



Fort Pierce Jazz & Blues Society Arts & Craft Market Guidelines

All members of the Fort Pierce Jazz & Blues Society Arts & Crafts Market will relate to market customers, staff, volunteers, and each other in a professional manner that fosters a sense of market community and camaraderie, a spirit of cooperative involvement, and that promotes the market as a whole to the Fort Pierce, and St. Lucie County communities.

WHO MAY SELL AT THE ARTS & CRAFTS MARKET: In accordance with the City of Fort Pierce, the Arts & Crafts Market Committee, and the FPJ&BS Board of Directors, market participation requires membership and is open to:

- Artists and Craftsmen based in the State of Florida for 6 months + day.
- Non-profit organizations within the City of Fort Pierce and St Lucie County
- Preference is given to artisans of the Treasure Coast in times of limited availability.

HOURS OF OPERATION: The FPJ&BS Arts & Crafts Market consists of 2 **Seasons**

- **Winter Season:** November through April, Every Saturday, 8am – 1:30pm
- **Summer Season:** May through October, Every Saturday, 8am –1:30pm
- *Vendors must vacate the area **within 30 minutes** of closing times per Code Enforcement. **Failure to do so will result in revocation of membership and may be subject to additional fines assessed by the City of Fort Pierce Code Enforcement.***

PRODUCT QUALITY OF ARTS/CRAFTS:

- Goods must be at least 75% hand/home-crafted by a resident of Florida.
- Vendors may sell art/craft items on behalf of a Florida State Resident Artist **ONLY** with written consent of the artist. Other Buy/Sell Items are not permitted.
- Items created in a mass-production form are not permitted.
- All items to be sold within a booth **must fall in 1 and ONLY 1** of the following categories: Jewelry, Pottery, Sculpture, Paintings, Photography, Soaps/Cosmetic/Waxworks, Ceramics, Clothing/Accessories (excluding Jewelry), Woodwork, Paper Goods, Glass, Metal Works, or Humanities.
- Loose materials, such as uncut/unfinished semi-precious stones, shells, metals, are not permitted unless they are displayed for custom orders.
- The Market Committee reserves the final judgment of the suitability of any specific Vendor's operation and items sold. Any goods that are not of sufficient quality may be subject to removal from sale by the on-site board members.
- Weapons of any kind are not permitted.

NON-PROFIT BOOTH SPACE: The FPJ&BS wishes to help other area non-profit organizations. By accepting these terms, the non-profit organization allows the FPJ&BS, quid pro quo, to distribute informational literature, free of charge, with advanced approval, during of the non-profit organization's events.

- Non-profit organizations may obtain space free of charge. However, annual membership of \$20 applies..
- Non-profit organizations **MUST** be based in Fort Pierce St. Lucie County and provide proof of 501c3 status with either: a) Letter of Incorporation OR b) Tax exempt certificate.
- Availability will be limited to one (1) 10 x 10 space, per organization, per day.
- Non-profit booths may only distribute informational literature. **NO** items may be sold by a non-profit organization including raffle tickets. Donations **MAY** be accepted.
- Any non-profit organization must notify the market manager 7 days prior to display to determine availability and receive written permission from the market manager. (Permission may be obtained by contacting the market manager at fpjbscraftmarket@gmail.com

MEMBERSHIP FEES: Membership fees are annual and are NOT pro-rated. The annual membership fee for adult vendors is \$20.

- The membership is valid from **Nov. 1st through Oct. 31st of each calendar year.**
- Monthly reservation of a space **ONLY** entitles the vendor to a guaranteed space and a discounted rate. Vendors who reserve space are **NOT** permitted to sublet to another vendor.

	Monthly Pre-paid Reserved Spaces	First-come/First-Serve Spaces	Junior or Child Spaces
Winter "Juried Arts & Crafts" Season	\$ 25 per Saturday	\$ 35 per Saturday	\$ 10 per Saturday
Summer "Open" Season	\$15 per Saturday	\$ 25 per Saturday	\$10 per Saturday

Junior Stalls must be strictly products made by and sold by the child. Space is limited and abuse of this opportunity will not be tolerated!

BOOTHS AND SPACES: Per Fort Pierce City Code Enforcement, a 2 foot space is required between tent poles and tents **MUST** be no larger than 10' x 10' in size. If an additional tent size is required by a vendor, a permit must be first obtained by the City of Fort Pierce for the additional charge of \$50 and the Fire Department for an additional charge of \$75 with on-site fire extinguishers.

