

## How to Apply For a Temporary Holiday Sales Vendor

The following is a guide for when applications can be submitted on Camino for the different Holidays:

- Independence Day: April 25
- Halloween (Pumpkins): July 19
- Christmas Trees: September 2
- New Year's Eve: October 22

Should you have any questions, please call (954) 786-4668.

**Please follow the directions listed below:**



- 1) Go to the City of Pompano Beach Website:

[www.pompanobeachfl.gov/government/e-services](http://www.pompanobeachfl.gov/government/e-services)

- 2) Scroll down to Apply for a new Business Tax Receipt (Zoning Use Certificate).  
Click on the green box.

Submit a Zoning Use Certificate

- 3) On the next page, Leaving the City of Pompano Beach Website, click on the green box.

Proceed to Site

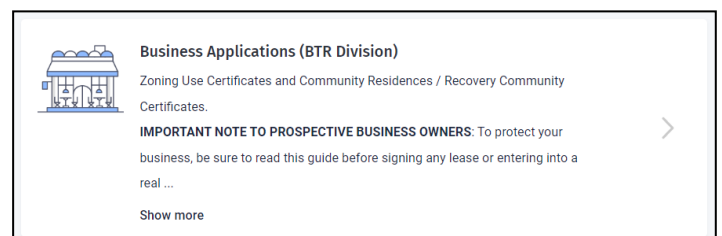
- 4) You are now on the City of Pompano Beach Online Portal.

*If you already have an account, sign in.*

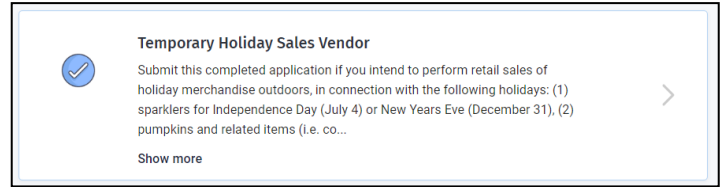
*\*\*Please do not continue as guest; you will not be able to submit as a Guest User. Staff will not be able to see your submission.*

*Once you have created your account, you will need to sign in.*

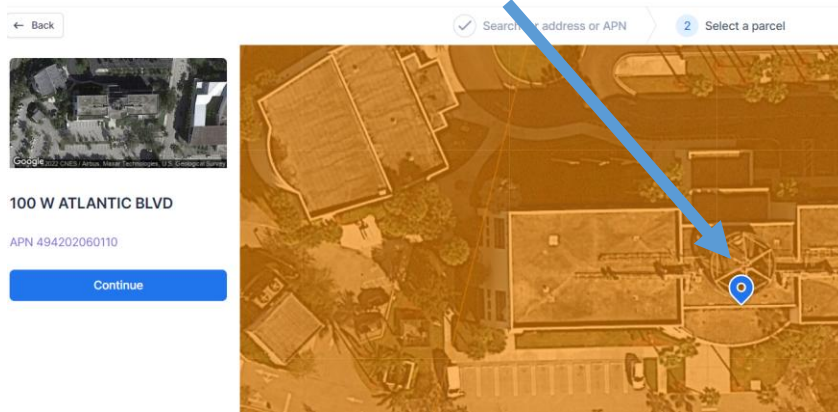
- 5) Once signed in, click on the [Business Applications \(BTR Division\)](#) box.



- 6) Scroll down to Temporary Holiday Sales Vendor



- 7) Insert the site address and click on your parcel to begin.  
You can search by the address or the BPCA Parcel Number (APN).  
Choose the parcel that shows the blue indicator.



- 8) Complete all required Forms and Applications.
- 9) Upload your required Supplemental Documentation.  
Outdoor Activity Site Plan & the Authorization Letter from the property owner.  
The authorization letter must state the address, signed by a corporate officer that is registered with the Florida Division of Corporations (Sunbiz), and notarized.
- 10) A performance bond or similar security acceptable to the city, naming the city as beneficiary, in the sum of \$1,000, executed by the applicant as principal, and a surety company authorized to do business in the state and on the list of the United State Treasury (surety bond should be uploaded into Camino). Cashiers Check or Money Order can be accepted in lieu of a surety bond, either in person or by mail. No personal or business checks will be accepted.



**For vendors selling pyrotechnical items these additional items will need to be uploaded in to their application.**

- a. Proof of public liability insurance in a coverage amount of no less than \$1,000,000, at each sales location which names the City of Pompano Beach as an additional insured and is issued by an insurance company authorized by the Florida Department of Insurance to do business in this state. The policy must be approved by the city Risk Management Director.
  - b. Copy of Certificate of registration Department of Financial Services Division of Fire Marshal as a seasonal retailer of sparklers. Location address on certificate must be the same as the site location address. And the sale dates (from and to) must be listed.
- 11) Complete the Signature Form. All applications or affidavits that require a signature, must be signed by a corporate officer that is registered with the Florida Division of Corporations (Sunbiz). You may also submit a letter of authorization from a corporate officer.
  - 12) Pay the Temporary Holiday Sales Vendor Application Fee. There is an application fee of \$40.00 for your application.
  - 13) Once completed, press the submit button.

**Sale Dates** (per City Ordinance 113.40)

Independence Day & New Year’s Eve (Sparklers) - 10 days max

Halloween (Pumpkins) - 30 days max

Christmas Trees - From the Saturday preceding Thanksgiving Day through December 26<sup>th</sup>.

\*Note: a joint Halloween & Christmas BTR may be issued.