



Fort Pierce Jazz & Blues Society Jazz Market Guidelines

MISSION STATEMENT:

All Vendors of the Fort Pierce Jazz & Blues Society Market will relate to Jazz 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 Jazz Market as a whole to the Fort Pierce, and St. Lucie County communities.

WHO MAY SELL AT THE JAZZ MARKET: In accordance with the City of Fort Pierce, the Jazz Market Committee, and the FPJ&BS Board of Directors, market participation requires vendor registration and is open to:

- Vendors 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:

- **Year Round:** Every Saturday, 8:00AM – 1:00PM
- *Vendors must vacate the area **by 2 PM** per Code Enforcement. **Failure to do so will result in revocation of vendor participation and may be subject to additional fines assessed by the City of Fort Pierce Code Enforcement.***

PRODUCT QUALITY OF ITEMS:

- Vendors may sell items on behalf of a Florida State Resident Artist **ONLY** with written consent of the artist.
- 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, metals, are not permitted unless they are displayed for custom orders.
- The Jazz Market Committee reserves the final judgment of the suitability of any specific Vendor's operation and items sold.
- Weapons of any kind are not permitted.

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

- Non-profit organizations may obtain space free of charge. However, annual vendor registration applies.
- Non-profit organizations **MUST** be based in 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 contact the Jazz Market manager to determine availability.

VENDOR REGISTRATION FEES: Registration fees are annual and are **NOT** pro-rated. The annual membership fee for adult vendors is \$20.

- Registrations are valid from **Nov. 1st through Oct. 31st of each calendar year.** All registrations are renewable on November 1st.
- 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.

Year Round Jazz Market	Monthly Pre-paid Reserved Spaces	First-come/First-Serve Spaces	Junior or Child Spaces
Summer (May 1st - September 30th)	\$ 22 per Saturday	\$ 30 per Saturday	\$ 10 per Saturday
Winter (October 1st - April 30th)	\$27 per Saturday	\$35 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 Jazz 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 Jazz Market Manager.
- The Jazz 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.

Booth Appearance:

All display tables require skirting and professional **Signage** that displays the vendor's name and/or Business name. Extra inventory and other merchandise must be kept out of sight and booth maintained in a neat and orderly manner.

Monthly Pre Paid/Reserved Spaces: The Jazz 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 Jazz 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 Jazz Market committee.

MONETARY COLLECTION: Monetary collection will begin at 9:00 A.M. for all vendors.

- Suitable forms of payment are cash, check or money order.
- *A \$30 fee will be charged on any returned checks.* If a vendors check is returned for insufficient funds the vendor will be required to pay by cash thereafter.
- If paying cash, please have exact change on hand. It is at the discretion of the Jazz Market Manager to accept bills larger than \$20.
- The Jazz Market Manager will provide a receipt for payments made. **DO NOT GIVE ANY PAYMENT TO ANYONE WHO DOES NOT PROVIDE YOU WITH A RECEIPT!!!!**

INCLEMENT WEATHER POLICY: The Jazz 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. **CREDIT WILL NOT BE GIVEN TO VENDORS WHO HAVE PRE-PAID FOR A MONTHLY SPACE.** Weekly fees are due by 9 A.M. regardless of weather. 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. On days of high winds tents not properly secured will be considered a safety hazard and the vendor will be asked to not participate on that day.

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 Jazz Market Manager or members of the Board of Directors will decide any immediate issues affecting the overall Jazz Market.

SET-UP AND TAKE-DOWN:

- All Vendors **MUST** be on site by **7:15 AM** or the space may be reassigned.
- The FPJ&BS Jazz 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 Jazz Market opens. Vendors are urged to refrain from sales before 8:00 AM.
- Vendors are required 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 trash-free.

VENDOR PARKING: Customers of the Jazz Market need a convenient place to park. **OUR Market must have customers to purchase YOUR products. It is therefore ESSENTIAL that the parking situation be policed by our Market Manager and your cooperation is appreciated as well as mandatory.**

- **SET UP/ BREAKDOWN** - During set-up and take-down, vendors may utilize the customer parking zone surrounding the Jazz Market area for unloading, loading his/her products/wares.
- Vendors are only permitted to drive on the grass for set up and breakdown, **EXCEPT WHEN GRASS/GROUND IS WET!**
- **No vehicles are permitted on the grass after 7:30AM or before 1:00PM.**
- Vendors may not park in the customer zone surrounding the Jazz Market area after 8:00AM unless handicap tag is listed on application.
- If a vendor is parked in any of the lots adjacent to the Jazz Market (which are allocated for customer parking) after 8:00AM they will be asked to move their vehicle. **FAILURE TO DO SO WILL RESULT IN REVOCATION OF VENDOR PARTICIATION.**
- All vendors are required to describe their vehicle on the application. If you or your associates have a handicap tag(s), the tag info must be noted on your application.

SMOKING AND ALCOHOLIC BEVERAGES:

Vendors may not smoke on the grass areas of the Jazz Market grounds. 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 from the Jazz Market. Vendors may not be under the influence of alcohol or drugs during Jazz 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 Jazz 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.

ON-SITE ACTIVITIES: Face painting, hand-painted or sketched art works, or similar artistic activities may be provided on site.

MEETINGS OF THE BOARD OF DIRECTORS: The Board of Directors will meet at a regular time the first Monday of each month. Vendors are welcome to attend these meetings, if notified in writing and in advance of 7days. The first working agenda item at every meeting will be "Vendor Concerns".

GRIEVANCES AND CONCERNS:

- Any 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.

Actions taken should include, but not be limited to:

- a) Mediation between involved parties.
- b) 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 Jazz Market.

LOGO USE: Any vendor who 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 donate to the Fort Pierce Jazz & Blues Society Jazz Market an agreed upon % (percent) per item produced and sold.

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

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 with photos to be approved by the Jazz Market committee. Vendors must receive approval of their new application prior to display for sale. Applications may be submitted to themarket@jazzsociety.org, or mailed to the Ft Pierce Jazz & Blues Society, attention Jazz Market Manager at PO Box 1086, Fort Pierce, FL 34954, or hand delivered to the Jazz Market Manager on Saturday at the Jazz Market.

Additional questions may be submitted to info@jazzsociety.org or leave a message on the office line 772/460-5299.

