

PROCEDURES AND POLICIES FOR THE

**STUART GREEN MARKETRev.5/20**

1. **Guidelines for participating as a Stuart Green Market Vendor during the COVID-19 pandemic:**

*Per recommendations with the Center for Disease Control and Prevention (CDC), Governor DeSantis of Florida, and the City of Stuart Commissioners, these protocols are effective immediately and until further notice:*

* If a Vendor is showing symptoms of illness, including fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, or diarrhea they are prohibited from attending the Marketplace.
* All booth locations are determined with recommended social distancing in mind (6-foot spacing) and are solely the decision of the Management.
* All Vendors are required to wear masks or face coverings during interactions with others when social distancing practices are not practical.
* No product sampling is permitted at any time.
* Wearing gloves is required practice for food service Vendors, but all are encouraged to frequently wash their hands or use alcohol-based hand sanitizers.
* High touch surfaces in Vendor booths, such as payment systems, tabletops, displays, product packaging, etc. must be sanitized regularly.
* Customer spacing must be encouraged to maintain the 6-foot social distancing practices. Vendors are encouraged to monitor the customer traffic at their booths.

1. **Products:**

* All products for sale must be handmade/manufactured by you or you must represent a local organization that is responsible for the crafting of the product. No re-sellers or corporate distributors will be allowed.
* All products MUST be approved in advance. You may not introduce any new products without approval by the Management. Any product introduced without prior approval could result in permanent expulsion from the Stuart Green Market.
* Every effort will be made by the Management to NOT overlap vendors with identical product offerings; the exception being any local farmer/rancher/producer (no restrictions will be placed).

1. **General Liability Insurance:** Every Stuart Green Market Vendor must submit written documentation that they possess current, valid general liability insurance, and the COI must list the Stuart Green Market as additional insured. *Neither the City of Stuart, nor the Stuart Green Market assumes liability for any vendor, tent or display, vehicles, business operations, products, etc. and it is the exclusive responsibility of the Vendor to obtain insurance.* Current proof of insurance must be submitted on an annual basis.
2. **Vendor Spaces:**

* The Management will assign all spaces within the marketplace. All vendor spaces may be reassigned with no advanced notice at any time for the needs of the market itself. There are no assigned or permanent spaces to be given to any specific vendor, but a *consistent* location for regular vendors is preferable.
* Tents must not exceed 10’ x 10’ and white is the preferred color. All tents are **required** to have suitable tent weights or anchors (any style) on location in the event of bad weather.

1. **Parking:**

* During Market operating hours, all vendors are required to park their vehicles in the gravel lot *behind* the Stuart Heritage Museum (trailer parking area) or along SW Flagler Avenue. Parking closest to Flagler Park is reserved for customer parking only – if a Vendor disregards this, they will be required to remove their vehicle beyond the Heritage Museum location.
* Vendors in possession of valid handicapped parking permits may use any available handicap space.

1. **Vendor Set-Up:**

* Vendors will be required to use carts, hand trucks, or wagons to transport their goods as no vehicles may enter Flagler Park. All vendor set up must be completed by ***8:45 a.m. sharp*** each Sunday.
* In the event a vendor arrives past the 9 a.m. market opening time, set up will solely be at the Manager’s discretion. Any vendor who is permitted to set up after 9 a.m. will pay an additional $25.00 LATE FEE in addition to the regular daily vendor fees.

1. **Vendor Breakdown:**

* **There may be no breakdown of any vendor booth before the official closing time of the Market.** The exception to this rule would be if the Market was determined unsafe due to weather conditions. ***Please exercise PATIENCE and CAUTION and ASSIST ONE ANOTHER during set up and break down.***

1. **Attendance:**

* All vendors are admitted to the Stuart Green Market as full-time, year round vendors – UNLESS approved differently in advance. Your attendance at the marketplace is expected every week. In the event you are unable to attend, **advanced notice must be** **made in writing (email or text) or by phone a minimum of 24 hours in advance** **(i.e. by 9:00 a.m. the Saturday before). More than three (3) absences for any reason in a 3 month/12 week period will result in removal from the Stuart Green Market.** If you fail to alert the Management to an absence within the 24-hour grace period, your absence will be considered a “double” absence and will be logged as such in your attendance record (“two strikes” according to the “three strike rule”). If you should wish to be re-instated in the Market after exceeding the three-absence limit, you must re-submit a Vendor Application with the Management and will be considered a new vendor, subject to all space availability and regulations. The decision to reinstate a repeatedly absent vendor will rest solely upon the Management’s discretion.
* **No Call/No Show Fee:** If a vendor is absent from the marketplace without notifying the Management in advance, they must pay a penalty fee ($25 per vendor space) *in addition* to the daily vendor fee on the date they wish to return to the Market.
* The Stuart Green Market is a **RAIN OR SHINE** event held from 9 am to 1 pm year round. The only weather events which would cancel the Market are if the National Weather Service agency has placed Stuart under a Severe Thunderstorm Warning, or a Tropical Storm/Hurricane Watch or Warning.

1. **Vendor Conduct:**

The Stuart Green Market maintains high professional standards of conduct that would be expected in any commercial business setting.

* All vendors should arrive in clean/orderly attire.
* All vendors should conduct their behavior and speech in a manner that is courteous, respectful and polite. Under no circumstances will foul or abusive language be permitted, as well as “badmouthing” other vendors or gossiping.
* There is NO SMOKING, NO USE OF TOBACCO PRODUCTS, AND NO ALCOHOL within the entire boundary of the Stuart Green Market or Flagler Park.

1. **Other Vendor Policies:**

* Recycling: The City of Stuart encourages recycling. Vendors are asked to place glass, plastic, cardboard and other recyclable materials in the “blue” bins provided for this purpose. Trash must be contained and placed in the “green” bins. Rotten vegetables, broken tents, oils, and other large items may NOT be placed in trash receptacles and vendors must remove this refuse on their own.
* Signage: No signs, banners, sandwich boards, step signs or other advertising of individual vendors are permitted outside of each 10’ x 10’ vendor space. All signage must be physically contacting the individual’s tent or display and must be secured. A vendor may use an electrical cord extending beyond their vendor space, but only with the use of a commercial cord cover, electrical tape or other durable covering to mitigate any trip hazard.

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