



Finance, Budget & Management
Customer Service
50 Bridge St.
St. Augustine, FL 32084
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Email:

Plaza (Historic Market) Vendor Guidelines

- Completed applications must be submitted to the Customer Service Division, located at 50 Bridge Street, by **5:00 p.m. on the 20th day of the month** prior to the month the activity or vending will occur.
- Applications will be numbered and separated into two groups: Vendors and Performers.
- **A lottery drawing will be held at 10:00 am the first business day following the deadline of applications in order to fill the twelve available spaces in the Market. The first six spaces, located on the north side and numbered west to east, will be designated for Performers. The second six spaces, located on the south side and numbered west to east, will be designated for Vendors.**
- The numbers will be randomly drawn from all of the submitted applications. The first number drawn will correspond to space number 1, the second will correspond to space number 7, the third to space number 2, the fourth to space number 8 and so forth until all 12 spaces have been filled.
- If sufficient applications from either Vendors or Performers are not available to fill their six designated spaces, numbers will continue to be randomly drawn from those remaining until the entire twelve spaces are filled.
- A listing of space numbers with applicant names listed next to the designated spaces numbers will be posted on the door of the Financial Services Center immediately following the lottery.
- Applicants will have until **3:00 p.m. that same business day** to pay the monthly fee of **\$75.00** (this fee includes sales tax of \$4.25) and pick up their ID badge and monthly permit.
- **Applicants who do not pay the \$75.00 fee by 3:00 p.m. the day of the lottery will forfeit their space at 3:01p.m. and the space will be available for the next alternate.**
- **Any space not assigned at the time of the lottery may be assigned by a second lottery of all applicants who were not rewarded spots in the first one at 3:01p.m. If your name is drawn in the first lottery and you do not pay by 3:00pm you will not be eligible for the second lottery. If drawn in the second lottery you must pay the \$75.00 fee by 5:00pm to get the spot.**
- Applicants assigned a space must wear the photo ID badge assigned by the City and must prominently display their current permit in an 8 ½ by 11 inch frame at all times.
- **Spaces are not transferable. City electricity and/or water are NOT available for use by applicants.**