Friends of Greenhouse and Rockefeller Park Greenhouse

Vendor Rules and Regulations

Winter Sale 2026

General

1. **All interested vendors are required to email Greenhouse@clevelandohio.gov with a completed Vendor Application form** (available on rockefellerparkgreenhouse.org) **no later than 10/30/26**
    a. Vendors will be notified of approval by 11/6/26
2. Spaces are limited and will be granted on a first come first serve basis
3. All vendors are required to be producers of the items they sell. No reselling or third-party produced items
4. Vendors are responsible for maintaining all required licenses and insurances

Spaces

1. Indoor space is limited and consists of:
    a. 1 6ft folding table
    b. 1 chair
2. Due to limited space inside the greenhouse, vendors have limited floor space outside their 6ft table
3. RPG reserves the right to choose which vendors will be assigned to which indoor space
5. Vendors are required to maintain a clean and organized space and stay within their assigned space

Setup

1. Vendors are allowed to arrive between 8am and 9:30am for setup
2. RPG reserves the right to deny any vendor from setting up if they arrive after 9:30 disrupting customer sales from other vendors who arrived on time
3. Vendors can temporarily park in the Greenhouse customer lot to unload but must immediately move their vehicle once unloaded
    a. Multiple vendors all need to use the same space to unload their goods
    b. Be courteous to others

4. Vendors will either be asked to park in the employee lot of the Greenhouse or across the street at Sam Miller Park, assignments will be made and communicated in advance of the sale date(s)
    a. Absolutely no parking in the Greenhouse customer lot
    b. If any vendor parks in the customer lot they will be asked to move and potentially be removed from site/removed from being a future vendor

Tear Down

1. Cleanup is between 4pm and 4:30pm
2. Everyone must be off the property promptly at 4:30pm, no exceptions
3. Any vendor cleaning up/packing up before 4pm must not disrupt other vendors from sales
4. Vendors must leave the spaces as they found them

Misc.

1. If a vendor is working a multi-day sale they are not required to tear down until the last day of the sale
2. RPG will not be liable for any items missing or damaged that have been left overnight/unattended
3. RPG will do its best to prevent any lost/stolen/damaged items
4. It is recommended that tables be covered to protect items being left each day
5. Food items must be packed up in secure bins or removed from the property each day
    a. RPG is open to the elements which includes feral cats, groundhogs, chipmunks, rodents, insects, etc.
6. No alcohol, firearms, explosives, recreational drugs, live animals, tobacco, obscene materials allowed
    a. RPG reserves the right to deny any items not included in this list
    b. Electricity is limited. Spaces that have access to electricity are not guaranteed

Fees

1. Vendors agree to pay RPG 10% of their sales
    a. Payment can be made at the end of the sale by cash or check (checks made out to Friends of Greenhouse)