

City of Green Cove Springs

*Vendor
Information
Packet*

City of Green Cove Springs
321 Walnut Street, Green Cove Springs, FL 32043
www.greencovesprings.com/SpecialEvents

Questions regarding the policies and procedures
outlined above should be directed to:
Kimberly Thomas, Event Coordinator
Executive Assistant to the City Manager
kthomas@greencovesprings.com
904-297-7054

Rules, Regulations and Guidelines

Section 1: Mission Statement

To provide the residents of Green Cove Springs and the greater community with access to foods, crafts, and live entertainment in a safe and family-friendly environment while providing an outlet for local vendors to sell their goods promoting daily tourism and stimulating the local economy at large.

Section 2: Vendor Categories

The City of Green Cove Springs is not liable for vendor products or issues arising from the sale of such. With the exception of food vendors, vendors are not required to carry insurance; however, a policy with at least \$1,000,000 in general liability coverage is strongly encouraged.

1. **Permitted vendors** include Artists, Crafters, Food Vendors, Non-Profit Organizations, Business Vendors, Entertainment Vendors, and Candidates (during elections).
- **Artists: \$50.00**
Photography/Digital, Painting/Drawing, Mixed Media, Sculpture, Woodworks, Pottery/Ceramics, Baskets & Gourds, Glassworks, Jewelry, Fiber/Leather, Art from Recycled Items, etc.
- **Crafters: \$50.00**
Soaps/Beauty Products, Garden & Home Décor, Pet Products, Candles, Knit/ Crochet, Embroidery, Quilts, Clothing, Accessories/Hair Products, Wreaths, etc.
- **Food Vendor: \$100.00**
Preparing & selling food on-site for immediate consumption either out of a truck, trailer, or tent.
 - A. Food Vendors are subject to random inspections from the health department.
 - B. Food Vendors must comply with all local, state, and federal agencies. More information can be found at FreshFromFlorida.com and/or MyFloridaLicense.com. These agencies include:
 1. State of Florida Department of Business & Professional Regulation
 2. Division of Hotels & Restaurants
 3. State of Florida Department of Health
 4. State of Florida Department of Agriculture & Consumer Services
 - C. **Insurance Requirements:** This is a non-negotiable requirement for participation by all Food Vendors in the market. Vendors must provide a Certificate of Insurance (COI) proving the vendor holds at least a \$1,000,000 general liability policy. The following conditions must also be met:
 1. City of Green Cove Springs listed as an additional insured on all policies.
 2. The Certificate Holder Box must contain:
City of Green Cove Springs
321 Walnut Street
Green Cove Springs, FL 32043

If you do not currently have an insurance policy, there are several companies that provide event vendor insurance. Some examples include:

www.specialeventinsurance.com

www.kandkinsurance.com

www.theeventhelper.com

- **Non-Profit Vendor: \$0.00**
 - A. In order to participate in the event, organizations must meet the following criteria.
 - B. The organization must be a registered non-profit. Proof of status must be provided in the form of a 501(c)3 Tax Exemption Certificate. No other document will be accepted as proof of status.
 - C. Organizations may not give away any items that compete with the sales of market vendors.
 - D. Groups shall not roam the event with pamphlets, petitions, or other solicitation items. The event coordinator may make exceptions on a case-by-case basis.
- **Business Vendor: \$50.00**
Banks, realtors, medical offices, phone companies, legal services, etc.
- **Entertainment Vendor: \$50.00**
Bouncy items, face painting, rock-climbing, magician, etc.
- **Candidates: \$25.00**
Person(s) running for office.

Section 3: Payment Methods Accepted: Due 30 days prior to date of event

- Cash
- Checks & Money Orders payable to: City of Green Cove Spring

Make payment to:

City of Green Cove Springs
Attn: Kimberly Thomas
321 Walnut Street
Green Cove Springs, FL 32043

Section 4: Application Process

- I. **Applicants:**
 - A. You must provide an email address that you check regularly with your application. The vast majority of event communications are done via email. Your application will not be approved without one.
 - B. The approval process takes at least one week. You will be notified via email.
 - C. You must submit the sales form to be considered. Your website may be submitted in lieu of the sales form and pictures. Your Facebook page may not be used for this purpose. You are not

required to have a website or Facebook page to participate in the market.

