



# Farmers Market

## Vendor Application

### VENDOR INFORMATION

Business Name

Contact Person  Phone #

Email Address

Website/Social Media

### PRODUCT INFORMATION

Please list all products you intend to sell (attach a separate sheet if needed):

1. Will you be preparing/cooking food on-site?  Yes  No (explain): \_\_\_\_\_
2. Are any products marketed as organic?  Yes  No  
**\*This applies to produce vendors ONLY.** If yes, you must provide proof of USDA certification or supply chain integrity.

### BOOTH REQUIREMENTS

1. Booth/Tent Size:  10x10  10x20  Other: \_\_\_\_\_

### COMPLIANCE & INSURANCE

1. Health Department / Food Permits Attached (if applicable):  Yes  No
2. Vendor agrees to supply tent weights/umbrellas weights:  Yes  No

### AGREEMENT

By signing, I acknowledge that I have read and agree to abide by the Spirit of Sebastian Farmers Market Rules and Regulations, including compliance with the Spirit of Sebastian POA and Heritage Park policies. I understand that failure to comply may result in removal from the property and/or termination of my participation.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

### For Office Use Only

Application Received: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



## **Vendor Code of Conduct**

Vendors are expected to treat customers, fellow vendors, board members, staff, and volunteers with professionalism and respect, helping to create a friendly and supportive market atmosphere.

To maintain a welcoming, family-friendly environment, vendors may not promote political parties, candidates, or agendas while participating in the market. Our mission is to provide a space centered on connection, cooperation, and respect for all. We ask that vendors keep the focus on showcasing their products and services to ensure every guest enjoys a positive experience at the market.

## **Punctuality & Attendance Policy**

Afternoons in the Agrihood Farmers Market at Spirit of Sebastian is held on a designated Saturday during the months of November to April, from 2pm to 5pm. All vendors must be set up by 2:00 PM and remain at the market until 5:00 PM unless permission has been granted by the Market Coordinator for late arrival or early breakdown. Vendors must notify the Market Coordinator at least 24 hours in advance of any absences.

## **Booth Fees**

\$30/day per Standard 10x10 Space

Vendors are required to pay for their space regardless of attendance. Payment is due on the day of the market. Any past-due payments must be cleared upon the vendor's return to the market. All payments and deposits are non-refundable, no exceptions.

## **Vendor Responsibilities**

Vendors are required to maintain the cleanliness of their assigned space throughout and after the market. Food vendors must place protective coverings beneath all cooking equipment to prevent spills, and under no circumstances should oil or grease come into contact with the ground. At the close of the event, all trash, packaging, and boxes must be removed from the vendor's area, leaving the space in equal or better condition than it was found. Waste may be disposed of in the designated dumpster located at Heritage Hall.

## **Exhibit Space**

Spirit of Sebastian reserves the authority to assign 10'x10' vendor spaces and, if necessary, adjust locations and sizes at any time. For safety, tents and umbrellas must always be secured with proper weights to withstand wind. All tents, umbrellas, signage, and displays must remain

fully within the designated vendor space and may not obstruct walkways, customer flow, or the visibility of neighboring vendors. Any additional signage must also be properly anchored to prevent movement or damage in windy conditions. All food items must be displayed, sold, and stored on surfaces elevated above ground level.

### **Weather Policy**

Afternoons in the Agrihood Farmers Market at Spirit of Sebastian operates rain or shine and is only canceled for unsafe weather conditions or conditions like severe rain, lightning and high winds that make vending impossible. If the Farmers Market is cancelled during operations due to weather, vendors must pack up and go home immediately. This is non-negotiable. In the event the Farmers Market is cancelled the morning of, or in advance, vendors must NOT set up and their deposit will be applied to the next scheduled Farmers Market date.

### **Parking**

Vendors are permitted to park in the designated parking lot during market hours. All vehicles must be parked in marked spaces and may not block access lanes, emergency routes, or loading areas.

### **Product Approval**

Spirit of Sebastian maintains the right to regulate both the types of products and the number of vendors in order to best support the overall success of the Farmers Market. Each vendor application must include a detailed list of all items intended for sale, and only those items that receive prior approval may be offered. Vendors found selling unapproved products must immediately remove them from sale upon request. To introduce new products, vendors are required to submit an updated application to the Market Coordinator for review and approval before those items can be sold.

### **Product Representation**

Spirit of Sebastian is dedicated to maintaining customer confidence by ensuring that all product labels—such as Organic, Pesticide-Free, or Hydroponic—are truthful and accurate. Any vendor found intentionally misrepresenting their products will be immediately removed from the Farmers Market. Produce vendors promoting products as organic must comply with USDA National Organic Program regulations. Farmers are required to provide proof of certification, while retail vendors must demonstrate both supply chain traceability and proof of organic integrity before labeling resale items as “organic” or “certified organic.”

### **Regulations & Liability**

All vendors must adhere to sanitary procedures as outlined by the Indian River County Health Department. Any vendor found selling contaminated foodstuffs or produce, or selling in the Farmers Market without proper health precautions, will not be allowed back to the market.

Vendors are responsible for collecting and remitting their own sales tax. Vendors must comply with all Federal, State, County, and City laws, regulations, and ordinances, and are responsible for obtaining all required permits/licenses from relevant authorities. Vendors must provide proof of compliance to the Market Coordinator upon request.

Vendors are required to sign a Hold-Harmless Agreement with Spirit of Sebastian, LLC and Spirit of Sebastian Property Owners Association, Inc.

### **Regulations for Different Vendor Categories**

**Food Trucks & Tents:** Prior to selling at the Farmers Market, all prepared food vendors will submit a copy of their food licensing from the Florida Department of Agriculture or the Department of Business and Professional Regulation to the Market Coordinator. These permits must be kept with you during operating hours and presented upon request. This does not apply to Cottage Food Operators.

**Produce/Meat:** Farm vendors must submit an application to the Market Coordinator and must grow their produce or meats. Vendors selling meat must be in compliance with Florida Department of Agriculture and Consumer Services regulations.

**Plants:** Plant vendors must submit an application and nursery license to the Market Coordinator.

**Cottage Food:** Cottage food vendors are vendors whose products fall under the FL Dept. of Agriculture's Cottage Food Act. Cottage food vendors will be required to have proper labeling on all products and must follow the Florida Department of Agriculture's guidelines.

### **Neighborhood Respect & Compliance**

All vendors participating in the Afternoons in the Agrihood Farmers Market at Spirit of Sebastian are required to follow the governing rules of the Property Owners Association (POA) and Heritage Park. Vendors must also recognize that the market is held within a residential neighborhood and conduct themselves accordingly. This includes respecting residents, maintaining appropriate noise levels, keeping the area clean, and ensuring that all activities contribute to a safe, family-friendly, and community-oriented environment. Failure to comply with these rules may result in suspension, expulsion, or fines at the discretion of the Market Coordinator.