

GREEN MARKET SANTA CRUZ VENDOR POLICY

Table of Contents

1. Opening Hours
2. Bookings
3. Plastics, Packaging & Waste
4. Placement & Vending Space
5. Vendors' Rental Fees
6. Marketing
7. Cancellations
8. Artisans & Crafts Persons
9. Farmers, Garden Growers & Agriculturalists
10. Food Vendors & Handlers
11. Clean Up
12. All Vendors Meetings

1. OPENING HOURS

- a. The Saturday market is open from 6.00am to 1.00pm.
- b. Vendors who have booked for the Saturday Market must arrive between 5.30am and 6.00am and have their tables and stalls set up and ready for opening time at 6am.
- c. If a Vendor arrives after 7.00am, there will be a penalty of \$25.00 for every hour the vendor is late.
- d. A Vendor who is late must not park and offload in any way which disrupts and/or blocks the flow of foot traffic, cars, entrance areas, other Vendors and/or creates a safety hazard in any form or fashion.

2. BOOKINGS

- a. Vendors must request and/or confirm their bookings for the Saturday Market on/before the Tuesday before the Saturday Market by 2pm for the latest, by emailing greenmarketbookings@gmail.com In the subject line please state "Vendor booking request".
- b. First time Vendors must provide the following information on their request for a space:
 - i. Product description;
 - ii. Sample photographs of the product;
 - iii. Valid copy of Food Badge (this is for Vendors handling produce, food and beverage only);
 - iv. Date of the booking requested; and
 - v. Size of Table required (either 6 foot or 4 foot)
- c. Competing products will be allowed as long the products showcase local and regional innovation.

- d. Requests for space are based on availability. Green Market can accommodate bookings up to one month in advance.
- e. Once a booking request is received, the Vendor will receive a confirmation email from the Green Market within 2 working days.

3. PLASTICS, PACKAGING and WASTE

- a. The Green Market is committed to the elimination of plastic packaging by the 15th December 2019.
- b. Vendors must as far as is practicable use compostable packaging, paper bags, cups and reusable containers.
- c. Vendors should remind patrons to bring their own eco-friendly bags and reusable containers to the Green Market.
- d. Vendors are asked to refer to the attached Green Market Zero Waste Policy for further details.

4. PLACEMENT & VENDOR SPACE:

- a. Green Market will, on the Thursday by 5pm prior to Saturday Market, send via email & WhatsApp Vendor group, the Market Map for that Saturday to all confirmed Vendors. Changes to the Market Map can be made up until Friday before the Saturday Market.
- b. Green Market will post the Market Map to its social media pages every week.
- c. The Green Market reserves the right to make changes to the Vendor placement up until the Friday prior to the Saturday Market.
- d. Vendors should refrain from becoming attached to a particular space.

5. VENDORS RENTAL FEES:

- a. Vendors are encouraged to make their rental payments prior to the Saturday Market by making a direct deposit to the Green Market Santa Cruz’s Republic Bank Account, with account number 290 800 356 201. Deposit slips & online transfer confirmations must be presented prior to the Saturday Market Day, with the Vendors name & Business name clearly written on the top of the said Slips.
- b. Alternatively Vendors may make payments by 10.30am on the Saturday Market Day.
- c. Every Vendor is responsible for paying their Rental Fee by 10.30am to the Green Market team collecting payment. Alternatively, payments can be made at the Green Market Booth.
- d. A Vendor must not leave the Saturday Market without having paid their Rental Fee for that day. Any Vendor who leaves without paying their Rental Fee for that day will not be allowed back to the Green Market for 6 weeks.
- e. First time Vendors are given an introductory 15% discount on Vendors’ Rental Fees, once the initial Vendors’ Rental Fee is paid directly to the aforementioned Green Market Bank account.
- f. Vendors’ Rental Fees are as follows for non-festival days:

1.	Produce Vendors	\$150.00
2.	Meat and Fish Vendors	\$175.00
3.	Artisans/craft/packaged food with a standard 6 foot table	\$300.00
4.	Artisans / craft small with a standard 4 foot table	\$200.00
5.	Beverage Bar with Fridge & Storage area (Exclusivity)	\$600.00
6.	Mobile beverage Bar (Exclusivity)	\$300.00

7.	Food concessionaires doing on site food preparation (Outfitted area-Bon Manjay)	\$400.00
8.	Food concessionaires doing on site food preparation (Other areas not outfitted)	\$300.00
9.	Seasonal produce from garden growers with surplus (must provide your own table and you must still request a spot)	\$100.00

- g. The Green Market reserves the right to change these and/or any Vendors Rental Fees by giving 30 days' Notice.
- h. The Rental Fees entitle the Vendor to one (1) table and one (1) chair (except for the seasonal produce growers).
- i. Vendors may bring small personal tables only if they do not obstruct neighbouring Vendors and/or access and/or pathways.
- j. Where the Green Market is hosting a Festival Day, an additional fee of \$100.00 is charged for bookings for artisan/craft, beverage and onsite food preparation concessionaires.