- D. The event coordinator has the right to reject any application that does not fit into our market as she deems appropriate.
- E. **This is a RAIN OR SHINE Event.**
The event may only be cancelled in the event of any of the following:
 - 1. Radar indication of a total washout (i.e., heavy downpours expected to last longer than 2 hours)
 - 2. Severe weather threats, lightning, high wind, etc.

II. Booth Assignments:

- A. **Booth Spaces** are 12'x10' to accommodate a 10'x10' tent. The event only provides space. You are responsible for your own tables, tents, chairs, etc. All your merchandise must fit within this space.
 - 1. **Tents are required** for participation in the market.
 - a. With approval, you may create a custom display with carts, trailers, etc. and be exempt from the tent requirement. Renderings and/or photos must be provided to the event coordinator prior to setup.
 - b. Uniqueness and creativity in your setup are encouraged. You must contact the event coordinator for exemption consideration.
 - 2. Tables must be draped or nicely covered.
- B. **Signage** may be placed near your booth advertising your items. Signage includes real estate signs, frames, and banners. Signage may not be excessive or impede the traffic to another vendor's booth. Under no circumstance can signage be placed between the street and the sidewalk. This is public right of way. Signs will be taken down and will not be returned to the vendor.
- C. Assignments will be made at the discretion of the event coordinator and in an effort to preserve the quality and flow of the event. Assignments will be sent via email no later than 5pm on the Friday preceding an event day.
- D. Parking Passes will be sent via email no later than 5pm on the Friday preceding an event day and must be present when checking in. Only one pass per entry.
- E. Power Access and Generators: Electricity will be available at NO additional fee (where available), so please indicate your needs clearly on the application! Vendors will have access to ONE 110Volt GFI outlet, on a 20- amp or 30-amp breaker. Vendors are responsible for covering all cables and wires in his or her booth and MUST be covered at ALL times. Extension cords, splitters, etc. will NOT be provided. Please plan on bringing a minimum of 100' of extension cord and any additional equipment you may require to the event. Please be considerate of your neighbors who may also need access. Consider battery-operated devices as an alternative.
- F. Generator use must be a whisper-type device. Excessively noisy generators or those producing smoke or gas are strictly prohibited.

III. Booth Operations:

- A. Booths must be staffed the entire duration of the event.
- B. **Prices:** Vendors must display prices for their items at all times. Creativity is encouraged in the display of pricing.
- C. Business cards, flyers and free samples that promote the vendor's approved works are

permitted; however, walking around the market site to advertise, pass out samples or distribute flyers is not permitted at this market.

1. Hawking or aggressive sales are prohibited. Do not approach customers outside your booth or touch them in any way.
- D. Vendors will not be permitted to sell or serve alcoholic beverages of any kind. Failure to comply with this rule will result in immediate and permanent expulsion from future events.
- E. No products containing CBD oil, or any controlled substances are permitted at the market.
- F. Staff will do everything possible to keep like items at a minimum. Vendors selling like items will not be next to each other.
- G. Vendors are responsible for collecting tax.
- H. Extra merchandise must be within your designated area.
- I. Extreme loud music or extreme smells are prohibited at your booth.

IV. Pets:

1. Pets are allowed on the event grounds. Vendors must follow the rules and regulations applicable to their business regarding the presence of animals.
 - A. All pets must have identification tags with owner's information.
 - B. All pets must be on a leash that is tied down or held at all times or be confined to a crate.
 - C. All pets must be well behaved: biting, excessive barking or other noises will not be tolerated.
 - D. Please use common sense when bringing your pet into a crowded area, and when it is extremely hot out.
 - E. Pick up after your pet! Bags will not be provided. Bring your own.

