

MARKET ON MAIN – Downtown Stuart’s farmers market
Operated by: STUART MAIN STREET, a 501c3 nonprofit organization
P | 772-285-0502 E | market@stuartmainstreet.org



New Vendor Application

Are you currently a vendor at Market on Main? Yes / No

Please note:

- Applications will be accepted by website, mail or email. Applications WILL NOT be accepted at the Market during market operating hours.
- For an application to be considered, all requested materials must be submitted together.
- Applications will be kept on file for one year.
- All vendors must have prior approval before attending and setting up at the Market.
- All applicants are subject to a background check.
- All vendors are required to be licensed and insured.
- *Printed applications will require a non-refundable \$25 administration fee, and a check will be required at the time the application is submitted or application will not be considered.*
- Online application [>>>link to online application<<](#)

Business Name: _____

Applicant Name(s): _____

Cell: (_____) _____ Alt Phone: (_____) _____

Email: _____

Business Address: _____

City, State, Zip: _____

Business Website: _____

Business Facebook: _____ Business Instagram: _____

PARTICIPATION SCHEDULE:

Select One: **Fall/Winter** (October-March) **Summer Season** (April-September) **Entire Year** (October-September)

Applicant Category: *Vendors are required to create or grow their own goods!

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Farmer | <input type="checkbox"/> Ready-made Food |
| <input type="checkbox"/> Art & Craft | <input type="checkbox"/> Food on-site |

How Many 10x10 spaces do you need: _____ Do you require electricity? Yes / No

What form of payment do you accept? Cash/Check Credit Cards Venmo/CashApp Zelle

What Markets/Events have you participated in before? _____

What Markets/Events do you currently participate in? _____

PRODUCTS/MENU:

Market on Main is a *producer's only* market. Meaning we only accept artisans who **make, create, grow** or **produce** their own product, with a mission to prioritize goods that are locally sourced, and promote sustainability. Please list what you wish to sell, listing each item, and price of each item, and estimate the percentage of each product sold. **Or please enclose a copy of menu.** *Vendor understands they cannot add items without prior approval from our Market Committee.

ITEM	DESCRIPTION	PRICE	% SOLD

Please tell us how your product aligns with our Market's Mission: _____

FEES: Rent is \$125/mth for each 10x10 space.

There are two payment options for vendors to pay their rent. Cash/Check or Credit Cards. Credit cards are required to be kept on file for autopay with a Credit Card authorization form filled out by the vendor. *Credit Cards will incur a 3.4% processing fee.*

Payments are due each month and collected on the last Sunday of the month for the next month. For example, January rent is collected on the last Sunday of December. *Any late payments will be billed a \$25 late fee. All payments are non-refundable, no exceptions.* *Make sure to review our attendance policy and seasonal absentee policy.

Rent payment method you prefer:

- Method One:** Cash or Check
- Method Two:** Credit Card Autopay

LICENSES & PERMITTING: REQUIRED

State issued Business License **Please enclose.**

Other State issued Licenses Please enclose. On-Site Food Vendors: We require all Food Vendors to be fully permitted by the State of Florida.

- Mobile Catering or Liquor License
- Egg License
- Farm Fresh Certification from Florida Department of Agriculture
- Food Processors License
- Organic Certification from United States Department of Agriculture
- Nursery License
- Understanding & Compliance with Florida Cottage Food Law

Local Business Tax Receipt All businesses must be registered to sell goods. This can be issued from where your business is registered and located, or here locally with the City of Stuart or Martin County.

Insurance: All vendors are required to carry Commercial Liability Insurance with \$1,000,000 in general liability coverage and must supply the following COIs with their applications. **Please enclose.**

One COI naming 'Stuart Main Street' as additionally insured. 201 S.W. Flagler Ave, Stuart, FL. 34994 **Please enclose.**

PARKING & VEHICLE REGISTRATION FORM

Parking: All vendors, and those associated with a Vendor, are required to park in the designated parking lot behind Congressman Mast's office and the Stuart Feed Store Museum.

Parking spaces closest to the Park on Flagler Ave. should be reserved for our market visitors and your potential customers.

Vendors are NOT to drive thru the Market during Market hours.

All Vendors, and those associated with a Vendor, must have a separate Vehicle Registration form on file.

All Parking violations will result in a \$25 fee. Our rules, regulations and policies can be, and will be enforced by the Stuart Police Department.

Vehicle Information

Vehicle Owner Name: _____
First and Last

License Plate Number: _____

Year: _____ Make: _____

Model: _____ Color: _____

Do you require Disabled Parking? Yes No

Disabled Parking Permit ID # _____



VENDOR REFERENCES As part of your application with Market on Main, we require three references, either personal or professional.

