

Faith & Family Farmers Market

2967 Huffman Blvd | Jacksonville, FL 32246

Vendor Application & Standard Operating Procedures

Every Friday (Year-Round) • 5:00 PM – 9:00 PM

Our Mission

The mission of the Faith & Family Farmers Market is to provide a space where members of the faith community can shop, play, and pray together — in an atmosphere where faith and family are at the center. Our goal is to build a faith-based community that reflects how we work and live, supporting our local and kingdom economy, increasing market opportunities for Christian farmers and small businesses, and offering access to a diverse selection of locally and regionally sourced products.

We aim to create a destination for fellowship and learning, where visitors and locals can connect with farmers, growers, producers, and exhibitors. In this space, God receives the glory for His creation, and the faith community can invest in businesses that honor Him. Every purchase becomes an act of stewardship — supporting faith-based local enterprises and nurturing a family-centered, faith-filled community.

Hours of Operation

The Faith & Family Farmers Market operates every Friday (year-round). Market hours are 5:00 PM until 9:00 PM.

For the safety of our patrons, vendors must arrive at the market no later than **4:30 PM** and be ready to start selling when the market opens at **5:00 PM**. Latecomers may be relocated or denied admission at the sole discretion of Market Management.

Vendors are required to stop selling at the closure of the market. Booths must be taken down and removed from the market site no later than **1 hour after the market closes**.

Vendors are required to stay until the market closes even if they have sold all of their goods. The Market Manager must approve exceptions to this policy in advance.

A market representative is responsible for officially opening and closing the market each day.

The market management reserves the right to change market hours and location. Vendors will be notified well in advance of the change.

Market Management Contact Information

Preferred contact for the market is via email: **ffmarket.2026@gmail.com** (*Subject line: "PRIORITY – [Your Business Name]"*)

Role	Details
Market Manager	Latitia O'Connor
Phone	904.420.4539
Email	ffmarket.2026@gmail.com (<i>Subject line: "PRIORITY – [Your Business Name]"</i>)
Role	Details
Market Manager	Angela Mooradian
Phone	904.422.7891
Email	ffmarket.2026@gmail.com (<i>Subject line: "PRIORITY – [Your Business Name]"</i>)

Definitions – Product(s)

Contains, but is not limited to, the following categories:

Category	Examples
Fresh Food	Salads, specialty juices, lemonades, teas, coffee, seafood
Farm	Produce, meat, cheese, dairy
Grocery	Dried herbs and spices, baked goods, jams, pickles, olives, nuts, seeds, honey
Hot Food	Ready-made food, onsite consumption
Craft	Jewelry, crochet, sewing, soap, lotion, wood working, clothing
Art	Paintings, drawing, sculptures, pottery, metal works, photography
Non-Profit	Entity that qualifies as tax exempt
Plants	Potted live plants contained in soil, air plants

Application

To apply to the market, prospective vendors should submit a completed vendor application by US mail, email, or deliver by hand to the market manager during market hours with information about their business and description of their product. Along with the application, **photos of the product and booth setup are required.**

Efforts will be made to accommodate those who apply; however, participation may not be allowed due to insufficient space, product mix, or duplication of product(s). If a product is already well represented, applications will be kept on a waitlist pending space availability.

You may only bring to sell what has been approved prior to market. If new items are to be introduced, a written request to the Market Manager is to be submitted prior to offering it for sale in your booth. New products are defined as something that was not listed on the original vendor application.

Quantity and type of vendors are at the sole discretion of the Market Manager.

Permits, Licenses, and Insurance

Vendors must comply with all State and Local Health regulations, federal, state, local, and special ordinances and statutes. Vendors must obtain and keep current any state and local permits and are responsible for any taxes. **Permits and licenses are to be always displayed during market hours.**

Duval County requires vendors to obtain a **business tax receipt**. Contact the Duval County Tax Collector's Office for information.

