



M.O.M.'s Friday Night Market

Vendor Rules and Regulations

Friday's — 5 - 9 p.m., New Port Richey

MOMsFridayNightMarket.com

Facebook.com/M.O.M.sFridayNightMarket

Twitter.com/MOMsFridayMarket

M.O.M.'s Friday Night Market is held weekly on Friday from 5 to 9 p.m., all-year-round, across from The Hacienda at 5628 Main Street, New Port Richey, Florida 34652. The application year runs from April to March. The Market was created to enhance the downtown New Port Richey community and to add shopping and entertainment options on Friday evenings.

Before applying please review the *Vendor Application* and the *Rules and Regulations* document. You can mail your completed application to Trina Messano – 10315 Miracle Lane, New Port Richey, FL 34654; scan and email it to Trina@MOMsFridayNightMarket.com; or apply online at www.MOMsFridayNightMarket.com.

We will contact you by phone or email five to seven days after your application is received. If approved, payment can be made via PayPal to Trina@MOMsFridayNightMarket.com OR check made out to “M.O.M.'s Friday Night Market” and mailed to 10315 Miracle Lane, New Port Richey, FL 34654.

The number of vendor spaces available is limited by the size of the venue and presence of vendors or products that are already established at the Market. Some vendors may be placed on a waiting list and will be contacted when space is available.

Permitted Market Items

- M.O.M.'s Friday Night Market is not intended to function as a flea market. Food related items are intended to be the core of vendors and will be given preference over non-food related products. Homemade crafts and greenery are welcome.
- **The following item classifications are permitted:** 1) Food related products: Fruits, vegetables, dried herbs, bakery goods, smoked and cured meats, honey, cheese, pasta, nuts, jams, condiments, coffee, tea, sauces, etc., 2) Greenery: Fresh/potted herbs, flowers, plants, seeds, etc., 3) Non-food related products: Handmade artwork and crafts, clothing, toys, home décor, collectibles, silk and dried flowers, etc.
- **The following item classifications are NOT permitted:** Firearms, weapons, ammunition, explosives, pornographic or offensive materials, drugs or drug paraphernalia, or any service that may be deemed offensive by Market management or employees.
- Merchandise intended for sale should be listed and described in as much detail as possible on the Vendor Application.

We Encourage Vendors to:

- Offer the highest-quality products.
- Set fair prices.
- Display items in a neat, well-organized, and eye-catching manner.
- Provide samples if possible.
- Be friendly, courteous, and respectful to customers. Talk to them!
- Learn about and support other vendors at the Market.
- Hand out flyers or business cards (within your designated area.)
- Use bright, eye-catching signage.
- Follow and engage with the Market on social media platforms.
- Invite other vendors to apply to this Market.

Reservation Process

- Reserving a date at the Market can happen only after you have been approved to attend by the Market Coordinator.
- Reservations for a specific date are officially made by making a payment for the space in advance.
- Payments should be made once your application has been approved.
- Vendors making a payment for an upcoming week can bring their payment to the Market booth as cash or check, in exchange for a receipt.
- Payment must be received no later than 5 p.m. on the Tuesday before each Friday Market, to hold your space.
- Payments are not refundable.
- Any subsequent communications regarding changes in your schedule should be made by phone or email to the Market Coordinator, rather than verbally during the Market.

Fees and Payment

- All vendors are required to pre-pay their space reservation by the Tuesday prior to the Market day by mail or Internet. If payment is not received by the due date, the space reserved for that vendor will not be guaranteed for that Market day.
- 10' x 10' vendor spaces can be purchased on a weekly basis, and a discount is available if purchased as four consecutive weeks. See the Vendor Application for fees.
- Vendors are solely responsible for insuring their fees are paid in advance of the Market opening.

Licenses, Permits, and Sales Tax

- Vendors are required by local, state, and federal governments to obtain permits, certifications, and licenses and must obey any regulations therein to sell their products and conduct business.
- All food vendors are required to be in compliance with State of Florida Department of Business and Professional Regulation, and Department of Agriculture and Consumer Services regulations.
- All food vendors or non-food vendors with an open flame are required to have a 5 LB ABC fire extinguisher with current tag.
- Vendors are responsible for collecting and remitting their own sales tax.

Exhibit Space

- Market management has full authority to assign exhibit space. Requests for particular sites will be given consideration, but management reserves the right to assign and locate all vendors. Space will be assigned the preceding Market day for all vendors whose fees are paid in advance, and may be confirmed by calling (727) 845-1200 between 8 a.m. and 5 p.m. on the Thursday preceding Market day.
- Vendor can occupy market space only during prescribed market hours. Vendors should not block the aisles or walking paths.

Vendor Equipment and Supplies

- Vendors are responsible to bring adequate change (bills and coins.)
- Each vendor is responsible for providing and removing any and all equipment and supplies required for conducting business at the Market. This includes signs, tables, chairs, products, canopy, weights, electrical cords, and equipment utilized for storing and displaying products, and waste materials.
- If Vendors choose to bring a tent, it must be 10 x 10 – as to fit the vendor space. The tent can be any color. All 10 x 10 tents are required to have 10 pound weights (or heavier) per tent leg. You will not be allowed to set up a tent without these weights, for every event we operate. Weights can be made from PVC piping with cement; they can be bought already prepared; or you can use heavy bags or jugs of sand, cement, or rocks.
- Absolutely NO generators will be allowed to operate during the Market unless permitted to do so by the Market Manager.