Section 5: Setup/Breakdown Process:

1. **Check-In** begins on the morning of the event as indicated on the application. All vendors must check in during that time frame to avoid being marked as late or no call/no show. Anyone arriving after check-in may be turned away.
 - A. **Vendors are responsible for setting up their own booths.** Event staff is not available to assist and volunteers are not guaranteed.
 - B. **Location of booths:** Spaces are designated by a numbered stake/flag in the center of your designated space. Your booth number will be on the stake/flag.
2. **Setup:** All vendors must be unloaded and have their vehicle off the property no later than time indicated on the application. This is a safety issue, and no exceptions will be allowed.
 - A. If your setup requires significant maneuvering or extended vehicle-at-booth time, you are responsible for arriving early enough to not disrupt or impede the setup of other vendors.
 - B. **Driving:** You may drive your vehicles on the grounds to drop off your items at your space. You are required to unload your vehicle and remove it from the grounds in a prompt and courteous fashion. This means you may drop off your items, not remain parked until you are completely setup. Park and return to finish your setup.
 - C. **Parking:** Everyone must unload and park their vehicle in one of the designated vendor parking areas.

If you need handicap parking access, you must have a valid placard on your vehicle and submit a request, in writing, to the event coordinator.

D. Vendor parking is available in several locations - see map.

3. Load-Out Procedure:

- A. Vendors may begin packing and cleaning their spaces no earlier than time indicated on application, regardless of the level of traffic. Reminder – no vehicles on site before time indicated on application.
- B. Ensure all trash is picked up from your space. Please break down cardboard boxes. Our staff will collect trash at the close of the event. A dumpster is available on Ferris Street for disposal of significant amounts of garbage.
- C. Food vendors must take their grey water and oil with them. We do not have a disposal site.

4. Cancellations:

- A. All cancellations need to be made in writing no later than time indicated on application.

Section 6: Rules & Etiquette

- 1. Vendors must be aware of, keep up to date and comply with all current festival rules, regulations, and guidelines. Management reserves the right to modify the policies, rules, and regulations at its discretion at any time. While we will make every attempt to be reasonable, be aware that violators may be banned from future participation even though their work may have been approved and booth rental fees paid.
- 2. Only approved vendors will be allowed to participate.
- 3. All items you plan to sell must be turned in for approval. The event coordinator has the right to stop you from selling items that were not approved, even if you have sold them in previous years or at other City events.
- 4. Vendors shall conduct themselves in a professional and courteous manner while participating at the event.
- 5. Business cards, flyers and free samples that promote the vendor's approved works are permitted; however, walking around the festival site to advertise, pass out samples or distribute flyers is not permitted at this event.
- 6. Vendors will not be permitted to sell or serve alcoholic beverages of any kind. Failure to comply with this rule will result in immediate and permanent expulsion from the festival.
- 7. Vendors must comply with all levels of federal, state, local, etc. regulations for their particular business.
- 8. Vendors are responsible for collecting tax.
- 9. Vendors may not be under the influence of drugs or alcohol while participating at this event.
- 10. Vendors are required to leave their space better than they found it. Failure to do this may result in you being barred from future participation.
- 11. All food vendors are responsible for taking their oil and grease with them and disposing of it properly.
- 12. Vendors must treat all event staff, volunteers, neighbors and visitors with professionalism and respect.
- 13. At no time is a vendor allowed to use an event logo without prior written approval from the event coordinator.
- 14. Vendors must refrain from using profanity and from behavior that is verbally or physically abusive, dangerous, or disruptive to festival activities.