6. MARKETING

- a. The Green Market does a significant amount of marketing via digital/ social media, networks and where applicable, traditional media. This is even more pronounced for 'themed' and 'festival' days.
- b. Vendors must and are encouraged, to do their own marketing.

- c. Vendors are encouraged to send to the Green Market images and information regarding their products which the Green Market can use to promote vendors on digital/social media networks.
- d. Vendors are also encouraged to set out their products in appealing manner as the Green Market often features attractive Vendors' displays on the Green Market digital/social media pages, thereby increasing Vendors' market reach.
- e. Vendors are encouraged to use their trade names, commercial names or farm names which should be displayed at their stalls and/or tables.
- f. We also encourage all Vendors to wear their Green Market T-shirts as this helps promote the Green Market identification and brand.

7. CANCELLATIONS

- a. Vendors may cancel their booking by email up to the Tuesday before the Saturday Market without penalty.
- b. Cancellations after Tuesday at 5pm and no shows are subject to the following cancellation fees which are payable upon breach of the cancellation policy:
 - i. 25% of rental charge for a first time breach of the cancellation policy.
 - ii. 50% of rental charge for a second time breach of the cancellation policy.
 - iii. If the cancellation policy is breached three times, the Vendor will be banned from the Green Market for 6 months.
- c. The Green Market may at its discretion, waive the cancellation fee in extenuating circumstances.

8. ARTISANS & CRAFTS PERSONS

- a. The Green Market is dedicated to encouraging and promoting innovative locally made products with particular emphasis on hand made, upcycled and recycled items.

- b. The Green Market's purpose is to showcase indigenous, inventive, artisans even if some inputs are imported. The Green Market encourages items that are made in Trinidad and Tobago and/or in the Caribbean region.
- c. The Green Market will not host Vendors selling commercially made, mass produced and/or imported items. However, consideration will be given for Vendors with products impossible to grow in Trinidad and Tobago eg. tea.

9. FARMERS, GARDEN GROWERS & AGRICULTURALISTS

- a. The Green Market encourages farmers and growers who grow their own produce, as the Green Market's purpose is to establish a direct relationship between growers and consumers.
- b. The Green Market will allow farmers to group together and sell on behalf of neighbours and/or friends with whose growing practices the Vendor is familiar.
- c. The Green Market strongly discourages farmers buying wholesale and reselling produce since the Vendor cannot attest to the growing practices of the produce.
- d. The Green Market will visit farmers periodically to discuss and verify their growing practices.
- e. The Green Market will consider allowing the sale of produce grown in the region if it is not available in Trinidad and Tobago. However, the Green Market will not allow produce from North American and/or Europe.

10. FOOD VENDORS & HANDLERS

- a. All food vendors and food handlers must have a valid food badge which must be prominently displayed on Saturday Market days. Failure to do so will mean that the vendor will not be allowed to sell at the market.

- b. All vendors offering alcoholic beverages for sale, must have a valid liquor licence prominently displayed on Saturday Market days. Failure to do so will mean that the vendor will not be allowed to sell at the market.
- c. All food vendors and food handlers must keep their areas clean and in a good and sanitary standard.
- d. Oil for frying must be changed every two weeks to maintain a high standard and must be stored properly.
- e. At the end of each Saturday Market day, all solid foods and sauces must be properly cleaned from all containers and food areas.
- f. Vendors are encouraged to dispose of all used oil in the Eco Impact drum located at the main entrance next to the Green Market Welcome booth.
- g. Sinks must be cleaned and must not be used to wash food debris. No food debris is to be washed down the sink drain at any time.
- h. All food vendors and food handlers cooking with heat must provide their own fire extinguisher.
- i. All food vendors and food handlers located outside of Bon Manjay must provide their own heat safe tables and are never to use plastic tables for cooking.
- j. Vendors must replace any Green Market tables which are damaged by the Vendor.

11. CLEAN UP

- a. Vendors must clean up their areas after Saturday Market and must not leave any garbage and debris around their areas.
- b. Any Vendor who breaches this policy will be fined \$25.00.

12. ALL VENDORS MEETINGS

All Vendors meetings will be hosted on the first Saturday of every quarter except January.