

Palatka Farmers Market Vendor Information Packet

Welcome to the Palatka Farmers Market!

We are thrilled to invite local farmers, artisans, and food vendors to participate in our vibrant community market. Our mission is to support local agriculture and craftsmanship while providing residents with fresh, high-quality products.

Market Details:

- **Location:** Putnam County Courthouse – 410 St Johns Ave, Palatka, FL 32177
- **Operating Hours:** 1st & 3rd Saturdays, 9:00 AM – 2:00 PM
(only ONE Market in December, this will be on December 6th)
- **Season:** September – May
- **Contact:** info@visitpalatka.com
- **Phone:** 386-385-5511

Vendor Categories:

- **Farmer Vendors:** Locally grown fruits and vegetables
- **General Vendors:** Handcrafted goods such as jewelry, pottery, and textiles
- **Food Vendors:** Prepared foods, baked goods, and beverages

Vendor Guidelines:

- **Product Requirements:** All products must be locally produced or handcrafted.
- **Licensing:** Vendors must possess all necessary licenses and permits as required by local and state regulations.
- **Insurance:** Food Vendors are required to carry liability insurance and provide a Certificate of Liability Insurance.
- **Setup and Teardown:**
 - Food Trucks, those selling from trailers, and others set up in the parking lot **MUST** arrive prior to 8:00am. Late arrivals will not be allowed to move into their designated area.
 - Vendors may begin setup at 7:00 AM – 8:30, vendor vehicles **MUST** be moved to the Ameris Bank Parking lot after unloading.
 - Designated vendor parking is available near the market area, in the Ameris Bank Parking lot.
 - All vendors may begin vacating the premises starting at 2:00pm and must be complete by 3:00 PM.
 - No vehicle movement is allowed in the market area during open hours.
- **Farmer & General Vendors:** 10' x 10' booth space.
- **Electricity Access:** Electricity Is **NOT** provided. Vendors must plan accordingly.
- **On-Site Assistance:**
 - A market coordinator will be present at the Visit Palatka booth to assist vendors throughout the day.

- **Booth Assignments:**

- Booth locations are assigned by market management based on vendor category, application order, and space availability.
- A vendor layout map will be shared prior to each market day.

- **Booth Maintenance:**

- Vendors are responsible for keeping their booths clean and disposing of trash properly.

Application Process:

1. **Complete the Vendor Application Form:** Available upon request via email at info@visitpalatka.com or through our website: [Farmers Market – Visit Palatka](#)
2. **Submit Required Documents:**
 - Completed Vendor Application Form
 - Certificate of Liability Insurance
3. **Review and Approval:** Applications will be reviewed, and an approval notification will be sent via email.

Fees:

- **Application Fee:** \$10 (non-refundable)
- **Farmer & General Vendor Booth Fee:** \$30 per market day per booth
- **Food Vendor:** \$75 per market day
- **Non-Profit Organizations & Political Groups:** \$15 per market day per booth

Payment must be received at least **one week prior to the event to secure a booth location.** All payments are non-refundable and non-transferable.

Payment Methods:

- Online Payment: via Invoice that will be sent to provided email
- Checks payable to Visit Palatka

Payments can be mailed to:

Visit Palatka - 2000 Reid Street, Palatka, FL 32177

*We will only request online payments through Square, which will be sent via email.

Additional Information:

- **Weather Policy:** The market operates rain or shine. In cases of severe weather, cancellations will be communicated via email and social media.
- **Code of Conduct:** All vendors are expected to conduct themselves professionally and courteously.
- **Compliance:** Vendors must comply with all market rules and local regulations. Non-compliance may result in dismissal from the market.

For further information or questions, please contact us at call 386-385-5511 or info@visitpalatka.com.

To ensure you receive all our communications, please add info@visitpalatka.com your email contacts.

We look forward to having you as a part of the Palatka Farmers Market community!

