

**NORTH GOODLETTE FARMERS MARKET**  
at North Naples United Methodist Church  
6000 Goodlette Road North, Naples, FL

8 a.m.-12 p.m. (noon) Saturdays, November 1, 2008-April 25, 2009

**VENDOR APPLICATION**

*Prior to your participation in the Market, you must submit this **completed application** form and payment. Make check payable to **North Goodlette Farmers Market.***

Please Print

**Name (last)** \_\_\_\_\_ **(first)** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Emergency Contact Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Description of your product(s) and your plan for display (on table or truck)**

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I, the undersigned, have read all of the Vendor Information guidelines governing the Farmers Market at North Naples United Methodist Church and agree to adhere to them. I understand that the Farmers Market at North Naples United Methodist Church reserves the right to limit or discontinue the participation of a Vendor at any time. The Market reserves the right to ask that unsuitable or unapproved products be removed from the sale.

**Vendor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Full-season Vendors have space priority. Check must be sent with application.**

**Return application and fee to:**

**North Goodlette Farmers Market, P.O. Box 1258, Naples, FL 34106**

**Fee Structure per 10 X 10 space (please check)**

- \$526.50 Prepaid Season – Nov. 1-Apr. 25 – 26 weeks
- \$225 Prepaid for Nine Consecutive Markets – Nov. 1-Dec. 27
- \$225 Prepaid for Nine Consecutive Markets – Jan. 3-Feb. 28
- \$200 Prepaid for Eight Consecutive Markets – March 7-April 25

[www.northgoodlettefarmersmarket.com](http://www.northgoodlettefarmersmarket.com)  
[Info.ngfm@gmail.com](mailto:Info.ngfm@gmail.com) 239. 249.9480

## Hold Harmless and Indemnification

Thereby agree to INDEMNIFY, RELEASE and HOLD HARMLESS the North Goodlette Farmers Market at North Naples United Methodist Church, 6000 Goodlette Road North, Collier County and the Officers, Directors, Agents, Leagues and Employees of these entities from and against any and all rights, actions, causes of action, suits, losses, damages, judgments, claims, claims of liabilities, cost and expenses of any kind as well as attorney's fees and court cost at trial and on appeal, of whatsoever kind or nature to which these entities and individuals may be subjected to as a result of any death, personal injury or damage to property arising in any manner from my direct or indirect participation in the NORTH GOODLETTE FARMERS MARKET at North Naples United Methodist Church, including any such rights, actions, causes of action, suits, losses, damages, judgments, claims, and claims of liabilities arising out of or resulting from the negligence of these entities or any of there agents, servants, employees or any independent contractors acting on their behalf. I further agree that this Hold Harmless Agreement shall apply in the event I am disabled, injured, or incur disease of a temporary or permanent nature while participating in, or die as a result of participating in, this activity, regardless of the cause including negligence of the above reference entities, their agents, servants, employees or independent contractors.

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The undersigned further certifies that he/she is the responsible party referred to in the rules and that he/she is authorized:

1. To execute on behalf of the business, and
2. To execute legal process on behalf of the business.

I understand that I will not be allocated space until all of the above documentation is on file in the North Goodlette Farmers Market and the North Naples United Methodist Church, my application is approved and my fees are paid in full. All fees are non-refundable once location had been assigned.

I certify that I have fully read and understand the contents of this application that I fully agree to all of its terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**(Office use below this line)**

### **Application Accepted**

**Date Approved** \_\_\_\_\_ **Fee Paid** \_\_\_\_\_ **Number of Markets** \_\_\_\_\_

**Number of Spaces required** \_\_\_\_\_ **Space #** \_\_\_\_\_

**Manager Signature** \_\_\_\_\_

**Market Manager: Merida Hines-Tyler – (239) 249-9480 [info.ngfm@gmail.com](mailto:info.ngfm@gmail.com)**

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### **Application Denied**

**Date Declined** \_\_\_\_\_ **Reason Declined** \_\_\_\_\_

## **2008-2009 VENDOR INFORMATION**

**North Goodlette Farmers Market at North Naples United Methodist Church  
6000 Goodlette Road North, Naples, FL 34109**

**Farmers Market Manager: Merida Hines-Tyler    Phone: (239) 249-9480    E-mail:  
[info.ngfm@gmail.com](mailto:info.ngfm@gmail.com)**

### **VENDOR APPLICATION APPROVAL PROCESS**

Once the Vendor Application and Fee are received, the approval process begins. Checks should be made payable to North Goodlette Farmers Market and will not be cashed until approval is given.

Potential Vendors are screened based on the following:

1. Product Type – whether the product/service falls within the Market guidelines
2. Product Quality – the quality, freshness and uniqueness of the product

We restrict the number of Vendors who carry specific types of products. If a category of product is already being sold by the approved number of Vendors for that product, we will notify the applicant and keep the application, pending future openings. Vendors are not permitted to add additional product lines (outside the products described on their Market application), without approval by the Market Manager.

### **VENDOR RESERVATION PROCESS**

Once an application is approved, seasonal prepaid Vendors will be allocated for the season. One-time Vendors must speak with the Market Manager (or representative) to reserve a space for a specific date.

\*Payments made to reserve a spot are not refundable and no refunds will be given due to rain cancellations.

\*Reserved Vendors who have not arrived by 8:15 a.m. on Saturday, or indicated in advance that they will be late, may forfeit their space.

