

*City of Palm Beach Gardens*  
Operations Manual  
Fall/Winter Season 2016-17



*The Gardens GreenMarket*

*Sponsored in good health by*  
*Palm Beach Gardens Medical Center*



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## **I. Mission Statement**

The Gardens GreenMarket sponsored in good health by Palm Beach Gardens Medical Center (hereinafter referred to as “THE GARDENS GREENMARKET”) is a Farmers Market, Art, Education, Entertainment & Food public event. This is accomplished by providing fresh produce to the community and encouraging the promotion of the agricultural industry along with providing to the public an informal, social gathering place in an open-air setting which promotes a sense of community and stimulates interaction among neighbors. The Market is intended to be a combination of a “green” shopping opportunity and a cultural event.

The Gardens GreenMarket is a City-sponsored event that is offered on a yearly basis to the community at large, and is not considered an integral part of the City’s normal government functions.

The Gardens GreenMarket is free and open to the public.

## **GreenMarket Fall/ Winter Season Location and Dates**

The Gardens GreenMarket is located at 10500 North Military Trail, Palm Beach Gardens, Florida 33410 for the Fall/Winter season.

The Fall/Winter Season runs Sundays, October 2, 2016-May 7, 2017 from 8:00a.m. to 1:00p.m. This is determined on an annual basis and adjusted accordingly based on the growing season and national holidays. All dates and times of the GreenMarket will be published in advance and announced to the public. The GreenMarket will be closed on Sunday, December 25, 2016.



## **II. Vendor Classifications, Procedures and Rules.**

A vendor is an individual participating in “The Gardens GreenMarket”. All vendors must be pre-approved and meet the defined criteria established by the City of Palm Beach Gardens.

To maintain a diverse and controlled shopping experience, “The Gardens GreenMarket” reserves the right to:

- Prohibit any vendor from selling a particular product at the GreenMarket.
- Prohibit a particular vendor from selling at the GreenMarket.

**The Gardens GreenMarket management staff will determine the balance of each category.**

### **Vendor classifications are:**

- Farmer/Growers– **Growers permit required.** Grower who produces fresh fruits, vegetables, nuts, flowers, plants or herbs. Applicant **must own, rent, lease or sharecrop the land\* AND** practice the agricultural arts, i.e., s/he must grow from seeds, transplants, or cuttings. Grower must be responsible for all production operations.
- Artisan – This category includes all hand-made craft vendors and specialty food and drink vendors selling fresh and pre-packaged items.
- Hot Prepared Concessions – This category includes all vendors selling hot/cold food products that are prepared fresh at the Market site.

*\* Please note that we no longer offer businesses and non-profits space. Businesses interested in being at the GreenMarket need to contact the City regarding sponsorship options.*



**Handcrafters:**

Each new 'craftsman' is required to submit a sample of their work, unfinished and finished; a material product list, photos and other proofs, receipts of supplies and materials purchased, and present the assembly process to a panel of judges. Upon acceptance, each crafter will submit a GreenMarket vendor application.

Handmade is determined to be:

- Primarily assembled by the applicant.
- The finished product is an accumulation of creative thought and handiwork skill.
- It is not produced for commercial re-sale or mass production.

In addition, handcrafters must be able to demonstrate the ability to fulfill requests for custom orders.

**Jewelers who make their own pieces (fused glass, carved wood, bone, etc.) will be given first priority.**

**'Beaders' that only string beads are limited.**

**Each week, the number of crafters and jewelers allowed into the Market will be limited.**

**Jurying dates & location:**

The Art Room at the Burns Road Recreation Center, 4404 Burns Road, Palm Beach Gardens, FL 33410

- Friday, September 9, 2016                      8:00am-12:00pm
- Friday, January 27, 2017                      8:00am-12:00pm

Handcrafted vendors are only to sell those items that have been juried. Vendors will be asked to remove any items that are placed in the booth that have not been judged. ***The City of Palm Beach Gardens reserves the right to schedule additional jurying dates throughout the year.***

The Gardens GreenMarket is primarily a GreenMarket of produce, flowers, plants and food. There is limited participation for weekly crafters and jewelers. In addition, other special events are scheduled throughout the season, which may require the City of Palm Beach Gardens to further reduce the amount of crafters and jewelers in the Market.

When more than 3 of the same craft category vendors wish to participate, Market Management may rotate the crafters into the Market on a weekly rotation.

## **Vendor Procedures and Operating Rules:**

Vendor categories are based on the criteria provided in this manual and reviewed by GreenMarket management staff.

