



CITY OF PARKLAND

Farmers' Market Application ★ November, 2018 - April, 2019

www.cityofparkland.org/farmersmarket

The City of Parkland "Parkland" presents our annual Farmers' Market at the Equestrian Center located at 8350 Ranch Road. The Market will be held on the following Sundays from 9:00am - 1:00pm:

Sunday, November 4, 2018
Sunday, November 18, 2018*
Sunday, December 2, 2018*
Sunday, December 16, 2018*
Sunday, January 6, 2019*
Sunday, January 20, 2019
Sunday, February 3, 2019*
Sunday, February 17, 2019
Sunday, March 3, 2019
Sunday, March 17, 2019
Sunday, April 14, 2019
Sunday, April 28, 2019



Parkland is an affluent, 14.3 mile city located in the northern-most part of Broward County; drawing crowds from the tri-county area—Broward, Palm Beach, and Miami-Dade County .

The Farmers' Market brings approximately 4,000 people each date, and is anticipated to continually increase due to additional marketing and customer satisfaction.

Along with a vast assortment of produce and organic products, the City of Parkland Farmers' Market includes a variety of baked goods, coffee and tea, pet supplies, sauces, seafood, treats to enjoy while walking the market, and more. The market also hosts "specialty" days which include arts and crafts, health and wellness, and more.

Special attention to our vendors is a continuing priority. A cell phone number will be provided to each vendor so help and information is only a call away. Vendor parking is well designed and conveniently located behind booth spaces. Vendor set up begins at 6:00am on Market days and staff will be there to assist and direct you to your assigned booth space.

We thank you for your continued support, interest, and participation in the 2018-2019 Parkland Farmers' Market. Please tell your friends! Spread the word so we may grow, prosper, and enjoy the Farmers' Market together.

For more information, e-mail farmersmarket@cityofparkland.org or contact the Parks and Recreation Department at 954-757-4105.



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GENERAL INFORMATION

1. Booth spaces measure approximately 10' x 10' . Space may not be shared or sold to another vendor.
2. Only one vendor will be assigned per booth space.
3. Vendor shall take the proper safety and health precautions to protect patrons, the City, the public, and the property of others. Vendor shall be responsible for all damage to persons and/or property that occur as a result of the vendor's negligence or misconduct.
4. Vendor agrees to comply with any and all applicable Federal, State, County, and City laws and regulations and to post proof of all necessary licenses in its booth.
5. Vendor agrees to notify the Parks and Recreation Coordinator in writing at least ninety six (96) hours in advance (noon on Wednesday) if they are unable to participate in the City of Parkland Farmers' Market. Failure to notify the Parks and Recreation Coordinator with the proper notice may result in cancellation of future reservations.
6. The City of Parkland has a no refund policy. The Market will be held rain or shine.
7. The City of Parkland Farmers' Market hours are from 9:00am-1:00pm. Vendors agree be set up and ready to sell by 8:30am. Late arrival may result in booth location being reassigned or inability to participate in the market.
8. Vendor agrees not to tear down prior to 1:00pm. Leaving early could result in cancellation of future reservations.
9. Vendor agrees to keep their space(s) attractive and to clean them when the market ends. All litter, cardboard boxes, product debris, crates, boxes, etc., must be removed at the close of each Market. A dumpster has been provided for all trash. Vendor agrees to leave their booth space in the same or better condition than it was found.
10. Vendor acknowledges that the use/or placement of tables, chairs, products, boxes, or signs outside of the assigned vendor space is strictly prohibited. Vendor agrees to sell product within their assigned space only! All vendor activity MUST be conducted within the booth space provided. Any vendor activity related to the City of Parkland Farmers' Market outside the assigned vendor space is prohibited.
11. Vendor agrees to be honest and at times conduct himself/herself/itself in a courteous manner. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited.
12. Vendor shall not bark, shout, or solicit in a loud or aggressive manner to customers in an attempt to make a sale.
13. Vendor agrees to anchor its tent on all four (4) corners with a minimum of twenty (20) pound anchors on each corner regardless of weather conditions. Vendor will be asked to remove its tent for failure to comply with this requirement. The Parks and Recreation Coordinator has the authority to ask any vendor to take down its tent due to weather conditions or failure to follow this rule.
14. Vendors cooking onsite MUST turn off their cooking units by 1:00pm. Failure to shut down cooking units by 1:00pm will result in an additional charge of \$67 per hour paid to the City of Parkland for the Coral Springs Fire Department.
15. Cooking equipment used in fixed, mobile or temporary concessions, such as trucks or trailers, shall have the fire suppression equipment, included fire extinguishers, and hood suppression systems (if applicable) properly maintained and serviced by a Florida State certified company. Proper documentation must always be available on site.
16. One 2A10BC fire extinguisher must be provided by the vendor. In addition, a Class K-type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place.
17. All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Large cylinders shall be secured to a stationary object.
18. All propane cylinders shall be ten (10) feet from the cooking appliance with gas line secured.
19. Deep fryers or pans with grease used for cooking shall have a metal cover plate (lid) to put them on in case of fire or rain.
20. If cooking under canopy structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy.



