



2025-2026 Season
Township Plaza at Coconut Creek
4400 West Sample Road
Coconut Creek, Florida 33073
HometownMarket@coconutcreek.net
954-545-6682

Hometown Market Vendor Application

Township Plaza at Coconut Creek
4400 West Sample Road, Coconut Creek, FL 33073
Seasonal market running from October – March (1st & 3rd Saturdays – only the 1st Saturday in November)

Market Hours: 9:00 AM – 2:00 PM

Set-up time: 7:00 AM – 8:30 AM

Breakdown time: 2:00 PM (vendors should be off-site no later than 3:00 PM)

Filling out and returning this form does not guarantee entrance into the market. You will be notified once you are selected. **This form must be completely filled out to be considered.**

The City of Coconut Creek Hometown Market encourages [Cottage Law](#) vendors!

Vendor Contact Information:

Name of Business: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Vendor must provide a list of all products for sale. Vendor must only sell the items listed below. Any item not listed but made available on Market day without first consulting with the Special Events Staff may result in Vendor being prohibited from participating in future Markets without a refund.

There is no exclusivity in this market. There may be several vendors selling similar items. Items sold should fit within the same product category (e.g. a cookie vendor should not be selling clothing). This market is for local homemade crafters and food tent vendors. Non-profit participation will be limited and based on space availability. Non-profits must be based on the given markets' theme. **No businesses promoting a service or food trucks will be accepted.** Products that are deemed not "family friendly" are not permitted.

Market Sale Items:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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What needs to be provided to be considered

Items that must be submitted along with this form:

1. Picture of products being sold
2. Picture of tent setup

Additional items that may be needed depending on your type of business:

Please check if this applies to you:

- ☐ I use something other than 10x10 tent (must provide picture and dimensions)
- ☐ I use a generator (must be quiet, no greater than 5KW, and produce no smoke)
- ☐ I use a smoker, barbeque, or other cooking device (please check requirements on pages 5 & 6)

Licenses and Certificates (Copy of each selected item is required with application submission)

- ☐ Business certificate with Tax ID (If your business requires one or has one on file)
- ☐ Department of Business Professional Regulation (Food/Restaurant vendors only)
- ☐ Certified Grower's certificate (Farmers/Growers only)

Payment Options (If you are approved, you will be contacted on how to submit payment. No refunds. Vendor fees are nontransferable.)

Market Fees for a 10' x 10' Space & Market Advertising (Please select one):

- ☐ **Full-Season Vendor – \$230** (\$100 in savings) – This is a one-time payment offered to both new and returning vendors who would like to secure their spot for the full-season prior to when it starts. This payment is due no later than **Thursday, September 25, 2025** by the end of the day. After this day, the discount is no longer available. Non-profits are not eligible for Full-Season vendor.
- ☐ **Select Markets – \$30** per market – Payment for multiple select markets are due online **3 days prior (Wednesday)** to each Saturday market to secure your spot (**if one market is selected, payment is due upon receipt of acceptance email**). Payments will not be collected the day of the market. Vendors may choose to pay for one market at a time, multiple upcoming markets, or all markets at once. Be sure to indicate which markets you are paying for below.

If you are attending select markets (theme is in parenthesis, next to each market date), please check them below (select multiple dates as some might not be available due to spots being full).

Hometown Market 2025-2026 Season Dates:

- | | | |
|---|---|---|
| ☐ Saturday, October 4, 2025
(Opening Day) | ☐ Saturday, December 20, 2025
(Meet Santa!) | ☐ Saturday, February 21, 2026
(Disco Day) |
| ☐ Saturday, October 18, 2025
(Trick or Market) | ☐ Saturday, January 3, 2026
(Arts & Crafts) | ☐ Saturday, March 7, 2026
(Health & Wellness) |
| ☐ Saturday, November 1, 2025
(Storytelling Day) | ☐ Saturday, January 17, 2026
(Bring Your Pet Day) | ☐ Saturday, March 21, 2026
(Market Farewell) |
| ☐ Saturday, December 6, 2025
(Holiday Mixer) | ☐ Saturday, February 7, 2026
(Love & Kindness) | |



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Vendor Spot Assignments

Full-Season Vendors – Will be assigned a spot for the season. However, the City reserves the right to relocate vendor spots at any time and to limit the quantity of spots sold to any vendor.

Floating Vendors – Vendors assigned as Floaters will be notified in their acceptance email. A Floater is a vendor who is either new to the market or not scheduled to participate for the full season. While Floaters are guaranteed a spot at each market, their location may vary from week to week. Floaters who have not been assigned a spot number the day before should arrive around 8:15 AM to be assigned the best available space.

