



PROCEDURES AND POLICIES FOR THE

STUART GREEN MARKET Rev.10/17

1. **Product Types:**

- All products of the market must be handcrafted/fabricated by you or you must represent a local organization that is responsible for the crafting of said product. No re-sellers or corporate distributors will be allowed.
- You may only bring those products for which you have obtained acceptance in advance in writing (preferably on your entry application). You may not introduce any new products without advance approval by the Management. Any product, which is introduced without prior approval, may 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 grower/producer/rancher farm operation (no restrictions will be placed).

2. **General Liability Insurance: *Effective October 1, 2017*** every Stuart Green Market/Rock'n' Riverwalk Vendor must submit written documentation along with their Vendor Application that they/their business possess a current, valid general liability insurance policy. The Stuart Green Market assumes no liability for any vendor, tent or display, vehicles, business operations, products, etc. and it is the exclusive responsibility of the Vendor to obtain insurance.

3. **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 in the vendor's areas will be placed back as far as the parking block (or other designated line) in that particular spot. All tents are required to have suitable tent weights (any style) on location in the event of inclement weather and windy conditions.

4. **Parking:**

- During Market operating hours, all vendors are required to park their vehicles *behind* the Stuart Heritage Museum (all trailers must park here) or parallel to the railroad tracks along SW Flagler Avenue. There will be no parking at any time along St. Lucie Boulevard, Osceola Street (along downtown), or adjacent to the City Hall building.
- Full-day vendors (who also attend Rock'n Riverwalk concerts) must adhere to the Parking Policy of the Stuart Green Market and are **NOT** permitted to move their vehicles into parking spaces that have been vacated by the morning vendors. Repeated violators of the parking requirement may be permanently removed from the marketplace.
- Vendors in possession of valid handicapped parking permits may use any available handicap space.

5. Vendor Set-Up:

- Vendors will be permitted to pull their vehicles nearby/adjacent to their vendor space, depending upon availability. All vendor items must be unloaded **FIRST**, then the vendor must park their vehicle, and then return for full market set up. 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, they may not bring their vehicle into the Market area. Set up after 9 a.m. will solely be at the Manager's discretion. Any vendor who arrives to the Market for setup past 9 a.m. will pay an additional \$20.00 LATE FEE in addition to the regular daily vendor fees.

6. Vendor Breakdown:

- At the end of each day, every vendor must break down their belongings **PRIOR** to retrieving their vehicle. There may be no breakdown of any vendor booth prior to the official closing time of the Market.
- At no time will a vendor's vehicle be permitted within the Stuart Green Market/Riverwalk parking lots during the official operating time of the particular event. **A vendor vehicle known to be within the Market area before the end of the event will result in permanent expulsion from the Stuart Green Market.**
- If the Rock'n Riverwalk Concert series should be cancelled before the scheduled ending time, full-day vendors would be permitted to then perform their normal breakdown procedure as the event would be terminated. [Rock'n Riverwalk Staff is solely responsible for cancelling this event.]

7. 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 an approved vendor is absent from the marketplace without notifying the Management in advance, they must pay a penalty fee (\$20 per half day space or \$35 per full day 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 would be if the National Weather Service agency had placed Stuart under a Severe Thunderstorm Warning, or a Tropical Storm/Hurricane Watch or Warning.

8. Vendor Conduct:

- All vendors will be held to the highest 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.

*****Effective 10/1/2016: There is NO SMOKING OR USE OF TOBACCO PRODUCTS within the entire boundary of the Stuart Green Market or City Hall Parking lots, per the City of Stuart. This applies to vendors and customers alike.*****

9. Other Vendor Policies:

- The City of Stuart encourages recycling. Vendors are asked to place glass, plastic, cardboard and other recyclable materials in the proper bins provided for this purpose. Trash must be contained and placed in the appropriate bins as well. 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.
- 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.

10. Rock'n' Riverwalk Concert Policies:

- The Riverwalk Concert series is sponsored and conducted by the Downtown Business Association of Stuart. This is not a “rain or shine event” and in the case of inclement weather, may be terminated by DBA Staff. Should the concert be cancelled that day before the scheduled event UP TO 2 PM, there will be a credit granted to each vendor who had paid the fee to stay for the afternoon show. Should the event be cancelled AFTER 2 PM that day, there will be full charge for the vendor spaces for the event. There will be no refunds of any kind.
- A full-day vendor may NOT break down/leave the market area for any reason before the official 4 pm ending of the concert. Failure to comply may result in permanent expulsion from the Stuart Green Market as well as the Riverwalk concert series.
- ALL POLICIES OUTLINED IN THIS LIST APPLY TO HALF-DAY AND FULL-DAY VENDORS OF BOTH EVENTS.

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