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APPLICATION INSTRUCTIONS

1. Applications will be accepted on a first come, first served basis. All applications will be reviewed by the City of Parkland and the Parks and Recreation Coordinator has the full authority to approve or deny participation in the market.
2. **Applications must be accompanied by a \$25 non-refundable application fee which will be deposited upon receipt.**
3. Three images, including one of the booth display, must be submitted with this application. Each image must have vendor's name. Vendors returning from the previous season are not required to submit photos.
4. Applications are available as of May 15th, 2018.
5. Mail completed applications along with payment and pictures to:
City of Parkland
Attention: Parks and Recreation Coordinator
6600 University Drive
Parkland, FL 33076
6. Incomplete applications will not be considered for the City of Parkland Farmers' Market .

PAYMENT OPTIONS

To secure booth placement, fees are due in full at the time of application acceptance. A booth assignment for the season will not be given until the payment is made in full. Fees must be paid BEFORE 5:00pm on the due date or booth spaces will be forfeited. Once payment has been made, The City of Parkland does not offer refunds. Booth placement will be completed by City of Parkland staff.

Daily - Payment is due by 5:00pm the Wednesday prior to the Sunday you are attending.
Spaces will not be guaranteed for this payment option.

Farmer/Grower	\$30 + one time application fee of \$25
Other	\$55 + one time application fee of \$25

Full Season Prepayment - Payment is due in full at the time of acceptance to secure a booth assignment.

Farmer/Grower	\$150 + one time application fee of \$25
Other	\$350 + one time application fee of \$25

Full Season Prime Location Prepayment - Booth facing West with the sun to vendor's back (limited spots available)

Other	\$450 + one time application fee of \$25
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Application fees will apply to all market vendors, including vendors who choose to participate in a daily market.

We accept checks (made out to CITY OF PARKLAND) or credit card payments (Visa or Mastercard) are accepted online or in person at the Parkland Recreation and Enrichment Center (10559 Trails End, Parkland FL 33067). Vendors must have a username and password to complete online payments. Online payments must be made in full.

No refunds will be issued after payment has been received. Discounted prices will not be offered to vendors paying the daily rate. Failure to make payment on time will result in loss of vendor booth space.

For questions please contact the Parks and Recreation Department at 954-757-4105.



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Business Name _____ Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell Phone # _____

E-Mail Address _____

Website Address _____

VENDOR INFORMATION

New Vendor Returning Vendor Last Season Attended: _____

Farmer/Grower - Small-scale farmers who grow or raise their own produce, plants, trees, and herbs, or whose farm produces its own agricultural product. Eighty percent (80%) of products sold by farmers must come from their own crops/farm. **Growers permit MUST accompany vendor application.**

Other - Any other vendors including but not limited to: baked goods, coffee, teas, jams, jellies, oil, cheeses, fresh fish, flowers, produce, pickles, beef, pasta, honey, granola, etc.

MARKET DATES

Please check all dates in which you would like to attend the City of Parkland Farmers' Market:

- | | | | |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> November 4 | <input type="checkbox"/> December 16 * Craft Fair | <input type="checkbox"/> February 3* Pet Expo | <input type="checkbox"/> March 17 |
| <input type="checkbox"/> November 18* Craft Fair | <input type="checkbox"/> January 6* Health Fair | <input type="checkbox"/> February 17 | <input type="checkbox"/> April 14 |
| <input type="checkbox"/> December 2 * Craft Fair | <input type="checkbox"/> January 20 | <input type="checkbox"/> March 3 | <input type="checkbox"/> April 28 |

PRODUCTS TO BE SOLD AT THE MARKET

Please list all products you intend to sell at the City of Parkland Farmers' Market. Vendors may only sell those items that are pre-approved on this application. Vendors will be required to remove unauthorized items from their booth and may be denied future participation at the Market. Products not in keeping with the mission of the Market or that are deemed not "family friendly" are prohibited. Vendors requesting the "Farmer/Grower" category must attest that their products are grown or raised by them. The City of Parkland must approve any new items before they are sold.

The undersigned does forever discharge, release and hold harmless the City of Parkland and all other agents of and from any and all manner of actions, suits, damages of claims whatsoever arising from any loss of damage to the person or property while in the possession or supervision of the City of Parkland Farmers' Market and hereby consents to the enforcement of all rules of the Farmers' Market as set out in the Operations Manual.

Signature

Date

Booth Assignment: _____	Total Amount Paid: _____	Date Paid: _____	Staff Initials: _____
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