



## **SURFSIDE SUNSHINE MARKET OPERATING POLICIES & PROCEDURES**

The Surfside Sunshine Market 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, and delicious foods. To maintain the quality of the market, potential vendors must complete the vendor application and return to:

**E-Mail to:** [cs@capecoralchamber.com](mailto: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 Surfside Sunshine Market application. **Please note that your application does not guarantee acceptance as a vendor for the Surfside Sunshine Market.**

Vendors will be selected with consideration being given to ensure the quality and integrity of the Surfside Sunshine Market.

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 Surfside Sunshine Market is not intended to be a craft show nor a flea market. We will accept crafts on a limited basis. Since food related items are the core of the Market, we give preference over non-food related items.

## **MARKET LOCATION & HOURS OF OPERATION**

The Market will be held in the Parking Lot of The Shops at Surfside year-round. This location is North of Veterans Pkwy and west of Surfside Blvd. The “open” selling hours of the market are from **1:00 P.M. to 6:00 P.M.** on Tuesdays from October 2, 2018-April 30, 2019.

## **VENDOR FEES**

**One “space” is defined as 10’ x 10’.**  
**Space cannot be divided, shared or transferred**

**Monthly Fee**-paid for each Tuesday of the month is due on the 1<sup>st</sup> Tuesday of each month-\$42.00 per space.

**Months with 4 Tuesdays =168.00**  
**Months with 5 Tuesdays = \$210.00**

**Paying Fee Weekly**-\$52.00

**Returned Check Fee**-\$40.00

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

Market Management reserves the right to assign all vendor spaces. Requests for specific sites will be given consideration based on product requirements, past history, attractiveness of display and vendor style.

Returned check fee is \$40.00

**There are no refunds or credits.**

## **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 \$1.00, \$5.00, \$10.00 and \$20.00 increments. There is a \$40.00 limit.
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 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**

1. These tokens are green in color and can only be used to purchase Florida grown fruit and vegetables.
2. Produce vendors accepting these tokens must fill out the Vendor Acceptance Form before being able to accept these tokens.
3. Florida grown fruits and vegetables must be labeled **Florida Grown** on displays.
4. Cash change may **not** be given to customer for these tokens.
5. Tokens must be redeemed by vendors at the end of each day received.

### **Outside Set-Up & Teardown Guidelines**

1. Vendors can begin setting up their display at 6:00 a.m. and should be complete by 7:30 a.m.
2. Cars must be removed from market footprint by 7:30 am
3. Vendors must check in every morning before set-up. Go to market office tent.
4. 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 are responsible for removal of all garbage and may not use area dumpsters
8. or market garbage cans. These are for customer use only. A \$15.00 fine will be
9. assessed for non-compliance
10. Vendors must remain open until the closing time. Breaking down early is prohibited.
11. Vendors must sweep and dispose of any debris both organic & non-organic.
12. A \$15.00 fee will be assessed for non-compliance.
13. Late arrivals may forfeit their reserved space.
14. **Generators must be the "quiet" type of unit.**

### **Booth Appearance & Food Handling**

1. Vendor is responsible for providing tents, table & chairs
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. 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 found not having the proper fire protection equipment will not be used until the proper fire extinguisher is on site.

### **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 6:15 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.

### **Vendor Personnel**

1. Vendors are responsible for the conduct of their personnel and making sure 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.

### **Weather Conditions**

1. The Market will not be closed simply due 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, Insurance & Permits**

***Note: Permit and License information can be found at [www.myflorida.com](http://www.myflorida.com)***

Upon acceptance as a Market vendor, you will be required to submit all necessary copies of licenses, permits, insurance coverage and hold harmless form.

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.

Vendor Liability Insurance is required by the Surfside Sunshine Market Insurance Company. A Certificate of Liability Insurance naming the Chamber of Commerce of Cape Coral, Inc. as additional insured must be submitted.

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 Surfside Sunshine 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 vendors must provide a current copy of either a Lee County or City of Cape Coral occupational license with application.