Vendor Rules and Regulations

Setup

Special Events Staff will assign all vendor spaces. Floaters must check in with Special Events Staff before beginning setup. Setup begins at 7:00 AM, and all vendors must be fully set up by 8:30 AM. The event starts at 9:00 AM. **Vendors arriving after 9:00 AM will not be allowed entry and will not receive a refund.**

All vendors are required to supply the following:

- Tent (subject to approval by the Special Events Staff) no larger than 10' x 10'
- Minimum of four (4), twenty-five (25) pound weights (total of 100 pounds) for each 10' x 10' tent (Tent must be clean and in good condition without any broken or missing parts)
- Each tent must have each leg secured to the weights with bungee cords, rope or string
- Tables, tablecloths, chairs and any equipment needed
- Professional signage identifying the name of the business and displaying accurate pricing

Fellow vendors and City event staff shall not be held responsible for any damage while assisting at a vendor's request to help set up their tent or other items. It is the vendor's own responsibility if any damages occur. Event staff will assist when requested, if they are available.

Tents must be properly weighted at all times regardless of the weather. Vendors will be held liable for any damage done to both person and property for any damage done by their tent. Event staff has the right to ask that a tent be taken down if it does not meet the minimum safety requirements.

Breakdown

Vendors are not allowed to break down before 2:00 PM. If Vendor must leave, Vendor must inform the Special Events Staff. All items, including trash, must be removed from the area and properly disposed of. Vendors must be off-site no later than 3:00 PM. Vendor must break down their booths, and leave the area the same way they found it.



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Attendance Policy

- Vendors who arrive tardy between 8:45-9:00 AM will be noted and issued a verbal warning. **Late vendors who arrive past 9:00 AM will not be accommodated and will be issued a strike. (Please see our Strike Policy on page 6)**
- Vendors who fail to give a **written** 24-hour advance cancellation notice or fail to attend the market without giving notice will be issued a strike

Cancellation Policy

- Hometown Market is a RAIN or SHINE event. In case of inclement weather, the City of Coconut Creek will determine if the Market is canceled and will notify vendors
- There will be no refunds or credits given for future markets, including cancellations made by the City of Coconut Creek or cancellations made by the vendor
- The City reserves the right to cancel the Hometown Market due to unforeseen circumstances that are out of the control of the City (for example, COVID-19 pandemic)

Vendor Booth Space

- Tables must be covered with a clean table cloth
- Vendors' products must be approved by Special Events staff.
- Vendors must be set up within their 10' x 10' space; they may not have tables, chairs, boxes, equipment, and coolers, etc. outside of the designated 10' x 10' space
- Vendors' space must look clean at all times
- Vendors must display a price list for all items being sold
- Subletting or sharing of the space is not permitted
- The Special Events Staff has the right to control the image of the Market (i.e. tent canopy is dirty, not having table cloths, messy signage) and may ask the Vendor to leave if they are detracting from the overall appearance of the Market

Non-Profit Participation

- Participation is limited based on availability of spots at the market (a maximum of three (3) non-profits will be permitted at each market)
- First come first serve basis (if selected, non-profit will be notified via e-mail of their acceptance)
 - If a maximum number of non-profits is reached for a market, the other non-profits will be given first opportunity at their next selected market
- Non-profit must provide non-profit status documentation



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- Non-profit must be signed up and approved at least one month before selected market
- Non-profit must sell a craft or good in order to participate

Licenses and Permits

Required permits/licenses must be in place prior to the first Market. It is the vendor's responsibility to obtain and provide proof of all required licenses and permits. All vendor permits must be current and not expired and should be submitted alongside this application. All licenses and permits must be onsite the day of the event, in case of State Agency inspections.

- All Natural/Home Décor- no permit required
- Bakery/Beverage/Confectionary – Florida Department of Agriculture and Consumer Services permit required unless under Cottage Law
- Café/Restaurant - DBPR License required
 - Tents that cook with deep fat fryers shall require a spare 2A10BC fire extinguisher and a 2 ½ gallon K-type fire extinguisher
- Cottage Law – must display that the item was created under cottage law and not a certified kitchen
- Dairy/Meat/Poultry/Seafood - FDACS permit required
- Exotics/Flowers/Orchids/Plants/Trees - FDACS Division of Plant Industry License
- Farmers/Growers - FDACS permit may be required if packaged items sold
 - Valid Grower's Permit (where available) issued by the Agricultural Extension office in the county where the crops are grown, and listing the crops grown on the permit
- Gourmet/Processed Food - FDACS permit required unless Cottage Law

Cooking Equipment and Safety

Vendors must follow all Florida and Broward County Health Regulations. In order to cook on-site, Vendor must adhere to the following:

