



Fresh on the Waterfront!

**West Palm Beach Greenmarket
Non-Profit Partnership Application
October 1, 2016 – April 22, 2017
9:00am to 1:00pm**

The West Palm Beach GreenMarket is an excellent venue for non-profits to receive exposure for their respective causes or organizations. With an average weekly attendance of 3,000 people, the potential contacts a non-profit can make in one Saturday morning are outstanding.

DEADLINE

Applications are due on **October 1, 2016**. Each nonprofit can only be scheduled a maximum of **(3)** Saturday's per season. Applications received after the deadline will be added to the wait list.

SELECTION PROCESS

It is more than likely that there will be more applications received than dates available. Non-profits will be selected based on their ability to benefit themselves and the GreenMarket the most. We try not to schedule organizations with similar causes on the same date. However, this can't be guaranteed.

CANCELLATIONS

There will be no make ups for rain outs or low attendance days. Groups who do not provide 24 hours notice of cancellation will be considered "no shows" and will not be eligible to return during the 2017-2018 season for any further scheduled dates.

FUNDRAISING

Organizations must have one of the following to participate as a non-profit at the GreenMarket:

- Special event, home tour, special show, etc. to sell tickets to.
- Raffle (No 50/50 or Cash raffles permitted).
- Merchandise from the organization for sale.
- Specific program that benefits the organization

VOLUNTEERS

- All volunteers must be 18 years of age or accompanied by a parent/guardian at all times.
- Your organization must have 2 volunteers (minimum) in the booth at all times.
- All volunteers should be wearing a properly marked shirt with the organizations logo/name displayed on the shirt.
- All volunteers must arrive at the West Palm Beach GreenMarket between 7:00 am & 8:15 am and be prepared to stay until 1pm (close of the Greenmarket). Any organization leaving the booth vacant prior to 1pm WILL NOT BE INVITED BACK.
- Free parking is available in the Evernia Street garage until 3:00 p.m.

FINANCES

Bank of money for event: Your organization is responsible for bringing your own banks for change. The GreenMarket staff will not have any change to provide any organization at the Market.

SECURITY

There will be security officers assigned to the GreenMarket. The officer is there to make sure that the event is safe. Please contact the security officer should you or any volunteer have any problems with patrons throughout the morning. The officer is also available to walk the designated money person to their car or bank safely if needed.

ON-SITE SPACE

IMPORTANT! NEW THIS SEASON! Organizations are required to bring their own (10x10) tent, table and chairs. The City will NOT PROVIDE. We encourage you to decorate your area. Your non-profit is also allowed to pass out information from within your location/booth, collect memberships, etc.; we limit non-profits to passing out information only on their scheduled day of participation. There may be no food, drinks, flowers or plant sales.

RAIN OUT

The City will notify your organization as soon as possible if the GreenMarket will be canceled due to weather conditions. As a standard practice, we try not to call off the GreenMarket until 6:30 AM or later because we all know the weather in Florida can change so quickly. Instruct your volunteers to call Community Events at 561-822-1520 for cancellation notices on the morning of the Market. There is no make up date for a rain out. GreenMarket non-profit organizations are booked months in advance.

Non-Profit Partnership Application

Please type information or print legibly in dark ink.

Organization:

Contact Name:

Cell Phone:

E-mail:

Address:

Describe your organization's goals briefly:

Describe possible areas the revenues raised at the GreeMarket will be used:

From where will you solicit your volunteers?

How will you advertise your day at the GreenMarket to your Community?

Newsletter? Yes No If yes, how many are printed?

How are they distributed?

E-mail Notice? Yes No If yes, how many?

Please estimate the potential number of people you will draw to the event from your community?

What does your organization plan on doing at the Greenmarket?

List preferred dates:

List dates the organization is **not available**:

The City of West Palm Beach will give consideration to preferred dates; however, there is no guarantee requested dates will be granted.

Accepted organizations will be notified of their assigned date by email. Qualified organizations not assigned dates will be put on a waiting list for any possible cancellations throughout the year.

Please email the completed application to: jakelly@wpb.org

You can also mail to:

CITY OF WEST PALM BEACH
Community Events Division, 3rd Floor
P.O. Box 3366 West Palm Beach, FL 33402