- It is the responsibility of the vendor to maintain and secure their booth. The FPJ&BS is **NOT** responsible for damaged, lost or stolen inventory. Should a vendor need to vacate their booth for any reason, they must do so at their **OWN RISK**.
- The market booth size is strictly 10' x 10' during the Winter Season and strictly monitored. All items must be contained within the allotted space. During the Summer Season, more lenient space requirements are possible due to additional space and are at the discretion of the on-site FPJ&BS board members.
- The market does not provide water or electricity to vendors. Generators are not permitted.
- Entrance, egress, and walkways, especially handicapped access points must be kept open at all times.
- Vendors are urged to bring canopies or umbrellas. However, cover is not mandatory. Canopies must be properly anchored and set-ups must be relatively wind resistant.
- **All display tables require skirting and a display sign for each vendor. Acceptable signs will read a vendor's name and/or company name.**

Monthly Pre Paid/Reserved Spaces: The Market Manager designates pre-paid spaces in **white paint**. Space reservation is **ONLY** collected on a monthly basis and is first offered to the vendor currently occupying the space.

Vendors who wish to reserve a space for a given month may do so up until the **FIRST SATURDAY** of the month to be reserved. If the full monthly payment is not made, the first-come/first-serve fee will be assessed.

First Come/First Serve Spaces: The Market Manager designates first come/first serve spaces in **orange paint**. THESE SPACES ARE OPEN TO ANY VENDOR, who has first received application approval from the market committee.

Vendors that are current in membership dues and have participated in the Market since 01/01/2008 will be allowed to continue participating.

MONETARY COLLECTION: Monetary collection will begin each day at 9:00 a.m. and 8:00 a.m. on days of inclement weather or potential inclement weather.

- Suitable forms of payment are cash, check or money order.
- *A \$30 fee will be charged on any returned checks.*
- If paying cash, please have exact change on hand. It is at the discretion of the market manager to accept bills larger than \$20.
- Effective November 1st 2009. All payments are to be placed in the designated envelope with the vendor's name LEGIBLY written on the outside.
- A member of the market committee will come to your booth to collect payment and provide a receipt of the amount paid for your records. **DO NOT GIVE ANY PAYMENT TO ANYONE WHO DOES NOT PROVIDE YOU WITH A RECEIPT!!!!**

INCLEMENT WEATHER POLICY: The Arts and Crafts market is year-round and **rain or shine**. It is the responsibility of the vendor to assume risk for setting up in inclement or potentially inclement weather. Monetary collection will take place at 8:00 a.m. for first-come/first-serve vendors. Credit will NOT be given to vendors who have pre-paid for a reserved space. Many tents have rain flaps, or tarps can be purchased to create walls. Vendors who are equipped with these things are able to continue to make sales during inclement weather. Tents must be securely anchored with weights and/or stakes or may be removed on days of high winds.

SALES TAX: The current Florida State Sales Tax is 6.5%. Each **vendor is responsible** for collecting and reporting sales tax on items sold. The Fort Pierce Jazz & Blues Society assumes no responsibility for the collection of sales tax

OCCUPATIONAL LICENSE: Is the responsibility of the vendor.

SITE MANAGEMENT: During market hours, the market manager or members of the Board of Directors will collect fees, direct set-up, and decide any immediate issues affecting the overall market.

SET-UP AND TAKE-DOWN: If a monthly paid vendor is not on site or has not called the Market Manager directly to say they are on the way an hour before, the Market Manager reserves the right to resell their prepaid location to another vendor.

- Vendors **MUST** be on site by 7:30 AM in order to participate in that day's market.
- The FPJ&BS Craft Market **DOES NOT SUPPLY** tents, tables, chairs, nor any other items for display purposes.
- During set up, vendors must be able to unload display items from their vehicle within 15 minutes and promptly move their vehicle for other vendors to be able to unload.
- Vendors must be set up by 8:00 AM when the market opens. Vendors are urged to refrain from sales before 8:00 AM.
- Vendors are requested to stay for the entire market day, unless all goods are sold or the weather turns especially bad.

- Vendors are responsible for taking down their set-up, disposing of their own garbage, and leaving their spot as trash-free as they found it.

VENDOR PARKING: During set-up and take-down, vendors may park in the customer parking zone surrounding the market area. However, vendors may not unload or drive on grass areas of the market when ground is wet. Vendors may not park in the customer zone surrounding the market area after 8:00 a.m. without a handicap tag. If a vendor is parked around the market area after 8:00 a.m. they will be asked to move their vehicle. **FAILURE TO DO SO WILL RESULT IN REVOCATION OF MEMBERSHIP.** All vendors are required to describe their vehicle on the application. If you have a handicap tag, it must be noted on your application.

