



# St. Andrews Waterfront Market 2018 Vendor Application



Market Fees for 2018 are:  
\$30 (one-time) annual set up fee and \$20 per week

Market schedule: *EVERY* Saturday (except Dec. 29, 2018) from 8am – 1pm

<b>Responsible Vendor Name:</b>  <b>Business Name:</b>	<b>Mailing Address:</b>  
<b>Phone</b> _____ <b>*Email</b> _____ <small>*List an email address you monitor often.</small> <b>Fax</b> _____	<b>Dept of Revenue Sales Tax ID:</b> <i>(For Tangible Goods)</i>  # _____

**Product(s) to sell at the Market or Demonstrations/Training:**

**Tables:**  
  
 How many tables will you bring? \_\_\_\_\_  
  
 Length of tables \_\_\_\_\_  
  
 Canopy type:

Circle dates interested:					
January	6	13	20	27	
February	3	10	17	24	
March	3	10	17	24	31
April	7	14	21	28	
May	5	12	19	26	
June	2	9	16	23	30
July	7	14	21	28	
August	4	11	18	25	
September	1	8	15	22	29
October	6	13	20	27	
November	3	10	17	24	
December	1	8	15	22	

Dec. 8, Boat Parade Market (Marina)

**LIABILITY**  
 Liability is the responsibility of the vendor. The City of Panama City, St. Andrews Marina, Historic St. Andrews Waterfront Partnership (HSAWP), its agents and subcontractors assume no risk. By acceptance of this Market Agreement, the vendor expressly releases the City of Panama City, St. Andrews Marina, HSAWP, the St. Andrews Waterfront Market, and its agents and subcontractors from any and all liability for damage, injury, and loss to any person or goods which may arise from the use and occupation of said space by the vendor, and agrees to hold and save the City of Panama City, St. Andrews Marina, HSAWP, and St. Andrews Waterfront Market, and its agents and subcontractors harmless of any and all loss or damage thereof.

The City of Panama City, St. Andrews Marina, HSAWP, the St. Andrews Waterfront Market, and its agents and subcontractors are hereby released and discharges of any and all liability from loss, injury, or damage to persons or property that may be sustained during the market or on any property where the market is held. I have read and understand the foregoing, and I agree to comply with the regulations as stated.

By signing this application, I acknowledge that vendor lists will be provided to the City of Panama City Business Licensing for tax collection purposes and agree with the rules and regulations of this market agreement.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email completed form to [market@historicstandrews.com](mailto:market@historicstandrews.com)**

You can also drop it off at 1134 Beck Avenue between 1:00-5:30pm, Monday - Friday  
 Cash is accepted. Checks should be made out to "Historic St. Andrews Waterfront Partnership".



## St. Andrews Waterfront Farmers Market Agreement, Rules and Regulations

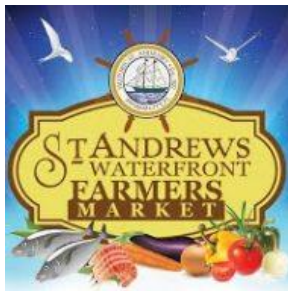
**\*Please initial each policy stating you understand and will comply.**

- **Set Up/ Break Down:** All vendors must be set up and ready to sell by 8 a.m. Vendors may begin setting up at 7 a.m. on the day of the market. Vendors are responsible for vending space/s. \*Before leaving, area must be clean and trash-free.
- **Staffing:** Vendors tables/booths must be manned at all times and intact until market closes at 1 p.m. The management and volunteers of the St. Andrews Waterfront Partnership are not responsible for merchandise or displays.
- **Vendor items:** Each vendor must submit a few photographs of items with application. The Management of the market and Market Resource Committee reserves the right to have items removed that are not considered appropriate for the St. Andrews Waterfront Farmers Market.
- **Vendor Responsibility:** Vendors will be fully responsible for any loss or damage to property. The Historic St. Andrews Waterfront Partnership expressly disclaims any responsibility for the same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Vendors are responsible for the conduct of their employees and/or representatives. Activities must not detract from the image or welfare of the market.
- **Vendor Spaces:** Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for market attendees. If you have special space needs, please include your request with your application. Every effort will be made to accommodate you, within reason. ***Spaces are assigned by the Market Manager.*** Display equipment must not extend beyond the parameters of purchased booth space; this includes rail, stands, signage, and additional equipment.
- **Booth Space Requirements:** Each booth is required to have a tent or canopy. If the vendor would like to rent chairs, tables, or canopies, please note in your application. **All tents must be secured with weights or sand bags.**
- **Table & Chairs:** Vendors may furnish their own chairs, tables, stands, tent or canopy. If you wish to rent chairs, tables, or canopies, please note in your application.



