



Event Details: 2nd & 4th Saturday of each month

Open to public customers: 9:00 AM to 1:00 PM

Location: Parking lot near the Service Gate entrance to Palmas del Mar on PR-923, Palmas del Mar, Humacao 00791

- Vendor set-up begins at 8:00 am, all vendors must be on-site no later than 8:30 am
- Check in with a coordinator upon arrival for your assigned spot.
- Vendor tear down and clean-up 1:00-2:00 pm, Vendors may tear down early if they have SOLD OUT of all products.
- Vehicles are not allowed within the market area between 9 am – 1pm.

Vendor participation fees are \$50 per event due by the Friday between events (usually the 1st & 3rd Friday of each month). Cancellations made less than 5 days before the event (by Monday) will not be eligible for credit.

Vendors are Responsible for:

- Shade tent (no larger than) 10' x10', tables, display, chair (optional), and signs to display name and prices.
- Price list for products; including label of product name, price, and location grown/made
- Display sign with your business name and contact information, social media accounts
- Vendor must arrive before 8:30 am and have booth set-up complete at 9 am, when the market opens.
- Business license and permits, including payment for all taxes (as applicable).
- Prepared food vendors must have a current Food Handling Certificate.
- Sellers of alcoholic beverages must have their Internal Revenue License for the sale of alcohol.
- Collecting payment from customers for any and all sales before, during, or after the market.
- Keep a clean and tidy space around vendor area, including trash collection as applicable. Example, if vendor provides wrappers or plates for samples or purchased food, then they must also have a trash can nearby to collect the trash.

Vendor Evaluation Criteria

Vendors are reviewed based on several criteria, including point of origin (where produce is grown, where is the product from), hand-crafted original design, and added value. Farmers, ranchers, and agriculture products (cheese, sauces, prepared foods) are given first priority.

Products that are not allowed include mass produced and/or manufactured food product, catalog companies, franchise or chain companies, direct selling businesses, or imported items.

Sponsorship Opportunities

Corporations/Businesses such as banks, realtors, insurance, churches or other religious affiliates are welcome to participate as sponsors. Sponsorship opportunities are available for live music, children's activities, trash service, and overall marketing signs (printed & digital). Sponsorship rates begin at \$200 and can be customized for your budget.

Vendor Code of Conduct

1. Palmas Farmers Market benefits from a strong community of vendors. Vendors should elevate each other and never denigrate each other to customers or other vendors. Collaboration among vendors on products and promotions is strongly encouraged. Lend a hand to fellow vendors as needed.

2. Appropriate signs, product labels, and prices must be posted at each vendor booth.
3. Vendors must accurately and truthfully describe and represent their products to customers and other vendors, especially with respect to ingredients, dietary restrictions, cultivation and husbandry practices, sourcing, and age.
4. For the rare situation when you will be arriving later than 8:45am, notify us using WhatsApp / SMS with your estimated arrival time.
5. We take guest complaints very seriously and will notify any vendor if there is a guest complaint. An appropriate resolution and preventative action plan must be provided by the vendor to PFM Organizers prior to participation in future events.
6. No smoking at your booth, near guests, or in the farmers market area.

Vendor Frequently Asked Questions

Will the Market be canceled if it is raining?

PFM is a rain or shine event and we operate in regular, seasonal rain. In the event of Hurricanes and extreme weather, PFM may be canceled, and notice will be provided to all vendors and guests.

Is there access to electricity at the Market?

There is no electricity access at the PFM. All generators must be approved by PFM organizers in advance and will be assigned to a specific location. If approved, vendor provides generator, extension cord and ensure the cord is not a tripping hazard to guests or other vendors.

What kind of licenses/permits do I need?

Merchant Registration issued by SURI.

Sales Tax: Vendors are required to comply with Puerto Rico Sales Tax law. It is the responsibility of every vendor to know if they are required to collect and remit Sales Tax based on the product they sell.

Food Safety: Vendors are required to comply with Public Health regulations governing the preparation, handling, and presentation of food. It is the responsibility of every food handling vendor to know if they are required to obtain specific food handling licensing.

Are non-profits able to participate?

Space is limited to local charitable 1101.01a2 Puerto Rico non-profit with the purpose of agriculture or sustainable community projects.

Feedback

Palmas Farmers Market values feedback from both vendors and customers to continually improve the market experience.

Vendors are encouraged to provide feedback on their experience at the market, including suggestions for improvement.

Customers are invited to share their feedback on the quality of products, customer service, and overall experience at the market.

Feedback can be submitted through **direct** text message or via email to the market organizers at Events@PalmasFarmersMarket.com

All feedback will be reviewed and considered by market organizers to inform future decision-making and enhancements to the market.