



Market Vendor Application Packet

OVERVIEW

The event will be held once a month. Once you sign up and your application is approved, you'll receive a **confirmation email from JEMarketEvent.com**. This email will include:

- Your **Vendor Application**
- Your **Event Waiver**

We will send you an email back with approval and link to invoice a week or more before the event date. Please review and complete the documents promptly to secure your spot. We're excited to have you join us!

Our Information: Jasline Del Toro and Elena Rodriguez are responsible for the monthly operations of the market. and will be in full communication before during and after the event.

Phone: Elena at (please message) 786-970-4697/

Email: JEmarketevent.com

Vendor Agreements

- Vendors must provide their own tent, tent weights 20lbs per leg, tables, chairs, etc.
- Vendors must cancel any assigned dates by Tuesday, the week of the market. If you cancel after invoices are sent on Wednesday morning, you are still responsible for that week's invoice.
- If a vendor does not call or no shows or has repeated short-notice cancellations, they may be removed from the schedule.
- Trailer vendors will not detach their vehicles until the market manager has shown them to their space.

GENERAL GUIDELINES

1. Selection Criteria - Potential vendors are screened based on a number of criteria, including:

- Product Type - Whether the product/service falls within the market guidelines (described below).
- Product Quality - The style, construction and uniqueness of the product.
- Presentation - The display of the products on tables and throughout the booth.
- Vendor Style - The overall friendliness of the vendor.
- Booth Setup
 - Vendors need to have displays that are eye catching and thoughtfully designed.
 - For both appearance and safety reasons, we strongly recommend use of a professional grade 10x10' tents with full internal frames (vs recreational tents that have only perimeter frames).
- Commercial Products - Our focus is on artisan products that are designed and created by the vendor.
 - We do not accept products that are commercially produced and/ or distributed.
- Product Lines - The Market management makes judgements about the appropriate number of vendors within a product category.
 - This assessment is based on the number of total available spaces, etc., and how many vendors are currently vending any one category of product.
 - We limit the number of similar products so that each vendor has the opportunity to be successful.
- Booth Size - The standard booth space is up to 10 feet wide and 10 feet deep.
- Attendance Frequency - The Market will have both full-time and half-time vendors.
 - Half-time vendors would typically be craft vendors to provide weekly variety in the customer's shopping experience.
 - Half-time vendors can select which dates they want to request in the scheduling window.
- For more information about how scheduling works, refer to the Vendor Operations Guidelines.

PRODUCT TYPES -We are looking for.

Food Products - Food-related items are intended to be the core of the market experience.

- Product Types – There are 3 general categories of food products.
 - Ready-to-Eat Foods – e.g. sandwiches, omelets, BBQ, crepes, tamales, beverages, or smoothies.
 - Take-Home Foods – e.g. smoked fish, soup, bread, pies and cakes, salsa, granola, etc.
 - Specialty Foods & Condiment- e.g. gourmet oils, cheese, vinegar, herbs, olive salad, pasta, jams, etc.
- Vendors who sell ready-to-eat food will be favored if they also sell items that are packaged to take home.
- Unique products – We're interested in products that are unusual and not readily available in stores. This might reflect gourmet preparation, unusual flavors or ingredients, or ethnic recipes.
- Healthy Food - We have a strong preference for products that reflect healthy eating practices, e.g. healthy ingredients, freshly prepared, low or no sugar, baked vs. fried, etc.
- Licenses - Food vendors need to meet the requirements of applicable State regulatory agencies. It is not necessary to have purchased a license before applying. Licenses are issued by the following two agencies.
 - Florida Dept. of Agriculture – This agency regulates mobile vendors that sell pre-packaged foods or food that is prepared prior to the event (bread, soup, etc).
 - Dept of Business & Professional Regulation – Hotel & Restaurant Division. – This agency regulates mobile vendors that prepare and cook food at the event.
- Plants & Flowers
 - Product Types - Prospective plant vendors are evaluated based on the unique character of their plants, and how they are different than other plant vendors already at the market.
 - Grower Preference - Preference is given to growers versus resellers.
 - Licensing - You must hold an appropriate license with the Division of Plant Industry in the Florida Dept. of Agriculture.

Crafts

- Product Priorities- The primary focus of the market is related to produce, food and plants. Crafts supplement these core products and provide color and variety to the market.
- We do not allow any political or religious products/vendors.
- Product Categories - Crafts are evaluated within a respective product type (e.g. pottery, clothing, jewelry, personal care products, yard art, etc.).
 - Homemade – We support craftspeople and artisans at the market. As a result, crafts must be made by the vendor.
 - Resale – Items offered for re-sale or are commercially produced are not acceptable.
 - Food-Related - High quality and very unique items that are food related (e.g. cookbooks, kitchen utensils, table linens, aprons, etc.) may be considered, even if they are not made by the vendor.

Services

- Service Delivery - We will consider service vendors if the service is conducted at the market (e.g. face painting, massage, knife sharpening, etc.).
- Promotion - We do not accept applications for businesses wishing to promote services provided elsewhere (e.g. health club, real estate sales, medical offices). This type of activity is eligible to participate as a 'sponsor'.

FEES

- Amount - The vending fee is \$45 per space. If a vendor refer a new vendor and that vendor is approved and pays the invoice, the vendor that referred will receive \$10 off on the next market.
 - If your booth is larger than 10x10, you will be charged based on the number of 10x10 spaces you occupy.

LICENSES & TAXES

- Licenses – Vendors are responsible for obtaining any licenses applicable to their products.
- Sales Tax - Sales tax, where required by the State, is the responsibility of the seller.

The vendor will also fill out a waiver with the invoice that absolves JMarketevents from any harm cause the day of the event.

You **MUST FIRST** email us this vendor application and waiver with all the information about your business, provide us with up to 5 pictures of your products and booth set up to see if you qualify, and space is available for your products or services.

Name:

Business Name:

Product Sold/Services:

Website or Social Media Handle:

Address:

Phone Number:

Email Address:

Thank you for your interest in joining JMarketEvent!

We're excited to learn more about your business and can't wait to bring creative, passionate vendors like you into our community.

Once your application is reviewed and approved, you'll receive a confirmation email with your **market assignment, waiver, and invoice**.

If you have any questions in the meantime, feel free to reach out to us at

Email:JMarketEvent.com and check us out online at **www.JMarketsEvents.com**

We appreciate your time—and look forward to possibly working with you soon!

— The JMarketEvent Team

