



Standard Operating Procedure

Vendor Load-In, Load-Out, and Compliance Requirements

1. PURPOSE

- 1.1 The purpose of this SOP is to provide all vendors with instructions and requirements for:
 - 1.1.1 Load-in and load-out procedures
 - 1.1.2 Vendor operational requirements
 - 1.1.3 Food vendor licensing and compliance
 - 1.1.4 Safety requirements
 - 1.1.5 Waste disposal requirement
- 1.2 Food vendors are required to have the proper fire extinguisher on-site at all times during the event. This must be a Class K fire extinguisher (red cylinder with silver band), which is specifically designed for grease and cooking fires. Fire extinguishers must be fully charged, in good condition, and readily accessible within the booth or food truck.

2. SCOPE

- 2.1 This SOP applies to all participating vendors, including:
 - 2.1.1 Food tent vendors
 - 2.1.2 Food Trucks
 - 2.1.3 Cottage Food vendors
 - 2.1.4 Arts Vendors
 - 2.1.5 Merchandise vendors

3. REQUIRED DOCUMENTS – FOOD VENDORS ONLY

- 3.1 Food vendors must have valid licensing such as:
 - 3.1.1 DBPR Temporary Event License
 - 3.1.2 Mobile Food Vendor License
 - 3.1.3 Cottage Food License (if applicable)
- 3.2 DBPR and Cottage Food Guidelines is attached

4. LOAD-IN PROCEDURES



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- 4.1 Load-In Window:
 - 4.1.1 Earliest 12:00PM
 - 4.1.2 Food vendors must load in early to allow time for DBPR inspection. All food vendors are required to arrive no later than 1:00 PM.
 - 4.1.3 Latest 3:30PM
- 4.2 All vendors must be set up by 4:00 PM.
- 4.3 Instructions:
 - 4.3.1 Follow assigned vendor layout map
 - 4.3.2 Use designated unload areas shown in layout
 - 4.3.3 Move vehicles immediately after unloading
- 4.4 Strictly Prohibited
 - 4.4.1 Driving on grass (unless otherwise specified)
 - 4.4.2 Driving on pavers (unless otherwise specified)

5. BOOTH REQUIREMENTS

- 5.1 Tent Requirements
 - 5.1.1 Vendors must provide all of their own equipment, including tents, tables, chairs, displays, and any other necessary booth materials.
 - 5.1.2 Tent must be 10x10 unless additional space purchased
 - 5.1.3 Tent stakes are NOT allowed (Seawalk Pavillion only)
 - 5.1.4 Vendors MUST bring tent weights
 - 5.1.5 Recommended Weights:
 - 40-80 lbs leg
- 5.2 Power and Lighting
 - 5.2.1 Bring long extension cord
 - 5.2.2 Tent Lighting is REQUIRED
 - 5.2.3 Generator recommended as backup source of electricity
- 5.3 Overnight Storage



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5.3.1 You may leave your tent overnight ONLY if properly secured.

5.3.2 DO NOT leave valuables

5.3.3 Jax Night Market is not responsible for:

- Theft
- Damage
- Weather Damage

6. EVENT REQUIREMENTS

6.1 Must operate from 4PM-10PM

6.2 No early breakdown unless otherwise approved by event organizer

6.3 Maintain clean and professional booth

7. TRASH REQUIREMENT

7.1 DO NOT use event trash cans

7.1.1 Use dumpster beside stage

7.2 Food Vendors:

7.2.1 DO NOT dump oil on ground

7.2.2 Protective mat required under cooking equipment

8. LOAD OUT

8.1 DO NOT drive in grass or paved area

8.2 Clean your space

8.3 Dispose of trash properly

9. LIABILITY

9.1 Jax Night Market is not responsible for loss or damage.

10. Weather Contingency

10.1 The event is rain or shine.

10.2 Vendors are responsible for securing tents, booths, equipment, and products against wind or weather.



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10.3 If the event is canceled due to inclement weather, natural disaster, or emergency, a credit will be applied toward the next scheduled Jax Night Market event.

11. SAFETY REQUIREMENTS – FOOD VENDORS ONLY

11.1 Food vendors must comply with all fire and safety requirements, including:

11.2 Must have a Class K fire extinguisher (red with silver band) for grease and cooking fires

11.3 Fire extinguisher must be:

11.3.1 Fully charged

11.3.2 Not expired

11.3.3 Easily accessible

11.3.4 Visible at all times

11.4 Food trucks using propane must also comply with all fire code requirements

11.5 Failure to have a proper fire extinguisher may result in inability to operate.