- Heat source fuel supplies (natural gas canisters or related cooking fuels) must be the required distance from the cooking heat source per local Fire Department regulations.

Vehicles

- Vendor vehicle parking shall be assigned by the Market Coordinator.
- Vehicles shall not be utilized as a display or dispensing area for Market goods, unless it is a refrigerated unit for perishable items.
- No vehicle may remain running during market hours other than for the purpose of refrigeration of product.
- Please be very conscious of your speed as you drive through the Market (or the neighboring area). In the market space, you should drive no faster than walking speed – about 4 miles per hour.

Lights and Electrical Needs

- Limited electricity is available. Spaces with power will be assigned on a first-come, first-served basis, with priority given to food vendor operations.
- If you need electric, you will also need a minimum of 100 foot extension cord for operation.
- Extension cords must be taped down as to not be a trip hazard.

Signs and Tags

- All signs must remain within the allotted vendor’s exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendor’s displays or views.
- All items should be clearly priced.

Setup

- Vendors must check-in with the Market Coordinator before unloading. Vendors can then begin setting up their display after 3 p.m. and must be complete by 4:45 p.m. All vehicles must be removed from the market by 4:40 p.m.
- Please unload completely and remove your vehicle from the vending area before setting up your tent or sales space.
- The Market opens at 5 p.m.
- While unloading and setting up, be conscious of parking your car in a way that maximizes the ability of other cars to get by.

Breakdown

- Vendors should remain open for business until the close of the Market at 9 p.m.
- Vendors are responsible for leaving their area free of garbage and debris. Cleanup should be completed by 10:30 p.m. at the latest.
- A vehicle should not be driven into the Market until the vendor booth is dismantled and ready to load; and not until the Market Manager re-opens the lot at the end of the sales day.

Vendor’s Responsibility for Conduct of Its Representatives

- Vendor shall not be considered an agent or employee of the M.O.M.’s Friday Night Market. Vendor is responsible for the conduct of its employees, agents, or subcontractors, and must pay for any damage to M.O.M.’s Friday Night Market property, including personal injury caused by any of the Vendor’s employees or agents. The M.O.M.’s Friday Night Market shall not be responsible to any injury or property damage caused by the Vendor’s employees, agents, or subcontractors and shall be indemnified in accordance with the “Indemnification Release” on the *Vendor Application*.
- There shall be no shouting or “crying out” sales devices as to disturb surrounding vendors or market goers. The passing out of flyers must be within your designated booth space. The sale or consumption of alcoholic beverages on the Market site is prohibited. Smoking is strongly discouraged in the vending areas. No weapons of

any kind are permitted. No broadcasting of loud music or noise shall be permitted. Please avoid profane or abusive language. Vendor can be cancelled at any time without liability to M.O.M.'s Friday Night Market.

Dogs

- Dogs are permitted at the Market, provided they are on a leash. Please inform the Market Coordinator if a dog is behaving in a disruptive manner.

Cancellation Policy and Vendor Withdrawal

- All dates submitted by you are posted to our Market schedules, and you are held responsible for renting space on the date(s) reserved.
- In order to receive credit for a market date paid for or not to owe a day missed, YOU MUST SUBMIT A WRITTEN (Preferably by email) 72 HOURS NOTICE PRIOR TO THE CANCELLED DATE. This is very important because for any market or event to survive it must pay its bills and find substitute vendors. We will not keep vendors in this market if they are not willing to pay on time and are not communicative.
- All emergency cancellations concerning health, family, or travel must be made via phone to the Market Coordinator.
- No refunds will be given for cancellations; however, credit may be used for a future Market day. If for any reason the weather report calls for extreme conditions such as hurricanes, hail, tornadoes, or other natural disasters, we will have no choice but to cancel the market due to liability issues and potential danger. In the case that this happens, an email will go out on the night before the event takes place. Such vendor fees will be credited to the next market day. As a vendor, you are responsible for reading your emails.
- If weather causes the market to close AFTER 5 p.m. on Market day, no refund or credit will be issued.
- No credit of fees, paid by Vendor is offered if Vendor decides to no longer participate in or is banned from the Market. All rules are subject to change under the advisement of Market representatives.
- If a Vendor decides not to attend the event due to bad weather, the vendor fee will not be credited to the future event dates or any other event. Please understand that all vendor fees collected pay the bills necessary to operate the market whether or not the vent takes place.
- There are many factors that may affect sales for any given market – economy, weather, or scheduled events in the region. Any vendor may have a slow day, and it's to be expected. It is our advice to try the market for at least 4 weeks before any decision is made to withdraw. Continued market presence will help build customer anticipation and familiarity with your product. This will generate repeat customer demand, and increased traffic. Your product growth, mix, and display at each event will also contribute to ongoing success.

Enforcement of Guidelines

- The Market Coordinator is responsible for enforcing the Market rules. Possible violations will be discussed and resolution attempted. Market Coordinator reserves the right to disprove any item he/she deems inappropriate to be sold at the Market. Unresolved problems will be referred to the Market Committee.
- Continued violations will result in being banned from the market with no reimbursement of fees paid.
- Any vendor challenging another vendor's product legitimacy or conduct must file a written complaint with the Market Coordinator, and should not complain to the vendor in question.
- Any customer issues should be handled through the Market Coordinator as well.