- Vendors will not be allowed to turn on cooking units prior to inspection by the Coconut Creek Fire Marshall's Office at the beginning of the vendor's first Market
- One 2A10BC fire extinguisher must be provided by each vendor cooking or utilizing a generator. Additionally, a Class K-type fire extinguisher is required for vendors using deep frying equipment. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place
- Vendors cooking on-site must turn off their cooking units by 2:00 pm. Failure to do so will lead to possible suspension from the Market
- Proper documentation must always be onsite
- Propane tanks larger than 30 pounds are not permitted. All propane cylinders must be properly secured. Small cylinders can be put in a milk carton type crate and secure



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- Deep fryers or pans with grease used for cooking shall have a metal cover plate (lid) to put on in case of fire or rain
- No cooking under a canopy structure/tent
- Cooking operations shall be separated from structures and other operations by a minimum of 3 feet
- Generators shall be isolated from contact with the public by physical guards or barriers; must have exhaust facing away from the event and public
- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during cooking operations

Other Rules

- Smoking by Vendor is not permitted in Market area. If you must smoke, please be out of sight of customers (at least 50 feet away). Failure to do so will result in removal from Market
- Gloves must be worn when serving or preparing food
- No moving vehicles allowed in the Market area during hours of operation. Vendor must park at the designated vendor parking lots or will be asked to move their vehicles. Vendor who does not comply will be reconsidered from participating in the next season
- Vendor is responsible for collecting their own sales tax
- City of Coconut Creek will have sole discretion when determining if a product category is adequately represented
- Vendor is required to use Eco-friendly and recyclable packaging materials while selling their items
- No Styrofoam. No balloons. Plastics only available upon request (e.g. plastic utensils and straws)
- Access to electricity and water is not provided
- No speakers or amplified music allowed

Strike Policy

Should any Vendor break any rules or policies including attendance or displaying distasteful behavior, they will be given a strike. After three (3) strikes are issued, Vendor will be removed from the market indefinitely and no refunds will be issued.



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Mutual Expectations

What you ask of us:

- A desire to run a successful Market
- Professional and cooperative attitude
- Consciousness of business profitability
- Marketing the Market through the City's different media & physical channels
- Adding music and other activities to draw attendance
- Open communication

What we ask of you:

- Refrain from vulgarity and inappropriate behavior
- Good hygiene; no smoking in the Market area
- Sell a high-quality product
- Great customer service
- Reliability, attentiveness, and good attendance
- Promotion through own marketing channels
- Positive attitude
- Respect towards staff and fellow vendors
- Clean up area and bag garbage at closing
- Abide by all provided policies and protocols

Social Media Promotion

To help us better understand your business and products sold, please provide your social media handles. Your social media content will play a role in our selection process, as it allows us to see if your product aligns with the Hometown Market. While the City of Coconut Creek actively promotes the market as a whole, we may not be able to post all vendors individually. We strongly encourage all selected vendors to actively promote their participation and products on their social media platforms in the days leading up to each market. Please tag us in your posts; posts that tag the City may be shared and reposted whenever possible to help increase visibility and community engagement.

Our social media platform handles:

Facebook: **CoconutCreekGov**
Instagram: **CoconutCreekGov**
X: **CoconutCreekGov**
Youtube: **Youtube.Com/CreekTV**

Your social media platform handles:

Facebook:
Instagram:
X:
Youtube:



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Hold Harmless Agreement (must be filled out to participate as a vendor):

Vendor shall indemnify and hold harmless the City, its past/present/future elected and appointed officials, employees, and agents from any and all claims, suits, actions, damages, liability, and expenses (including attorneys' fees), including loss of life, bodily or personal injury, or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with the operations of Vendor or its officers, employees, agents, subcontractors, or independent Contractors, excepting only such loss of life, bodily or personal injury, or property damage solely attributable to the gross negligence or willful misconduct of the City or its elected or appointed officials and employees. In any and all claims against the City, or any of their agents or employees by any employee of Vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this Paragraph is not limited in any way by any limitation on this amount or type of damages compensation or benefits payable by or for the Vendor or any subcontractor under Workers' Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts. Nothing contained herein is intended, nor may it be construed, to waive City's rights and immunities under the common law or Section 768.28, Fla. Stat., as amended from time to time; nor will anything included herein be construed as consent to be sued by any third parties in any matter arising out of this Agreement. The above provisions will survive the termination or expiration of this Agreement and will pertain to any occurrence during the term of this Agreement, even though the claim may be made after the termination or expiration hereof.

Submission of Vendor Application does not guarantee your place in the Hometown Market. Vendor selection is at the sole discretion of the City of Coconut Creek. The City of Coconut Creek Special Events staff will notify the Vendor upon selection.

By submitting the Vendor Application, you have agreed to the rules and guidelines of the Coconut Creek Hometown Market (Pages 3 – 6). The City has the right to suspend or expel any vendor who does not comply with the rules without refund.

Print Name: _____

Company: _____

Date: _____

☐ **By clicking this button, I agree to the above Hold Harmless Agreement & the Rules and Guidelines highlighted on pages 3 – 6 of this application**