If a vendor feels that they have been categorized incorrectly, they may challenge their selection or category in writing to the City of Palm Beach Gardens. The City is in no way obligated to modify these categories.

## **Vendor Application:**

All vendors must complete and sign the GreenMarket application prior to being considered as a market vendor. Applications are available online at [www.pbgfl.com](http://www.pbgfl.com), or at the Burns Road Recreation Center, 4404 Burns Road, Palm Beach Gardens, Florida 33410. For more information call 561-630-1146.

## **Product Exclusivity:**

The GreenMarket does not guarantee any Vendor the exclusive right to sell any one product. The customer often benefits from having multiple Vendors selling the same product. The GreenMarket will determine when a product category is adequately represented.

If this determination is made, then vendors selling similar products will attend the GreenMarket on a rotating schedule. The rotation will be determined by the City. The product mix at the GreenMarket as a whole, as well as customer demand, will serve as important factors in determining how many Vendors will be allowed to sell the same, or similar item.



## **Vendor Rules of Conduct**

1. To maintain a positive atmosphere, Vendors should bring concerns about the GreenMarket to the City staff working the GreenMarket, not to customers or other vendors.
2. Vendors and those associated with a Vendor are expected to maintain a professional and courteous attitude towards GreenMarket patrons, other vendors and those affiliated with the City.

***Should a Vendor breach any of the above rules of conduct, the following process will be set in motion:***

1. Discussion – The GreenMarket Management will bring the issue in question to the attention of the Vendor.
2. Formal Action – The GreenMarket Management will address the issue with the vendor, in writing, with expectations and a time frame for a resolution.
3. Suspension and/or Removal – If a resolution does not occur, the Vendor will be notified that they are being suspended and/or removed from the GreenMarket. The final decision will be made by GreenMarket Management.

***Should a Vendor conduct business in an unethical or unsafe manner, action to remove the Vendor from the GreenMarket will be immediate and permanent.***



### III. Fiscal Information

No fees are collected on site. All fees MUST be prepaid prior to 5pm the Thursday before the Sunday market. We suggest you begin the online payment process early in the week so staff is available for assistance. Payments made after 5:00pm will be assessed a \$25 late fee per space (plus tax) for vendors in the “other” category, and a \$15 late fee per space (plus tax) for vendors in the “farmer/grower” category. User error will not be an excuse for non-payment.

Checks made payable to: The City of Palm Beach Gardens, mailed to: Burns Road Recreation Center, Attn: Nathalie Glaze  
4404 Burns Road, Palm Beach Gardens, FL 33410.

Online payment instructions are below:

Your username and password have been emailed to you from our computer database ([Recinfo](#)), so please check your junk mail.

Please see below for the online payment instructions.

- Enter the city website by clicking [here](#).
- Enter your user name and password where indicated. Click “Sign In”.



The image shows a 'Member Login' form with the following elements:

- Username:
- Password:
- Sign In button
- Reset button
- Need an account? [Click Here](#)
- Forgot your password? [Click Here](#)

Since your fees are already on your account you have to pay off the balance:

#### **How do you pay off an old balance?**

- Select the “My Account” button from the top tool bar.
- Select “Pay Old Balances” from the drop down menu.



**Your Household's Facility Reservations With A Balance**

Facility	Location	Headcount	Date	Time	Status	Resv#	QA	Balance
<a href="#">GreenMarket Space 20</a>	<a href="#">Gardens Park</a>	0	10/05/2013	7:00A - 11:00P	Firm	16886		55.00
<a href="#">GreenMarket Space 20</a>	<a href="#">Gardens Park</a>	0	09/28/2013	7:00A - 11:00P	Firm	16886		55.00
<a href="#">GreenMarket Space 20</a>	<a href="#">Gardens Park</a>	0	09/21/2013	7:00A - 11:00P	Firm	16886		55.00

- You will then receive the below message, please click "Proceed To Checkout" if you are only paying for one week. If you wish to pay for an additional week, please click "Add Another"

**Messages**

You have added an old balance to your Shopping Cart. What would you like to do next?

- After proceeding to check out, a summary of all charges and balances will appear. You now must fill in the amount to be paid. Select the appropriate credit card type from the drop down menu. Click the "Finish" button on the lower left hand portion of the screen.

