

The City of Pembroke Pines
301 NW 103rd Ave. PEMBROKE PINES, FLORIDA 33026
Phone (954) 450-6888 FAX: (954) 450-6899

Registration for the **May 2017**
Fundraiser Flea Market & Bazaar

To benefit Senior Programs and Pembroke Pines Senior Residences IS OPEN!

Tables are assigned on a **FIRST COME - FIRST SERVED BASIS!**

(Unless you signed and paid for the 2017 contract for the year!)

Show hours are:

Saturday May 20, 2017: 8:00 am-4:00 pm

Sunday May 21, 2017: 9:00 am-3:00-pm

Vendors are **REQUIRED** to honor their commitment to the City of Pembroke Pines
FOR THE ENTIRE 2 DAYS for the times show is open to public.

There will be NO REFUNDS - NO CREDITS

Set-up hours: Friday, May 19, 2017 from 3:00 pm-7:00 pm

Saturday, May 20, 2017 from 7:00 am-8:00 am

Sunday, May 21, 2017 from 8:00am-9:00am

NO SECURITY IS PROVIDED FOR THIS SHOW

IMPORTANT: Vendors are expected to be present during show hours. If you are not present by 8:00am on Saturday or 9:00am on Sunday or you leave the show early, you will lose your table and your name will be removed from our vendor's list for future shows.

Attached you will find:

VENDOR APPLICATION FORM & VENDOR RULES & REGULATIONS

**NEW FOR VENDORS: AFTER UNLOADING YOUR MERCHANDISE, YOU MUST
PARK ON THE SWALE SOUTHBOUND on 103 AVENUE OR OFF-SITE, WHICH WILL BE
ADVISED AT CHECK-IN. WE ARE WORKING ON PARKING SOLUTIONS FOR YOUR
CUSTOMERS!**

REMEMBER: NO PARKING=NO CUSTOMERS= NO BUSINESS!!

**MAKE SURE YOU READ BOTH FORMS CAREFULLY
BEFORE SIGNING!!**

Flea Market and Bazaar

Vendor Application Form – May 20th & May 21st, 2017

PRINT YOUR NAME: _____

Please check ONE BOX ONLY:

\$70.00 per table-Rotunda

\$60.00 per table-Main Hall, North & South Activities, Gym & Hallway

I am requesting _____ # of 8 ft. table(s) and _____ chairs*

*Each vendor gets 2 chairs - if you are requesting 2 or more tables, please let us know how many chairs you need

\$40.00 OUTSIDE TABLE - **You must bring your own table** (no larger than 8 feet In length & 2.5 feet wide) & chairs. NO TENTS ALLOWED! Self-standing umbrellas are ok if you are not under the overhang. Spaces under our overhang will be assigned first. Must take down tables & goods Saturday night & re-set up Sunday morning.

I am requesting space for _____ # of 8 ft. table(s) and _____ chairs

Please attach your payment with this form

Please PRINT all information AND SIGN THE FORM ON THE BOTTOM:

Name: _____

Address: _____

Is this a new address? Circle Y N

City: _____ STATE _____ ZIP: _____

Phone number: _____ Cell number: _____

Is this a new number? Circle Y N

E-Mail address*: _____

***REQUIRED - Print legibly!! Is this a new E-mail? Circle Y N**

Type of Merchandise you plan to sell: _____

Only a limited amount of jewelry allowed in this show.

By signing below you are agreeing to ALL policies, rules & regulations in this application packet. Neither the City of Pembroke Pines, its representatives, officials, agents, nor employees shall be responsible for any injury, loss, or damage, from any cause whatsoever that may be suffered by Exhibitor or to Exhibitor's employees, agents, licensees, guests or property. Exhibitor agrees to hold harmless and indemnify Agency for any damage, loss, or injury, whatsoever, arising out or in any way connected with the acts, omissions, or negligence of Exhibitor or Exhibitor's employees or agents. As required by law, all vendors will collect all applicable sales tax(es) and remit those tax receipts to the Florida Department of Taxation. **Make sure you read all rules and regulations carefully before signing.**

VENDOR'S SIGNATURE: _____ **DATE:** _____

You will receive a confirmation notice via e-mail when your remittance is received.