## St. Andrews Waterfront Farmers Market Agreement, Rules and Regulations

- **One business per table:** Only one (1) business per table. Space may not be sublet or shared without prior approval of an authorized staff member of the Historic St. Andrews Waterfront Partnership.
- **Acceptance:** The St. Andrews Waterfront Farmers Market reserves the right to decline any application for space if it deems such action to be in the best interest of the St. Andrews Waterfront Market.
- **Payment:** Registration fees are non-refundable for the selected space and is due with the submission of this agreement. This fee will be used to cover operational and other incidental costs associated with the production of the market.
- **Cancellation of space:** The St. Andrews Waterfront Partnership is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligation as a vendor. No refunds will be made for weather, accident, health or other causes for non-participation. *If the market is cancelled prior to the event due to inclement weather or participation, funds will be refunded or credited to the vendor.*
- **Sales tax:** If your products require the collection of local or state sales tax, and/or city fees, vendors are solely responsible for the payment of said taxes and fees. All required sales tax collection and remittance is the sole responsibility of each vendor.
- **Signage:** Signage must be appropriate and within the spirit and theme of the St. Andrews Waterfront Market and must fit within the designated vendor space.
- **Conduct:** Personal attire, language, conduct and attitude of vendors and vendor staff must be appropriate to a family-friendly marketplace. Violations will be noted, and vendors will be asked to discontinue the inappropriate behavior or risk exclusion.
- **Trash:** Vendors are required to provide trash receptacles within their vendor space. All trash must be removed upon conclusion of the market. The assigned vendor space and surrounding area shall not be altered, changed or damaged in any way. *\*In an effort to protect St. Andrews Bay and the environment, ice, water or other refuse may not be emptied on the ground, in the Smith Yacht Basin, city street gutters/ sewer system or in the Smith Yacht Basin parking areas. Violators will incur a fine of no less than \$50 and/or be expelled from participating in the market and/ or be reported to the Environmental Protection Agency and Florida Fish and Wildlife Conservation Commission.*



## St. Andrews Waterfront Farmers Market Agreement, Rules and Regulations

- **Sanitation:** Vendors must maintain their space in a clean and sanitary manner. When vacating the space, vendors will remove all debris, trash, equipment, seafood, fruits, vegetables, trimmings, wrappings and containers. Space must be left exactly as you found it. Trash must be taken with the vendor and disposed of offsite in the appropriate manner.  
*\*Leave no trace.\**
- **Smoking:** There is absolutely no smoking in the market area.
- **Financial responsibility:** Any damage that occurs due to vendor actions will result in financial penalty or requirement that vendor offset the damage.
- **Electricity:** Electricity is not provided at the St. Andrews Waterfront Farmers Market. If power is needed, bring a jump box or quiet generator for your needs.
- **Music:** No vendor will be allowed to disturb the market with loud music or loud noise.
- **Insurance:** Non-cottage food vendors requiring insurance must provide a copy of current policy with this agreement, and keep a copy on hand in their booth at all times.
- **Licensing:** All food vendors requiring licensing must maintain and provide proof of any and all approval by appropriate departments (i.e. City Licensing, Florida Division of Hotels and Restaurants) and any other professional regulating entity. Food not covered under the cottage industry guidelines must be prepared in a licensed kitchen. Vendors must meet all regulations in terms of cleaning products, processes and utensils. Any infraction of rules, citations or penalties shall be the sole responsibility of the vendor.
- **Fair Business Practices:** All vendors agree to abide by fair business practices. All terms of sale are between buyer and seller only.
- **Indemnification:** Vendor agrees to indemnify and hold harmless the St. Andrews Waterfront Partnership from and against any loss, expense, claims, damages, causes of action, injuries, suits of damages, suits to person or property, including attorney's fees, arising out of, or related to, the vendor's operation at the St. Andrews Waterfront Farmers Market.



## St. Andrews Waterfront Farmers Market Agreement, Rules and Regulations

- **Liability:** The Historic St. Andrews Waterfront Partnership, or the Management of the St. Andrews Waterfront Farmers Market is not liable for any injury, theft, or damage to either the buyer or the seller or their property, arising out of, or pertaining to, preparation for or participation in the St. Andrews Waterfront Farmers Market, whether such injury, theft or damage occurred prior to, during, or after the hours of operation of the St. Andrews Waterfront Farmers Market.
- Seller further agrees to indemnify and hold harmless both The Historic St. Andrews Waterfront Partnership and the Market Management for and against any and all claims for such injury, theft and/or damages.
  - Seller assumes full liability for their vehicles, structures, fixtures and the product(s) they market or sell by participation in the St. Andrews Waterfront Farmers Market hereby agree to hold The Historic Waterfront Partnership and/or their representatives and/or the St. Andrews Waterfront Farmers Market Management and/or their representatives harmless against any and all claims such as, but not limited to, injury, theft or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence or disposition of sellers' products, vehicles, fixtures or structures.
- **Photo and Personal Image Release:** The vendor irrevocably grants St. Andrews Waterfront Partnership and St. Andrews Waterfront Farmers Market, licensees, and successors the right to use their image and name in all forms and media, including composite or modified representations for all purposes, advertising, trade, or any commercial purpose throughout the world and in perpetuity. The vendor waives the right to inspect or approve versions of images used for publication or written copy that may be used in connection with images.

Your initials next to each item indicates that you have read and understand each rule and regulation. By signing below, you are agreeing to adhere to the rules and regulations listed herein. Please return your signed rules and regulations with any additional paperwork required.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_