

All Vendors Set Up Tear Down

If you are not unloading 15 minutes before the road shuts down we reserve the right to fill your spot with a vendor on location, you will then be moved to another spot upon arrival.

NO CARS WILL BE ALLOWED BACK ON STREET BEFORE CLOSING! If you want to leave earlier you will have to walk everything out!! No Exceptions!

If you are not staying for the entire event, your regular spot may be moved! You will also have to walk your things out! We reserve the right to keep the appearance uniform for the market. Farmers Market only If you will not be coming the following week let either Danielle or Jodi know as soon as possible! If no notice your spot may be moved in the future. If you need to call during the week Call Jodi at 352-232-4241.

No exceptions! Any vendors setting up prior to street closure must keep EVERY part of their display, including tent legs and table legs in the parking space (not in the gutter or the street) until the streets are closed to vehicle traffic.

1. Vendors are responsible for providing and **setting up their own** tents, tables, chairs, battery operated lighting, quiet generator, lighting, extension cords, power strips and either duct tape or mats to cover wires that cross pedestrian walkways. **Cords Must Be Taped Down! No Cords Across The Street! All tents must be weighted down!** No staking into asphalt is permitted. Electricity is very limited and is not provided for everyone, please check to see if you have electricity available to you. **Do not assume if you see an outlet around that you are allowed to plug in there! We do not have permission to use all outlets! There may also be a fee for using certain outlets!**

2. Vendor spaces are 10' x 10' (these will be marked by tape on the curbs, make sure you stay within your location) and are priced as follows:

Market on Main \$25 to BBA

If not in by the 2nd Saturday of the month the cost is \$40! NO EXCEPTIONS!!

3. All vendors are responsible for their own trash removal. Please bring your own trash bags. At the end of the evening place trash next to permanent trash can on the sidewalks.

4. Tear-down is immediately following the event. The streets will open back up promptly at **one hour** after closing. All vendors **MUST** have their display off of the street when the streets open back up. **No exceptions!** Last vendor on the street is to open up the road before they leave.

Rules for All Vendors

1. Market on Main Vendor applications must be submitted with full payment for the month by the 2nd Saturday of the month (either by mail in or by delivery to the market to treasurer. Vendor application will be returned and the vendor will have to resubmit if not complete along with payment. Note: This may result in vendor spots being sold out by the time the vendor application and fees are re-submitted.

2. All vendors are subject to approval.

3. Any non-arts & crafts products must be approved in advance. We reserve the right to refuse acceptance or deny continued participation of any vendor or product that is not in complete compliance with all event rules and regulations.

4. All vendor locations will be assigned prior to the event. Failure to adhere to assignments could result in forfeiture of participation in future events and vendor may be requested to leave with no refund. We reserve the right to move or reassign vendor locations to enhance or facilitate the event structure and/or safety as deemed necessary.

5. No roaming vendors will be allowed.

6. Any deviation of vendor products from those listed on the application, subleasing to other vendors or sharing of booth space with other vendors without prior approval from could result in forfeiture of participation in future events and vendor may be requested to leave with no refund.

7. Any vendor found to be disruptive, aggressive, or blatantly disrespectful to other vendors, patrons, event staff, committee members or to the event as a whole will be permanently ejected from the event and will result in a revocation of vendor status and forfeiture of participation in future. **PROBLEMS DURING EVENTS** Eric is the one to go to if there are problems that need to be taken care of during events. He will be walking around or at Dog Gone Healthy (in front of court house) or can be reached at 352-410-1536

8. No Refunds. Vendor fees are non-refundable and non-transferable. Requests for refunds or credit towards future events must be submitted in writing.

9. Market on Main is a rain or shine event.

GRIEVANCE PROCEDURE

Any Brooksville businesses or vendors who have a grievance, concern, or other problem with the event, other vendors, event staff or organizers must make a written statement sharing their grievances or concerns. All concerns must be submitted in writing to the BBA 3 days prior to the scheduled meeting date. Meeting dates are the 2nd Thursday of the month.

STREET PERFORMERS

Street performers must apply to the festival in writing prior to each event. A limited number of performance spots will be available depending upon the monthly theme.

*Note: All vendors must sign & submit the Hold Harmless Agreement with their vendor applications.

Food Vendors

In addition to the above stated rules, food vendors must adhere to the following additional guidelines.

1. All **food vendors** are required to be in compliance with State of Florida Department of Business and Professional Regulation (DBPR) and/or Department of Agriculture and Consumer Services regulations. Food vendors may be required to have a temporary event license from the Department of Business and Professional Regulation or from the Department of Agricultural and Consumer Services. The BBA and Market on the Main are not responsible if the DBPR or Department of Agriculture do not let you sell at the event.

2. All food vendors and non-food vendors with open flames at their booth are required to have a 5 lb. ABC fire extinguisher with a current tag.

3. All food vendors cooking with grease or deep fryers are required to have tar paper underneath all cooking surfaces and must have a Class K Fire Extinguisher with a current inspection AND a 5 lb. ABC fire extinguisher with a current tag. *Note: No tar paper used underneath cooking surfaces will result in a cleaning charge of \$100.

4. All food vendors' tents must be certified flame retardant with flame retardant certificate available upon request for inspection.

5. All food vendors must have current general liability insurance. We must have a copy on file!

INSURANCE REQUIREMENT: All Food vendors must provide proof of liability insurance in the amount of \$1 million per occurrence. Brooksville Business Alliance must be named as additionally insured (see 1-2 below). *Hold harmless forms do not apply to food vendors.*

1. Certificate Holder information should read:

Brooksville Business Alliance
P.O. Box 524

Brooksville, FL 34605

2. Description of operations should read:

Brooksville Business Alliance as additional insured in regards to General Liability.