



# PALATKA FARMERS MARKET

## Palatka Farmers Market Vendor Information Packet 2026-2027 Season | September - May

All vendors are required to read this packet thoroughly to prevent any confusion or misunderstanding regarding market policies, fees, expectations, and consequences.

### 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 Lawn – 410 St Johns Ave, Palatka, FL 32177
- **Operating Hours:** 1st & 3rd Saturdays, 9:00 AM – 2:00 PM
  - *(Only ONE market in January — January 16th)*
- **2026-2027 Season:** September – May
- **Contact:** info@visitpalatka.com | 386-385-5511

### Vendor Categories

- **Non-Profit Organizations:** Registered non-profit groups providing community outreach or fundraising efforts.
- **Farmer & General Vendors:** Locally grown fruits and vegetables Handcrafted goods such as jewelry, pottery, textiles, home goods, baked goods, prepared & specialty foods, etc.
- **Snack & Beverage Vendor:** Concession-style vendors offering specialty drinks and ready-to-enjoy snack items.
- **Food Vendors:** Foods & Beverages that are prepared on-site.

### Vendor Guidelines

#### Product Requirements

- All products must be locally produced, handcrafted, or vendor-made.
- Vendors must possess all licenses and permits required by local and state regulations.
  - Only applicable IF you require a license to operate
- Food vendors are **required** to carry liability insurance and provide a Certificate of Liability Insurance.



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## Setup, Arrival, and Teardown Requirements

- Food trucks, trailers, and vendors set up in the parking lot **MUST** arrive prior to 8:45 AM.
  - **Late arrivals will not be permitted to enter or park in the market area, and will not be refunded.**
- All vendors may begin setting up at 7:00 AM . Teardown must be completed by 3:00 PM.
- All vendors **must arrive** and be fully set up by 8:45 AM.
  - Vendors arriving after 8:45 AM will **not be permitted** into the market, **will not be refunded**, and the incident will be **documented**.
- Vendor vehicles **must** be moved to the Ameris Bank parking lot immediately after unloading.
- No vehicle movement is allowed in the market area during open hours.
- Vendors **must remain set up** and present until 2:00 PM, unless they are completely sold out.
- All vendor tents **must** be properly staked or weighed down.

## Booth Information

- **Farmer & General Vendors:** 10' x 10' booth space
  - Vendors with tents larger than 10' x 10' must note this clearly on their application so they can be placed properly.
- **Food Vendors:** Ensure you specify your trailer or tent size needed to operate on your application so you can be properly placed.
- **Electricity:** Not provided — vendors should plan accordingly.
- A market coordinator will be on-site, *in a Blue or Gold Palatka Farmers Market Shirt*, to assist vendors throughout the day.

## Booth Assignments

- Booth locations are assigned by market management based on vendor category, application order, and space availability.
- We **do not take booth placement requests — no exceptions** — unless you are participating in our Season Select Booth Program. This program is the only way to secure a specific booth location for the season.
- **No changes will be made once the market map is finalized.**
- Vendors **must be very specific** when listing products on their application. We use this information to space out similar vendors and maintain product variety throughout the market.



## Booth Assignments (Cont.)

- We accept **only four (4) vendors per category** to prevent oversaturation.
- If a category is full, the applicant will be **waitlisted** and notified on the Friday the week before the market (8 days prior) if a booth becomes available.
- Vendor booth assignments, market information, and the official market map will be emailed on the Tuesday before each market.
- Vendors are responsible for reviewing **all emailed information** prior to arrival.

## Application & Approval Process

1. **Complete the Vendor Application Booking Link.**
2. **Email Required Documents:**
  - Completed application
  - Certificate of Liability Insurance (for food vendors)
3. Applications are reviewed by market management. Approval or waitlist status will be sent via email, **turn around time varies.**

## Fees

- **Application Fee:** \$15
- **Farmer & General Vendor Booth Fee:** \$50 per market day
- **Snack & Beverage Vendor:** \$60 per market day
- **Food Vendor Fee:** \$100 per market day
- **Non-Profit Organizations:** \$25 per market day

## Payment Requirements

- All invoices **must be paid** by Thursday the week (9 days prior) before the market.
- All Payments are **non-refundable and non-transferable.**

## Late or Missed Payments

- If an invoice **is not paid by Thursday (9 days prior)**, the booth will be released to the next vendor on the waitlist — no exceptions.



## **Cancellation & Refund Policy**

- All payments are **non-refundable** and **non-transferable**. This includes but is not limited to, application fee, booth fee, late fee and season select fee.
- No-call/no-shows, early departures (unless sold out), failure to set up, late arrival, or repeated policy violations may result in being added to the **Removed From Market List**.

## **Removed From Market List**

Vendors may be placed on this list and barred from future markets for the following:

- Arriving after 8:45 AM
- Leaving before 2:00 PM without being sold out
- Failing to pay by required deadlines
- Repeated cancellations
- Violating market rules or refusing to comply with staff direction
- Misrepresenting products or categories

## **Payment Methods**

- **Online Payment:** All payment links will be sent through Square to your email.
- We also Accept Cash & Checks made out to Visit Palatka

*We will never ask for payment on social media or through email. all payments will be made on booking link.*

## **Additional Information**

### **Weather Policy**

The market operates rain or shine. In the event of severe or unsafe weather, cancellations or changes will be communicated via email and social media.

### **Code of Conduct**

All vendors are expected to conduct themselves professionally and courteously.

### **Compliance**

Vendors must follow all market rules, city regulations, and instructions from market staff. Failure to do so may result in immediate removal and/or future ineligibility.

**To ensure you receive all communications, please add [info@visitpalatka.com](mailto:info@visitpalatka.com) to your email contact list.**

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