15. Slanderous or derogatory statements and other actions that denigrate your fellow vendors and/or their products as well as event staff and volunteers will not be tolerated.
16. No exhibitor shall assign, sublet, or apportion any part of their space without prior written approval from the event coordinator.
17. Generators are not allowed unless approved beforehand.
18. NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY BREAKDOWNS. NO EXCEPTIONS. Anyone not complying with this rule may not be allowed to return next year.
19. Vendor personnel must manage the booths during the operating hours of the festival.
20. The City of Green Cove Springs is not responsible for any loss or damage incurred to the vendor's property. The vendor also agrees to hold harmless and indemnify The City of Green Cove Springs against any claims arising by virtue of their occupancy of the premises or use thereof.
21. No security will be provided overnight for the festival. Leaving your items unattended is at your own risk. We suggest packing and/or securing any valuable products overnight.
22. Vendor booths are 12'w x 10'd in size. Electricity is available but must be requested on application. Please be careful on tent sizes—if your tent is a 12x12 you will NOT fit in a 10x10 space. If this distance is not maintained, your exhibit will have to be moved to the appropriate distance. This is a public safety issue that is non-negotiable, so please select tents accordingly.
23. Please decorate your booth appropriately. The City of Green Cove Springs reserves the right to require removal of decorations that the event coordinator or employees of the City deem inappropriate or objectionable.
24. No radio, loudspeakers, or other amplification equipment are allowed in booths.
25. If you are a food vendor with propane tanks or special setup restrictions, please make sure the Event coordinator is aware of this so that we can ensure placement of other vendors around your booth is appropriate.
26. We will have ATMs on site. Wireless internet is available in the park.
27. No food or drink can be sold from any booth except at designated food booths without written permission from the event coordinator and proper Department of Health licensing.
28. Public safety is a priority. Because of this, vehicles are not allowed on the event site during any time the event is open to the public! NO EXCEPTIONS.
29. By submitting an application, you authorize City to utilize any and all photos or videos produced during the event for the promotion of the event and the City, now and in the future, across any and all media platforms. This includes, but is not limited to, photos of you, anyone working with you, your booth and/or your products.
30. In order for you and the City to have a successful and well-attended event, it is necessary for the staff to make decisions based on the good of the overall event and not just the wants and desires of individual applicants and/or vendors.

Section 7: Enforcement of Rules & Policies:

Rule of thumb – you may not be caught the first time; however, the Event Coordinator will eventually be notified of your rule breaking habits and you will receive a warning:

1. The First Warning: written notification of which rule(s) are being broken.
2. The Second Warning: written notification with a \$20 fine due before participating at the next event.

3. The Final Notice: written notification of your expulsion from future events.

Frequently Asked Questions

1. **What health & safety measures will you have in place?** Whereas we are optimistic for a return to some normalcy by the time of the Festival, we recognize the need for new health & safety measures to be put in place. These will definitely include more hand sanitizer stations throughout the festival and more frequent cleaning of restrooms. These measures may mean reducing the number of vendors to allow for distancing between booths, requiring masks, banning non-service animals, etc. There are many unknowns at this time. Rest assured that we are working on what all this will entail and will communicate those measures as we get closer.
*Vendors should feel free to incorporate their own protection measures into their booth setup including barriers, cash-less transactions, face masks, etc.
2. **What types of vendors do you typically accept?** Food Vendors, Craft/Artist Vendors, Candidate, Non-Profit Organizations. Products containing Alcohol or CBD oil in any form will not be permitted.
3. **What are the fees?** The fee schedule can be found on page four (4). Upon acceptance notification, you will have one month to pay your booth fees in full and provide any additional paperwork such as insurance or 501(c)3.
4. **How are applications reviewed?** Applications, except food vendors, will be reviewed as received. The criteria for acceptance include, but is not limited to, space availability, similarity to other vendors, products to be sold, history with City events and the best interests of the overall festival. Submitting an application and/or being a returning vendor does not guarantee you will be accepted. Notification will be sent via email.
5. Food Vendor Applications will be reviewed based on the following criteria: Menu, Visual Appeal, Setup Requirements, and References. All decisions are final. Notification will be sent via email.
6. **When will I get my booth assignment?** Booth assignments, parking passes and other setup details will be sent via email no later than the Friday before the event. A vendor list with assignments will also be posted to the City's website.
7. **What if I do not have an email address?** Communication is done almost exclusively through email. You are required to have a valid email address. There are many ways to get and access a free account.
8. **Do you provide tents, tables, chairs, etc.?** No, we do not. TENTS ARE REQUIRED.
9. **What kind of tent can I use?** We only accept 10x10 straight leg tents. We do not accept 12x12 or larger, slanted legs or the fancy tents with the extra protruding sides. Stakes longer than 8 inches are strictly prohibited as they will damage our underground systems. Weights are strongly encouraged.
10. **Do I have to have insurance to participate?** Activity providers and prepared-on-site food vendors are required to have insurance. Insurance to protect yourself from liability is strongly encouraged for other vendor types.
11. **What if the weather is bad?** This is an outdoor event in Florida. You need to be prepared for all types of weather. NO REFUNDS WILL BE GIVEN FOR WEATHER. In the event of a serious threat such as a hurricane or health emergency, we will communicate a plan of action at that time.