⚠ Important Notice

Prior to attending the market, a copy of the Duval County business tax receipt must be received by market management. **If you do not have a tax receipt, you will not be allowed to participate in the market.**

Vendor Requirements

Vendors are required to conduct themselves in a manner that fosters a positive shopping experience for patrons of the market. Unsuitable language such as crude jokes, offensive comments, or engaging in inappropriate behavior is not allowed. Market management expects vendors to conduct themselves in a courteous and friendly manner with fellow vendors, management, and patrons of the market.

Page 3 of 6

Vendor Requirements (Continued)

No dissemination of fliers, handbills, posters, signage, etc. is permitted without prior approval of the market manager in writing. Barking or shouting out to attract customers is not allowed.

Tear down commences at the end of the market. Vendors are responsible for cleaning their area after use and disposing of their waste. Boxes should be removed by the vendor and disposed of elsewhere — not in market receptacles. Vendors offering samples must have a container in the booth for waste. The garbage receptacles located in the market area are for patrons of the market only.

Vendors should have adequate money to make change for customers and be responsible for their own form of payment.

The market is not responsible for any liability arising out of negligent acts of the vendor, their product, or employees. Vendors should obtain adequate property, liability, and workman's compensation insurance pertaining to their type of product. Vendors agree to hold harmless the Faith & Family Farmers Market and its management.

Scales used to weigh products must meet the standards of the **Florida Department of Agriculture and Consumer Services**.

Attendance

Vendors are required to notify market management **48 hours in advance if they are unable to attend the market. If notification is not received within the required time frame, the vendor is still responsible for paying the booth fees for the time missed prior to attending the next market.** The preferred method to notify the market manager is by email to: **fffmarket.2026@gmail.com** (*Subject line: "PRIORITY – [Your Business Name]"*).

If market management is not notified within the required time frame, vendors will receive:

Offense	Consequence
First Offense	Verbal warning.
Second Offense	Written warning. From this point forward, if notice is not received within the required time frame, the vendor will be responsible for booth rent for the missed time before being allowed to participate in future markets.
Third Offense	Suspension from market.
Fourth Offense	Termination from market.

Participation on market days with severe or inclement weather is at the discretion of the vendors. Be sure to notify the market manager of your decision not to participate **within 48 hours** of the start of the market to adhere to the vendor cancellation policy.

Vendor Booth Locations

Vendor booth spaces are assigned by the market manager on a first-come basis. Priority will be given to regular vendors who will have the same booth location.

Vendors must supply their own tents, tables, chairs, etc. **Tent weights ARE required. All tents must have a minimum of 20 lbs per leg.** We are an outdoor market and the weather in Florida can change without warning — be prepared. Vendors who do not have the required weights will be asked to leave the market for safety reasons with no refund.

Awnings must be at least **6 ft in height**.

Space size is **10 feet by 10 feet**. Extending beyond allotted space will result in additional fees. Nothing, including signage, will be allowed to extend outside the designated booth space dimensions.

Booth Fees

Vendor booth fees are **\$__35__ per market**. Payment for booth space will be collected each market day and can be paid in cash or check. The market manager will be in the market manager tent and will be collecting booth payments from **5:30 PM until 8:30 PM**. Vendor fees are non-refundable.

The market manager will not visit individual vendors for payment; vendors are required to pay for their space during the time and location allotted.

Prohibited Items

Prohibited on Market Premises

Smoking, alcoholic beverages, and firearms are not allowed on market premises.

Use of Generators

Food trucks and food vendors may use generators as long as they are quiet, do not emit offensive fumes, and have been approved by the market manager.

Disputes

All complaints and/or concerns, whether from participants or customers, should be reported to the market management and submitted in writing via email to **ffmarket.2026@gmail.com** (*Subject line: "PRIORITY – [Your Business Name]"*). Market Management will address all issues appropriately.

Non-Compliance

Market Management reserves the right to dismiss any vendor or remove any product being sold that does not adhere to the rules and procedures as outlined in this document.

Consequences for violating the rules and procedures will result in the following:

Offense	Consequence
First Offense	Verbal warning.
Second Offense	Written warning.
Third Offense	Suspension from market.
Fourth Offense	Termination from market.

