



The City of Pembroke Pines

301 NW 103rd Ave. PEMBROKE PINES, FLORIDA 33026

Phone (954) 450-6888 FAX: (954) 450-6899



Registration for the **FEBRUARY 2020** **Flea Market & Bazaar**

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

Show hours are:

Saturday Feb. 8, 2020: 8:00 am-3:00 pm

Sunday Feb. 9, 2020: 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

Set up hours: Friday, Feb. 7, 2020 from 3:00 pm-7:00 pm

Saturday, Feb. 8, 2020 from 7:00 am-8:00 am

Sunday, Feb. 9, 2020 from 8:00am-9:00am

NO SECURITY IS PROVIDED FOR THIS SHOW; table covers recommended.

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 if 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

VENDORS: AFTER UNLOADING YOUR MERCHANDISE, YOU MUST REMOVE YOUR VEHICLE FROM THE FRONT, WHICH WILL BE ADVISED AT CHECK-IN. WE ARE WORKING ON PARKING SOLUTIONS FOR YOUR CUSTOMERS!

MAKE SURE YOU READ ALL FORMS CAREFULLY BEFORE SIGNING!!





The City of Pembroke Pines

Flea Market and Bazaar

Vendor Application Form – February 8th & 9th, 2020

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* Space # request: _____

\$50.00 OUTSIDE TABLE SPACE- **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. You must take down tables & goods Saturday night & re-set up Sunday morning.

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

**** CONTINUING FOR 2020**

If you choose to **pay for all 4 (four) shows PRIOR** to the February Flea Market, you will be **locked in for ALL 4 (four) 2020 shows (Feb 8 & 9, May 16 & 17, Aug 15 & 16, Nov 7 & 8)** (\$60.00 per table in the Rotunda, \$50.00 per table in the Main Hall, North & South Activities, Gym & Hallway).

In addition, **you will be LOCKED IN for your preferred table spaces for all 4 shows.** Keep in mind, same rules apply: first come, first serve to secure your tables for 2020. If you miss a show, there are no credits, or refunds.

*Please check ONE BOX **ONLY**:* **(DUE DATE FOR BELOW CONTRACT JANUARY 13, 2020)**

\$240.00 *per table* for both days - Rotunda for all 4 shows in 2020

\$200.00 *per table* for both days - Main Hall, South Activities, North Activities, Gym & Hallway for all 4 shows in 2020

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

Requested location & space number: _____

\$200.00 *per table space* for both days- Outside

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

The City of Pembroke Pines



Flea Market and Bazaar

Vendor Application Form – February 8th & 9th, 2020

Please attach your payment with this form: **Make checks out to :
“The City of Pembroke Pines”**

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!!**

Type of Merchandise you plan to sell: _____

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

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 Southwest Focal Point Community Center"**. We do not accept Credit Cards or have PayPal capability.
- 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 guarantee you will receive the same table at every show!!* ***** If you signed the 2020 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.
- No merchandise/clothes can be hung on the walls, from the railings, from the doors, etc. anywhere in the building or outside. **Reiterating: ALL of your merchandise must be ON OR BELOW YOUR TABLE.**
- **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 8am 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.

- **NEW!!!** At the time the show is opening to the public, if by chance there is an empty table in close proximity to yours, most likely due to a “No Show”, DO NOT take it upon yourself to move your merchandise over to the empty table to fill up the empty table. Although you are trying to help make the area look full, it is not your responsibility to do so. We will take care of any empty tables that may be around at the time the show is starting, whether taking them away as we see fit or offering to someone else who is not in a prime spot.
- 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 (across the street on the swale of 103 Avenue. It is city property, you will not get towed, or park at the rear of the building, employee parking only.
- 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.
- Vendors are advised to leave small children at home while working the event. We cannot have children running around unsupervised around others vendors tables and merchandise.
- No one is allowed to play (or smoke) in the Koi pond area off of the South Activities area.
- Vendors are encouraged to cover their merchandise if they set up Friday night. SWFP Staff are the last to leave the facility each night and the first to enter each morning. It is not our responsibility to watch your merchandise until you come in each day. We suggest you be here upon opening times for the vendors on both Saturday & Sunday.
- 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. If you’re having a bad day, leave it at the door. The staff at the SWFP do not deserve to be on the receiving end of your bad attitude. NO EXCEPTIONS!
- Exhibitors may be moved to another location at any time for the betterment of the show as management deems necessary. We try to accommodate requests but it is not by any means guaranteed. (Exception: those who signed the 2020 contract for the year. ** NEW: However, if 2 reps from the same D.S. Company happen to sign the contract for all 4 shows, the first applicant will get space priority. The second one will not be placed in close proximity, as to spread out the products being sold.)
- 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.