

The City of Brooksville



Every Saturday beginning July 09, 2016

VENDOR RULES & REGULATIONS

- 1) The City of Brooksville reserves the right to accept or reject any exhibits it deems unsuitable for the event, at the sole discretion of the City.
- 2) The City of Brooksville reserves the right to place a vendor in the area they deem most appropriate.
- 3) Vendors must supply all displays, props, tables, chairs, etc. All extra merchandise shall be stored and kept clear of public areas and in a safe and orderly manner.
- 4) Vendors shall be prepared for any type of weather as there is no alternative rain date for these events. Vendors are solely responsible for their personal property and/or anything they bring to the market.
- 5) Vendors must not solicit outside of their space. To do so may result in termination of your participation in this event (including future dates).
- 6) If your contact information changes after you submit your application, please call or email us with the updated information, as soon as possible, so that we may contact you if necessary.
- 7) Obtaining the proper licenses or permits, and obeying all codes is the sole responsibility of the vendor, including any regulations of the Florida Department of Agriculture or other regulatory agencies, including local fire & health codes.
- 8) Vendors may begin unloading & setting up at their assigned spaces no earlier than 7:00 am on the morning of the event. Everyone is to be set up by 8:30 am. Hours of the market are: 9:00am-1:00pm. The Saturday Morning Market will be held every Saturday starting July 9, 2016. All vendors must stay until 1pm there will be no early departures. You may not park at your booth, for customer convenience, please park in the vendor's parking lot.
- 9) Fire retardant tents are encouraged; although we prefer white or blue tents, colors are vendor's choice.

- 10) Our set up will be handled in a professional fashion; we are not a yard sale or flea market.
- 11) Those bringing furniture, clothing, china/glassware, etc., must be clean having no holes, stains or broken pieces.
- 12) The City of Brooksville Farmer's Market does not allow political candidates space or publicity of such, social issues or targeted special interest groups to be present at the market. Please understand the Market Manager has the final decision authority.
- 13) Vendors will be responsible for handling their own money exchange and have the proper change available. The Saturday Morning Market will not have change to provide.
- 14) Completed Vendor Application Forms and payment must be submitted in advance. Cash or checks are acceptable forms of payment. Check should be made out to City of Brooksville. The 10 X 10 space acquired will cost \$15.00, extra space is an additional \$15.00 per 10 x 10 square.
- 15) Reserved vendors who have not arrived by 8:45am on Market day and has no indicated in advance that they will be late, may have to forfeit their space.
- 16) Vendor parking is designated at City Hall, 201 Howell Ave. Brooksville, 34601. Vendors are not allowed to park in the market area. It is critical that we leave the most convenient parking available for customers.
- 17) Vendors are responsible for breaking down and bagging all of their garbage and placing it in the designated dumpsters. Clean up should be completed by 2:00pm at the latest, to enable streets to be re-opened.
- 18) Wind can often be a challenge; we strongly recommend that you ALWAYS bring weights for your tent in case of windy conditions. Gallon jugs of sand or water hung from long bungee cords tend to work well.
- 19) Please communicate this event among your contacts to help us spread the word and benefit all the vendors at the Market.
- 20) These rules have been developed by the City of Brooksville, and are subject to change at the discretion of the City of Brooksville, upon review and without notice.

With your participation, The Saturday Morning Market is going to be a success!

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