Food is available for purchase on site at the Emilio's Café located inside the Center.

For additional information call (954) 450-6888 or email Val Toth @ vtoth@ppines.com

VENDORS PLEASE REMEMBER YOU MUST PARK ON THE SWALE SOUTHBOUND ON 103 AVENUE OR OFF-SITE, WHICH WILL BE ADVISED AT CHECK-IN. WE ARE WORKING ON PARKING SOLUTIONS FOR YOUR CUSTOMERS!

Flea Market Vendor Rules and Regulations

- **TABLES ARE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS!** You must send your application and payment back ASAP to secure your table(s). Payment shall be made by cash, check, cashier's check or money order. All checks and money orders should be made payable to "The City of Pembroke Pines".
- Before unloading merchandise or occupying a space, **ALL Vendors are required to Check In at the Registration Desk** to receive their table assignment for the show. Just because you may have been given the same table at past shows does not guarantee you will receive the same table at every show!! **** If you signed the 2017 contract for all 4 (four) shows, you still are required to check in, but your table will remain the same. ****
- **If you signed the contract and paid for all 4 (four) shows in advance, please be advised if for whatever reason you cannot make a show, YOU CANNOT SUB-OUT YOUR TABLES to another party. Doing so will immediately remove you from the vender list. Absolutely no refunds will be issued.**
- Your merchandise must be within the confines of your 8 ft. tables (**you can ONLY sell from your table top and below your table.**) No display tables, clothing racks or merchandise will be allowed adjacent to your 8ft table. **For safety purposes, shelves or racks placed on top of your table cannot exceed 3 ½ ft. in height (42 inches).** Failure to comply with this requirement or having to be asked repeatedly by staff to remove items during the show will result in removal of your name from our vendor's list and you will not receive applications for future shows.
- Shelves and racks are NOT permitted on tables that are circling the lobby desk in the Rotunda area. Staff must be able to have an unobstructed view of the floor at all times.
- **NEW!! Direct Sales Representatives:** You MUST build up your stock and SELL PRODUCT from the table! YOU CANNOT ONLY obtain names for future shows and orders. We realize you will be doing that anyway, but you MUST sell product from the table.
- Application forms and confirmations for upcoming shows are sent to vendors via e-mail. Make sure you **print your e-mail address clearly on the attached**

application. It is the vendor's responsibility to advise show management of any email address changes so that we can update our files.

- Please do not submit applications on photocopies from past shows - they will not be accepted and may result in not being able receive your requested table.
- **THERE ARE NO REFUNDS OR CREDITS.** Vendors are expected to be present both days during show hours. If you are not present by 7am on Saturday and 9am on Sunday or if you leave the show early, you will lose your table(s) and your name will be removed from our vendor's list.
- You are not permitted to sell food (hot dog carts, etc) or personal/business services. SIGNS OR CARDS PROMOTING PERSONAL/BUSINESS SERVICES ARE NOT ALLOWED.
- Vendors will set up their merchandise only within the hours scheduled for this purpose. Vendors will park at the Center's front entrance ONLY for unloading or loading merchandise. Upon completion of unloading or loading, vehicles must be removed immediately and parked in designated parking areas at the rear of the building.
- ALL AISLES, EXIT SIGNS, FIRE EXTINGUISHERS and other fire equipment must be kept clear of obstructions at all times. Vendors may be asked to remove items or any electrical cords or lighting that is deemed unsafe.
- Abusive behavior toward fellow exhibitors, customers, Pembroke Pines Flea Market & Bazaar staff or facility staff will not be tolerated for any reason. If you choose to act in an unprofessional manner, you will be asked to leave without a refund and your name will be removed from our vendor's list for future shows. NO EXCEPTIONS!
- Exhibitors may be moved to another location at any time for the betterment of the show as management deems necessary.
- The management of the City of Pembroke Pines Flea Market & Bazaar reserves the right to accept or reject applications and refuse booth space to any vendor in its sole discretion, for any reason without any liability therefore to the vendor or any third party.