1. Name: _____

Company: _____

Phone Number: _____

Email: _____

Relationship: _____

Length of Time known: _____

Professional or Personal Reference (circle one)

2. Name: _____

Company: _____

Phone Number: _____

Email: _____

Relationship: _____

Length of Time known: _____

Professional or Personal Reference (circle one)

3. Name: _____

Company: _____

Phone Number: _____

Email: _____

Relationship: _____

Length of Time known: _____

Professional or Personal Reference (circle one)



VENDOR CODE OF CONDUCT

- Vendors, and those associated with a vendor, are expected to maintain a professional and courteous attitude towards other vendors, Stuart Main Street and Market on Main staff and volunteers, City of Stuart staff and emergency personnel.
- Vendors are expected to bring concerns about Market on Main to the management staff working the Market, not to patrons or other vendors.
- Vendors must not publicly disparage other vendors or their products. This behavior may be grounds for immediate dismissal and termination from Market on Main. Illegal, unethical and/or abusive behavior will be grounds for immediate dismissal and/or termination.
- Vendors shall not use any language or action to insult or harass another vendor, shopper or City staff.
- Vendors may not shout in a loud or aggressive manner to customers in an attempt to sell vendor's wares.
- Vendors are not allowed to stand in the walkways while providing samples to patrons and cannot sell from the exterior sides of their space. "Hawking" is prohibited. All vendor activity must be conducted within their assigned booth space(s).
- Vendors shall take the proper safety and health precautions to protect patrons, the Market, The City, the public and property of other vendors.
- Vendors shall be responsible for all damages to persons or property that occur as a result of vendor's negligence or misconduct. This includes any property owned by or provided by the City.
- Vendors, and those associated with a vendor, agree to park in vendor parking or assigned handicapped spaces and agree to additional penalty fees.
- Vendors agree to keep their booth space(s) attractive and clean during hours of operation and display required signage with pricing, and follow the [City of Stuart's 'No Plastics' ordinance](#).
- Vendors must clean up their spaces, remove trash and take boxes with them after the Market closes.
- Vendors agree to follow our attendance policy and understand failure to comply can result in their dismissal.
- Vendor understands that our Market is 'rain-or-shine', and agrees that all payments are due in advance prior to setup and that all payments are nonrefundable, and no rain dates will be refunded.
- Vendor agrees late rent payments will be subject to fees.
- Vendors are required to accept all forms of payment.
- Vendors must follow all codes of conduct in order to continue their participation in the Market. Should a vendor breach any rule listed above, or rules outlined in the Market Manual, the following process will be set in motion:
 1. **Discussion** – The management team will bring any issues in question to the attention of the vendor.
 2. **Formal Action** – The management team will address the issue with the vendor, in writing, with the expectations and time frame for a resolution.
 3. **Suspension and/or Dismissal** – If a resolution does not occur, the vendor will be notified that they are being dismissed/or terminated from Market on Main without a refund. The final decision will be made by the management team. Based upon the magnitude of the infraction, any step in the process might be applied at the discretion of the management team.

By signing this page, you agree and understand the rules, policies, procedures and expectations laid forth in our Market Manual and acknowledge and agree to all the rules, policies, procedures and expectations as they were stated above.

Applicant Print First & Last

Applicant Signature

Date

How to Submit Application:

- Please include the following with your application:**
 - Copy of Business License
 - Copies of additional required licenses specific to your type of business
 - Copy of Local Business Tax Receipt
 - Required COIs
 - Vehicle Registration Form
 - List of References
 - Signed Code of Conduct agreement
 - Signed Indemnification Agreement
 - Pictures of your booth setup & display
 - Pictures of each product you listed on your application
 - Pictures or video of you making your product
 - Brand Materials (brochures, business card, rack cards, etc.)

Email Application to market@stuartmainstreet.org Or Mail to: Stuart Main Street PO BOX 3035 Stuart. FL, 34995

Note: When your application is submitted, you will receive confirmation via email. It will be reviewed by the Executive Director of Stuart Main Street and then sent to the Market Committee for final approval. If the Committee has approved your application, Market staff will contact you via email.

Please note that your application will stay on file for one year. All vendors must have prior approval before attending our Market. If approved, vendor understands that they cannot add or change product offerings without approval from the Market.

Indemnification and Hold-Harmless Agreement (to be filled out by legal business owner)

In consideration of the above and other good and valuable consideration, in receipt of and all Market Rules is acknowledged by (Vendor Name) _____, in the City of (Vendor Business location) _____ and the County of (Vendor Business location) _____, in the State of Florida, agrees to indemnify and hold-harmless Stuart Main Street of 201 SW Flagler Ave, Stuart Florida 34994, County of Martin, State of Florida, and its officers, directors, employees, and agents from and against any and all liability or loss, any claims of negligence, any injury or damages suffered, or from any judgements or awards, arising from Vendor’s operations at Stuart’s farmers market, Market on Main, event. The event is located on SW Flagler Ave. in Downtown Stuart, FL. At Flagler Park along the St. Lucie River and is conducted by Stuart Main Street Association, Inc. (Hereafter referred to as SMS).

Furthermore, this agreement is not to be construed as a granting of any rights, and Vendor has no right to its space or its relationship with SMS. Vendor is a business licensee of SMS. Vendor’s space and relationship is at the convenience of SMS, and vendor agrees and understands that SMS can dismiss the vendor at any time with or without cause. Vendor understands that SMS cannot be held liable for any disagreements, interruption(s) of business, or any other violation of this agreement as the space offered by SMS is in the form of a license, not a lease. Vendor waives and releases SMS from any tort, or any other civil liability connected with this agreement, or any operation of vendor’s business with SMS.

Applicant Print First & Last

Applicant Signature

Date

Office Use Only:

Date Received: _____ Date Sent to SMS ED: _____ Committee Review Date: _____

Outcome: _____ Next Steps: _____ Start Date: _____