### **MARKET RULES**

1. **Vendor Equipment and Supplies – Each Vendor is responsible for bringing, providing and removing any and all equipment** and supplies he or she requires to do business on the Market site. This includes signs, tables, chairs, products and equipment utilized for clean-up purposes. Electricity and water are not available for Vendors.

\*The use of canopies, awnings and sun umbrellas are permitted. We strongly recommend you bring weights for a tent in case of windy conditions. A full container of sand or water hung from a long bungee cord normally works well. Fire extinguishers are required for large tents.

2. **Signs** – 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 Vendors' displays or views.

3. **Exhibit Space** – **The exhibit space is a 10 x 10 area.** Requests for a particular site will be given consideration; but Manager has full authority to assign and locate all Vendors.

\***Spaces will be delineated and numbered, and marked on the ground.** Vendors must limit their sales activities to the boundaries of their allocated space(s).

- \*Stall space will be assigned prior to Market day for all Vendors whose fees are paid.
- \*Assigned exhibit space must be occupied and ready for business by 8 a.m.
- \*The sharing of stall space is not permitted.
- \*Hawking or the use of sound devices that would be disruptive to neighboring Vendors are prohibited.
- \*Vendors are expected to remain open for business until the close of the Market, unless they sell out all their products. If a Vendor leaves before the end of Market, they are required to inform the Market Manager (or representative).
- \*Vendors are not guaranteed a specific location on a week-to-week basis. We will do our best to meet the specific needs and request of each Vendor, while balancing the overall needs of the Market.

4. **Hours of Operation** – The Market shall operate every Saturday from 8 a.m. to 12 p.m. (noon) during the season (November–April). All Vendors must remain at the Market site until the 12 p.m. (noon) closing or inform us beforehand if they sell out earlier. The Market will not be closed simply due to general rain possibility. Whether to close the Market due to actual or predicted weather conditions will be at the sole discretion of the Manager (or representative).

5. **Set-Up, Clean-Up & Break Down** – Set-up must be completed before 8 a.m. Due to pedestrian traffic, the lot will be closed to Vendor traffic between 8 and 12. Break-down starts at 12 p.m. (noon) and must be completed and stalls vacated by 12:30 p.m. Vendors are responsible for breaking down and removing all garbage from the premises, Stall spaces are to be left in the same condition as when rented. ALL GARBAGE IS TO BE REMOVED FROM THE PROPERTY.

6. **Vehicles and Product Display** – Vendor parking is designated at each stall. Double parking in a through traffic lane should not occur and no vehicle may remain in the area during Market hours.

7. **Permitted Market Items** – Any products that are locally grown, or handmade and/or produced from locally grown products. The Market committee has the exclusive right to sell bottled water. Food-related items are intended to be the core of the Market experience and, as a result, they will be given preference over non-food items. The following are examples of items at the Market:

\*Food-Related & Greenery - Fruits, Vegetables, Herbs, Cut Flowers, Plants, Cooked/Prepared Foods, Baked Goods, Dried Smoked Meats, Cheese, Condiments, Jams, Nuts and Sauces

\*Non-Food - Handmade by the Vendor – Dried Flowers, Knitted Items, Stained Glass, Pottery, Soaps and Candles

\*No cooking will be allowed on-site without authorization of the Market Manager.

\*The sale, consumption or possession of alcoholic beverages on the Market site is prohibited.

\*Vendors may only distribute flyers within their booth space, but not in the pedestrian traffic areas.

\*Each Vendor should have adequate change (bills and coins).

\*Each Vendor should have bags or appropriate containers for purchased merchandise.

8. **Laws/Regulations and Liability** – Vendors must abide by all Federal, State and County laws, regulations and ordinances, and are responsible for all permits/licenses required by the Federal, State and County. Vendors must provide the Farmers Market Board evidence of compliance if required. By signing a copy of the Market Rules, the Vendor agrees to waive any and all liability of the North Goodlette Farmers Market at North Naples United Methodist Church for claims, actions or damages. Taxes are the responsibility of the Vendor.

9. **Fees** – Current fees are listed on the application. Vendor checks are payable to the North Goodlette Farmers Market.

\*No reimbursement will be made for fees paid if a Vendor decided to no longer participate in the Market.

\*The Market committee shall consider reimbursement in the case of illness or death.

10. **Enforcement of Rules** – The Market Manager is responsible for enforcing the Market rules.

\*Any Vendor who challenges another Vendor's product(s) legitimacy, actions or conduct should be brought to the attention of the Market Manger, and not directed to the Vendor in question.

\*The Vendor must file a written complaint with the Market Manager, giving the name of the Vendor and the product or situation he/she feels may not be in compliance with Market policies. The complainant must date and sign his/her name to the complaint and provide it to the Market Manager for her consideration. The Market Manager will then decide the course of action to be taken, if any.

\*Vendors selling prohibited items will be asked to remove those items from sale or leave the Market.

\*Should any disagreements arise, they must be handled in a constructive and civil manner. Inappropriate behavior (such as loud or angry conversation or obscenities) is a cause for immediate, permanent removal from the Market.

11. **General Guidelines** – Vendors are expected to be courteous to Customers, Vendors and Market staff. If a Vendor is going to be absent for a day and have a representative stand in for them, they must provide advance notice to the Market Manager. The substitute Vendor must read our Vendor Guidelines so that they are informed about our policies and practices.

\*Smoking by Vendors in the Market area is strongly discouraged, particularly around food.

\*Solicitation of any type (distribution of flyers, request for money, petitions, etc.) is not allowed with the Market boundaries. Please inform a Market representative if you see solicitation occurring.