**Begin Checkout**

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**Summary of Charges**

New Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 55.00
<b>Total Balance for household:</b>	<b>\$ 55.00</b>
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due Today:	\$ 55.00

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The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today:

Using This Credit Card:

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**Billing Information**

First Name:   
 Last Name:   
 Address:   
 City:   
 State:   
 Postal/Zip Code:   
 Home Phone w/area code:   
 Email:   
 Reenter Email:

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Click "Finish" to complete your transaction and generate a confirmation receipt.

- A confirmation receipt will be generated, and the transaction is now complete.

**Fees / Collection Method / Vendor Payment**

**Fees / Collection Method / Vendor Payment**  
**Fees for Fall/Winter Season 2016-2017**

Farmer	\$30.00: Paid before 5:00p.m. on the Thursday prior to the Sunday market.	Burns Road Recreation Center or on-line
Artisan	\$58.00: Paid before 5:00p.m. on the Thursday prior to the Sunday market.	Burns Road Recreation Center or on-line
Hot Prepared Concessions	\$65.00: Paid before 5:00p.m. on the Thursday prior to the Sunday market.	Burns Road Recreation Center or on-line
Electricity	\$10.00: Paid before 5:00p.m. on the Thursday prior to the Sunday market. 20 amp GFI or 30 amp (shore power hook up). Must be requested on application.	Burns Road Recreation Center or on-line
Tent Rental	\$75.00 (per Sunday) paid the Thursday prior to the Sunday market. One 10' x 10' tent will be set-up in your space, weighted ready for you to arrive.	Burns Road Recreation Center or on-line
Banner	\$20.00 paid with first GreenMarket payment, if didn't receive last season. Banner will be 4' x 2', grommets in 4 corners and must be hung every week. Banners will have your business name and The Gardens GreenMarket logo printed on it. Example below.	Burns Road Recreation Center or on-line



**Banners are required for all vendors.**

**New vendors, vendors who have missed placed their banners, and vendors whose old banners are deemed too worn will be charged the banner fee.**

## Pre-Payment Discounts

**\*\*\*Vendors that choose to take advantage of a pre-payment discount option will be able to work with Market management on selecting their space location, based on availability and Market layout. This does not in any way guarantee vendors that their first choice is available. \*\*\* The pre-payment discount option does not apply to hand craft vendors and/or electricity.**

### Farmer/Grower Category

Prepay 30 Sundays	\$790.00	(\$110.00 savings)
Prepay 30 Sundays for electricity (no discount)	\$300.00	

### Artisan Category

Prepay 30 Sundays	\$1,530.00	(\$210.00 savings)
Prepay 30 Sundays for electricity (no discount)	\$300.00	

### Hot Prepared Concessions Category

Prepay 30 Sundays	\$1,710.00	(\$240.00 savings)
Prepay 30 Sundays for electricity (no discount)	\$300.00	

On the rare occasion a vendor is approved by City GreenMarket Management staff after the payment deadline, checks and/or money orders will be accepted onsite with an additional administrative fee of \$25 per space for vendors in the 'Other' category and \$15 per space for vendors in the 'Farmer' category. This administrative fee is in addition to the vendor fees. Electricity is not included. Checks and/or Money Orders ONLY. No other form of payment will be accepted onsite. **No exceptions.**

**No fees will be collected until a vendor has a completed and accepted application on file.**



## **IV. Miscellaneous**

### **Restrooms**

The restrooms located at Gardens Park concession stands and the restrooms next to the fire tower are open for public use on GreenMarket Sundays. Restrooms at the fire station are not for public use.

### **Animals at the Market**

Per City Ordinance Sec. 46-14.

Pets and Animals: No person shall bring or allow any pet or animal in any City park, except those assisting or aiding impaired or physically disabled persons.

### **Sponsorships & Partnerships**

Unlike other forms of traditional advertising, sponsorships with the City of Palm Beach Gardens allow a business to be associated with the positive benefits of a community event such as The Gardens GreenMarket. Sponsorship packages at different levels are available for this upcoming season.

Through sponsorships and partnerships, businesses may take advantage of a wide variety of promotional outlets in exchange for their commitment. Don't miss this unique and creative way to reach new customers while at the same time investing in the quality of life in this wonderful community. Most vendor rules apply to sponsors while at the Market.

For sponsorship information please contact:

**Christy Wolnewitz 561-630-1107 [cwolnewitz@pbgfl.com](mailto:cwolnewitz@pbgfl.com)**



## Gardens GreenMarket Directory

Christy Wolnewitz • Operations Coordinator  
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Burns Road Recreation Center  
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