

# Vendor Policies & Procedures

## Vendor Product Overlap

All vendor displays must consist of their approved Primary Product Line -- this is the main product sold and must take up a minimum of 80% of the booth space.

ALL Products MUST be listed on the approved application OR be approved by a Market Manager in writing. PLEASE only display and sell items which have been approved.

\*A vendor's Secondary Product Line must make sense as additional products to be sold within the same 10x10 booth. For instance, someone selling 80% Bread would not be approved to sell Candles at 20% because the two items are so far apart in description and character.

## Vendor Product Changes & Additions

Vendors are not permitted to add additional product lines (outside the products described in the original accepted application) without written approval. Requests must be made by email. Any vendor who wants to add additional products to his or her booth will not be permitted to do so without the approval from a Market Manager.

## Cancellation Policy & Vendor Withdrawal

Dangerous conditions such as lightning, extremely strong winds, or reasons out of our control will close the event either temporarily or altogether that day, otherwise it's rain or shine. Leaving early if the rain will not abate during the market hours is acceptable (with the market manager's agreement).

Fees collected are spent in a non-refundable manner by the time the market occurs - hence there will be no refunds given.

## Market Logistics & Safety

### Pet Policy

Our market is an event for the whole family, including the four-legged ones! Guests are permitted to bring their dogs to the market, as long as they observe local leash laws and clean up after their pet.

Dogs are NOT permitted within booths selling food items.

### Smoking Policy

Smoking is prohibited at all vendor booths and throughout the property of First Baptist Church of New Port Richey.

## Vendor Trash Disposal

All trash generated by your booth must be placed in garbage bags provided by you.

## Vendor Logistics

Space Location: Upon approval you will be assigned a space in the market. This space location will be assigned to you based on the genre of product you sell and the overall look and size of your display. Additionally, vendor spaces are assigned based on the layout of the market and space availability. Please check in with Sarah Hill, Market Director, on the morning of the market day to verify your space location.

First Baptist Church of New Port Richey is under no obligation to provide electric, water, weights, tables, tents, or any equipment to participants. An applicant that needs specific services such as electricity to provide their product for sale must provide their own.

## Basic Booth Safety & Setup

Loading and unloading during a busy market can be stressful! One wrongly placed vehicle can inconvenience the entire rest of the market.

- When unloading, drop off your goods, and then move your vehicle BEFORE setting it all up.
- At the end of the day, only bring your vehicle back on site AFTER you have broken down and are ready to load. Please move your vehicle immediately upon loading.

Set Up:

- Friday Set-Up: you may arrive no earlier than 3:00pm. All vendors must be set up and ready to sell by 5:30pm; all vehicles must be out of the market area by 5:00pm.
- Saturday Set-Up: you may arrive no earlier than 7:30am. All vendors must be set up and ready to sell by 9:00am; all vehicles must be out of the market area by 9:00am.
- Booths must remain open with complete set-up for the entirety of the market, even if you sell out of your items.

Vendor Tent Requirements:

- **Vendors are required to have a clean, well working 10x10 canopy tent.** The canopy can be any color.
- Vendors are responsible for all set up materials including, but not limited to: tables, canopy tents, umbrellas, chairs, signage, and tablecloths. If electricity is required, we ask that you provide your own self-sustaining power/electricity.
- All tables must be fully covered with a tablecloth.
- **stakes are NOT permitted and are unable to be used in many vendor spaces around the market.**

## Food Sampling

Food samples are permitted. Please follow all state rules and regulations for safe food handling and permissible food sampling.

## Music at the Market

Vendors are prohibited from playing music in their own booth space. This is in an effort to provide a cohesive experience for all people in attendance.

## Vendor Agreement

First Baptist Church of New Port Richey has the right to refuse any vendors for any reason.

Agreement will be signed upon completion of Vendor Application. The following statement will be agreed upon and signed using a digital signature.

I acknowledge the following:

- I have received, carefully read, and understand the rules and regulations for operation and use of market spaces via the 2023 Fall Festival Weekend policies.

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