Reason to Disallow Participation

Efforts will be made to accommodate those who apply; however, participation may not be allowed due to:

- Prior performance

- Insufficient space
- Business location
- Product mix or duplication of product(s)
- Sourcing impact or unfulfilled ingredient sourcing requirement
- Not submitting required licenses/permits on time
- Late arrival and/or absence without proper notice
- Refusal to adhere to the market guidelines

Safety

Vendors must perform safety and serviceability checks of all equipment and appliances prior to use:

- Propane tanks must be pre-checked for damage and leaks to hoses and tanks.
- Fire extinguishers must be provided by the participants and readily available.
- Cords must be three-prong and securely installed so that no looseness always exists between the prongs and connection point.
- Cords must be out of foot traffic areas to prevent trips and falls.
- All cords will be checked for damage and will be removed if found defective.
- In the event of high winds, securely fasten tents to prevent them from flying away.

Electricity and Water

Electricity and water are not available at the market.

Vendors who provide food samples to market customers are responsible for setting up their own temporary hand-washing station comprised of a plastic water jug with a spigot that provides running water, soap in a dispenser, paper towels, and a bucket to catch used water. Any sampling or tasting of

products must be approved by the market manager. All Health Department guidelines regarding gloves and hand-washing stations must be adhered to.

Liability, Indemnification & Agreement

By execution hereof, the undersigned releases and discharges and agrees to hold harmless the Faith & Family Farmers Market and its management, officers, agents, and volunteers from any and all claims, demands, action or right of action arising out of or by reason of the use of the Faith & Family Farmers Market, except due to the sole negligence of the above-named entities.

The Vendor/Farmer agrees to protect, defend, indemnify and hold harmless the above said entities, its officers, board members, agents and volunteers from and against all claims, demands, expense, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or grow out of any act or omission of the Vendor and its agents, or any and all costs, expenses and attorney fees incurred by the Vendor as a result of any claim, demands or causes of action arising out of operating at the Faith & Family Farmers Market.

I have received, read and understood the terms and conditions described in this application and agree to comply with regulations applicable to my products. I assume all responsibility for investigating and complying with said regulations. By signing below, I agree to all the rules and regulations of the Faith & Family Farmers Market.

Signature:

Print Name:

Business Name:

Date:

Page 6 of 6

Faith & Family Farmers Market

Vendor Application

2967 Huffman Blvd | Jacksonville, FL 32246

Every Friday (Year-Round) • 5:00 PM – 9:00 PM

Please complete all sections and return by US mail, email, or in person during market hours.

Business Information

<i>Business Name:</i>	
<i>Owner / Contact Name:</i>	
<i>Mailing Address:</i>	
<i>City / State / Zip:</i>	
<i>Phone:</i>	
<i>Email:</i>	
<i>Website:</i>	
<i>Facebook / Instagram Page:</i>	
<i>Year, Make & Model of Generator (if using one):</i>	

Product Description

List **all products** you wish to sell at the market. Include photos of the products and your booth. Products that require additional state or local inspections or licensing must submit proof of compliance with this application.

Initials Required

Please read each statement below and initial each line if you are in agreement:

Initial	Statement
	I understand that the Faith & Family Farmers Market reserves the right to limit or

Initial	Statement
	discontinue participation of a vendor at any time.
	I understand that I am responsible for adhering and keeping current with all relevant government regulations, tax requirements, health permits, licenses, etc.
	I agree to give the operators of the Faith & Family Farmers Market permission to use my photos, depiction of my products, and my image for market promotional purposes.
	I, the undersigned, have carefully read and understand the Vendor Guidelines and Application Form.

Vendor / Business Name:

Vendor / Owner Signature:

Date:

Submit completed application to:

Email: fffmarket.2026@gmail.com | Subject: "PRIORITY – [Your Business Name]"

Or deliver in person during market hours to the Market Manager.

Faith & Family Farmers Market • 2967 Huffman Blvd, Jacksonville, FL 32246 • Every Friday 5:00 PM – 9:00 PM