SMOKING AND ALCOHOLIC BEVERAGES AT THE FARMERS MARKET:

Vendors may not smoke on the grass areas of the Arts & Crafts Market grounds and cigarette butts must be properly disposed of should one decide to smoke in the parking lot areas. Vendor's failure to dispose of cigarette butts properly may incur littering fines or expulsion of the market. Vendors may not be under the influence of alcohol or drugs during Craft Market hours, nor have any alcohol or drugs on the Market premises.

PETS: Due to insurance requirements, vendors are not to have personal pets on the property.

PRICING: The Fort Pierce Jazz & Blues Society Arts & Craft Market is a retail market. Prices charged should be fair to all vendors, and comparable to pricing in the community. Intentional undercutting will be considered unfair and may be determined by onsite manager.

SERVICES: Services may be sold at the Craft Market provided they are performed on-site. i.e. face painting, hand-painted or sketched art works for a client etc.

MEETINGS OF THE BOARD OF DIRECTORS: The Board of Directors will meet at a regular time the first Tuesday of each month. Members are welcome to attend these meetings. If requested in writing and in advance (7-days) the first working agenda item at every meeting will be "Vendor and Member Concerns".

ANNUAL MEETING: The annual meeting of the members of the Fort Pierce Jazz & Blues Society will be held within 60 days of the calendar year for the purpose of election of Directors and conducting the business of the organization. Time and place will be announced at least 14 days prior to the meeting, check website for details. (www.jazzsociety.org)

GRIEVANCES AND CONCERNS: Should a vendor or other member feel their rights as a member of the Fort Pierce Jazz & Blues Society Arts & Craft Market have been violated in some way, or feel that another vendor, board member, or someone else has acted outside of their authority with the Fort Pierce Jazz & Blues Society Arts & Craft Market or in a way that harms the Craft Market as a whole, the following steps should be taken:

- 1) The grievance or concern should be put in writing and include a clear and specific description of the problem and the name(s) of the person(s) involved, a description of the ways in which the person has attempted to resolve the matter (if appropriate), and at least two courses of action that would satisfy the writer (if appropriate). These should include, but not be limited to:
 - a) Mediation between involved parties.
 - b) Forming a board committee to hear all sides of the issue and recommend action to the board.
 - c) Determine that the issue does not warrant formal steps to resolve it and should be handled through other channels.

- 2) Copies of this correspondence should be sent to the President of the Board of Directors and to all persons involved in the grievance or concern. This must be signed correspondence.
- 3) The Board of Directors has final authority in deciding the outcome of grievances.

COMMITTEES OF THE BOARD OF DIRECTORS: The Board of Directors will appoint committees as needed to handle the business and operation of the Fort Pierce Jazz & Blues Society Arts & Craft Market. These committees will be chaired by a member of the Board of Directors and can include other vendors and members of the Craft Market. These committees may be standing (ongoing) or ad hoc (set up for a single purpose and disbanded when the task is done.)

LOGO USE: Any vendor that wishes to imprint their products with the Fort Pierce Jazz & Blues Society logo may apply to the Board of Directors in writing for board approval and conditions of use. The board will reply in writing within 30 days of application. Vendors selling logo items will pay the Fort Pierce Jazz & Blues Arts & Craft Market a 15% royalty per item produced and sold.

INSURANCE: The Fort Pierce Jazz & Blues Society must carry liability insurance that names the City of Fort Pierce as insured and covers people for personal injury while they are on the market site. Vendors are not covered for damages customers may claim from their products or business losses.

MARKET INCOME: Market income will be administered at the direction of the FPJ&BS Board of Directors for scholarships, educational programming for children, and the operation of the society. The FPJ&BS is a non-profit organization and no officer, director, nor volunteer receives pay for their services or time.

APPLICATIONS AND ACCEPTANCE: All vendors must fill out an application each year, and provide 3 photos depicting: 1) general items to be sold, 2) close up of featured item, 3) overall display. Once the application is accepted, any deviation from the category of items to be sold will not be tolerated. If a vendor wishes to change categories, they must submit a new application and photos to be approved by the market committee. Vendors must receive approval of their application within 24 hours of display. Application may be submitted via email fpjabscraftmarket@gmail.com Mailed to the Ft Pierce Jazz & Blues Society, Attention Market Manager at PO Box 1086, Fort Pierce, FL 34954, or hand delivered to the Market Manager on Saturday at the Market.

Additional questions may be submitted to fpjabscraftmarket@gmail.com or leave a message on the office line 772/460-5299.

