

GETTING STARTED: APPLYING TO TAMPA BAY MARKETS

The Essentials:

- Before you begin an application to TBM, your Marketspread Vendor profile must be complete. **Not sure how? Visit this link to learn how to complete a Marketspread Vendor Profile.** <https://marketspread.com/learning/article/28/new-vendor-guide-setting-up-a-profile-and-applying>
- **Communicating to TBM - Marketspread Comments** Please familiarize yourself with Marketspread comments and check your Marketspread notifications inbox regularly. **Check out this link for how to contact TBM using Marketspread Comments.** <https://marketspread.com/learning/article/284/how-to-contact-a-market-manager/>

****This is an essential piece of knowledge for you and our primary form of communication to all vendor applicants and approved vendors with TBM.** Please ensure you add Marketspread as a safe sender to your email, as all Marketspread comments we send also generate an email to your primary email address associated with your Marketspread profile.

WHAT YOU'LL NEED: YOUR TBM APPLICATION CHECKLIST

Following is a **MANDATORY LIST** of what you will need to successfully submit your Tampa Bay Markets Organization application for review. Have these items ready for upload prior to beginning your application.

Please note: Any TBM organization application that *does not* have the following items needed for processing will be sent a correction comment via Marketspread comments and will not be processed further until the requested corrections are made and the applicant sends the TBM team a comment via Marketspread comments letting us know the corrections have been made.

Keep reading so you apply correctly the first time and avoid delays in processing!

1. Complete or Update your Marketspread Vendor Profile including:

- Your Company Name and Bio - includes an explanation of what you sell and where/how it's made.
- Cell phone # for who is in charge of market scheduling for your business. *If you are accepted we use your phone number to call and ask questions regarding your application and upon booking you we send out no-reply text messages concerning any bad weather conditions. **How to add your cell in your Marketspread profile** - <https://marketspread.com/learning/article/248/adding-your-cell-phone-to-receive-sms-texts/>

2. Photos of your products and your outdoor vending equipment / set-up

- 1-2 pictures of your **full display** showing your tent, table or mobile vending unit display. Photos must clearly show the following: Clean 10 x 10 commercial grade tent (no slant leg tents), tables, table cloths and signage. *(photos and dimensions also required for any Food trucks, trailers or mobile display units)*

Visit this link for our equipment guidelines

https://drive.google.com/file/d/1SPABP6ejJXXB_dXepCkDoc1-jnKH-N-2/view?usp=sharing

- 1 picture clearly showing your tent weights. We require wraparound weights for each tent leg (4) and a minimum of 25 lbs per tent leg.
- 2 pictures of the products you propose to sell at our markets. 1 each of your primary and 1 each of your secondary product lines.

3. Certificate of Insurance naming Tampa Bay Markets as 'additional insured:'

- COI must show active coverage dates and meet our minimum commercial general liability coverage found in our **Vendor Insurance Guidelines - full details in this link**
<https://drive.google.com/file/d/1vqIW8s7zBeKXuLNE4gMpHU0nGPoXhOVH/view>
- Additional Insured should read, "Tampa Bay Markets, PO Box 340207, Tampa FL 33694
- **This is a link to a sample COI - (your document should look like this)**
<https://drive.google.com/file/d/1BRtk29Hwm5oqmqvUMjnhCWRBDPPuWavF/view?usp=sharing>

4. FL-Issued Licensing applicable to Food & Beverage Vendors

- Cottage Food vendors will upload a picture of their cottage food label in lieu of a license.
 - All other food and beverage vendors will upload either an active FDACS Mobile Food Permit or FL-DBPR active permit or license
 - **Click the link below to review our Food Vendor Guidelines for licensing detail**
https://drive.google.com/file/d/1wslg5tJToi-2rSTzPQOnZFhPiqv3W6Nk/view?usp=drive_link

5. Review our Vendor Handbook and applicable fees for TBM Organization Application, Market Registrations and Vendor Space Rentals for each market.

- Before you apply, please review our TBM Vendor Handbook to familiarize yourself with our policies and procedures. **Click this link to access our TBM Vendor Handbook**
https://drive.google.com/file/d/1jSI53dR_OcdpZebEBg9ew6vYsXpWHGfW/view?usp=sharing
- A \$20 non-refundable application processing fee will be charged for the TBM organization application, in support of the hours required to review and process each application.
- Once approved in the TBM Organization application, you will receive a Marketspread Comment with your TBM official approval letter containing this season's vendor password, which will provide access to apply for individual markets and events for the upcoming season. Each individual market or event registration has a \$5 non-refundable processing fee per market, per applicant.

Yes, I have all my documents and photos gathered and ready to upload. Now, how do I apply?

IMPT REMINDER: You must have already created your Marketspread profile and be logged in when you click the link below to access the application.

APPLY TO THE TBM ORGANIZATION Annual Application

for the October 2026 - September 2027 Season with the following link:

<https://marketspread.com/market/32320/tampa-bay-markets-organization-application-2526/apply/0/>

Want a little more coaching? View TBM's Complete Marketspread Application Guide

Here for step by step instructions with this link:

📖 2025.2026 TBM's Marketspread Guide: Steps For TBM Vendor Applicants

https://docs.google.com/document/d/13r8HomL39XRmWhpMp5tg5Q4kMVwyJCNst6Y_nRUMqg/edit?usp=sharing