

THE *Florence* **MARKETPLACE** GOODS & SERVICES

The FM's Special Event Vendor Guidelines

1. WHERE: The Florence Marketplace, specifically our exterior lot and/or front dock, "The FM", unless otherwise noted, is located downtown Florence at the corner of Story & Main Street, or 101 Story Avenue, Florence, TX 76527.
2. WHEN: 11am to 5pm; Scheduled setups before. Please check any/all markets you wish to attend.
 1. Sept. 2nd ___
 2. December ~~TBD~~9th ___
 3. March 30th ___
3. MARKET MANAGER: Justin Gibson, H.V.I.C. (JG), believes only in doing "Win/Win" deals, and will have final approval of all vendor participation and final authority on site to interpret and enforce rules, regulations and/or coin tosses.
4. FM Vendors agree to comply with the rules of The FM and abide by the final decisions of the Market Manager. Confidential grievances may be submitted during official office hours, see store for details.
5. Any FM Vendors not complying with instructions or rules of the market will be deemed "Naughty" (in material breach and default of the agreements) and may be asked to immediately vamoose.
6. The Market Manager may revise the official Rules and Regulations and may alter operations of The FM at any time. Current rules will be available by request and may be specific to an event and subject to change without notice.
7. FM Vendor understands all sales reporting, vendor feedback, and proceeds fuel marketplace improvements and the growth.
8. All FM Vendors, without exception, must sign the Indemnity Agreement before they can sell at the market. INITIAL_____
9. **Food vendors must meet additional Health Department requirements and display certification for public view or upon demand of such certification.**

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10. The FM expects all Vendors to be reliable and prepared, punctual and positive, and be willing and able to enjoy the experience and promote enjoyment with other vendors and attendees. Further expectations include:
 1. Please remember The Florence Marketplace is family friendly and inclusive to all.
 2. Please dress to impress! You are the representative for your products.
 3. Vaping is allowed in The FM. Smoking is strictly prohibited indoors, and within thirty feet of any door.
 4. Please refrain from using profanity, or acting in a way that would disturb The FM and our guests.
 5. NOTE: The possession and/or use of firearms and/or drugs is strictly prohibited. As is operating under the influence. Both are grounds for permanent eviction from The FM.
15. Space Assignment: JG will work to ensure all vendors have an appropriate booth space. Our goal is to provide patrons a wide variety of goods at the market. The following rules will apply to space assignment:
 1. Vendors must be transparent about the origin of any products within the confines of their space. Preferably on labels or with display signage.
 2. The FM does not guarantee booth space and space is granted at the sole discretion of the Market Manager.
16. The FM Special Event space is for approximately 80SF (typical tent size); subject to customization.
 1. Vendors must provide their own table, chairs and signage (if needed).
 2. Height-adjustable tables are available to rent; subject to availability.
 3. No generators are allowed inside the building.
 4. Electricity Upgrades available; See JG to discuss.
 5. Vendors are responsible to clean space and leave as found.
17. Vendors and their staff are solely responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
18. Foods and food products produced by “Cottage Food Producers” may be sold at the market pursuant to the rules and regulations established by the State of Texas Department of Health.
19. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.

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20. Vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
21. Vendors must supply all materials and containers for customer sales.
22. Vendors are responsible for obtaining a Sales Tax Number if required by the State of Texas and collecting and paying any sales tax that may be assessed on their products. The vendor shall be solely responsible for filing all returns required by the State of Texas with respect to sales tax collection.
23. FM Vendors are expected to help keep The FM clean and tidy. Please use designated trash and recycling receptacles and assist with cleanliness and safety.
24. FM spaces are to be left as received; no trash should be left behind.
25. Fundraising opportunities are also available for nonprofit organizations. Items offered for sale will be by approval only.
26. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork. Incomplete packets will not be processed.
27. Any and all emergencies are to be reported to JG and/or The FM staff.
28. Please note that all vendor fees are non-refundable, ~~with the exception of December, and are due at the time of application acceptance. Spot numbers and setup times, will not be given until after payment is received.~~
 1. ~~*Our December market, is planned to coincide with the Christmas on Main St. Florence celebration! The date will be announced, as soon as the city announces the date for their event. Refunds may be accepted for this market, **if the date is not given within 30 days of the market.**~~

