
8. The Market reserves the right to ask for removal of unsuitable or unapproved items from the Market.
9. Vendors must remain in place until market close. No driving into market footprint until 1:15 pm. If you need to exit the market for any reason during selling hours, you must advise market staff before leaving.
10. Vendors leaving early without advising market staff will be fined \$25.00.
11. Vendor Parking will be designated by market staff.

VENDOR PERSONNEL

1. Vendors are responsible for the conduct of their personnel and making sure that they are aware of the policies and procedures of the Market.

MARKET COMMUNICATIONS

1. Each vendor must provide an e-mail address for all market communications and market updates. All communication, notices and information will be dispersed by e-mail only. **No exceptions.**

WEATHER CONDITIONS

1. The Market will not be closed simply due to a general rain possibility. The weather will need to have a very high probability of being severe to close the Market. Credit will be given **only** for total Market closure.
2. Be prepared for bad weather, even if it is brief. If it rains you will want to have appropriate covers for your merchandise close at hand. If it's windy, stabilize your tent or umbrella with weights. Please secure bags, containers or any other materials.
3. Full Market closures notifications will be sent by e-mail so be sure to check your e-mail if the weather is deteriorating.

LICENSING, PERMITS & INSURANCE

Upon acceptance as a Market vendor, you will be required to submit all necessary copies of licenses, permits, insurance coverage and hold harmless form no later than May 14, 2018.

Obtaining the proper licenses or permits and obeying all Federal, Local and State Codes is the sole responsibility of the vendor, including any regulations of the Florida Dept of Agriculture or other regulatory agencies.

Note: State of FL. Permit and License information can be found at www.myflorida.com

Vendor Liability Insurance is required by the Cape Coral Farmers Market Insurance Company. A Certificate of Liability Insurance naming the Chamber of Commerce of Cape Coral, Inc. as additional insured must be submitted before May 14, 2018

The insurance specified in the Certificate must have limits of at least \$100,000.00 per occurrence, \$1,000,000.00 aggregate for the vendor. The Certificate must cover all dates on which the vendor is at the Cape Coral Farmers Market, and otherwise be acceptable to the Chamber of Commerce of Cape Coral, Inc.

Sales tax where required by the State, is the responsibility of the seller.

All non-produce vendors must provide a current copy of either a Lee County or City of Cape Coral occupational license by May 14, 2018 .