



CITY OF POMPANO BEACH

Old Town Untapped Food Truck/ Food Booth Application October 3, 2025 - June 5, 2026 First Friday of the Month

The City of Pompano Beach presents the *Old Town Untapped* cultural arts & music block party event on the first Friday of each month from 6:00 to 10:00 pm at 41 NE 1 St., Pompano Beach, FL 33060. The event is located in Old Town at the corner of NE 1 Ave. and 1 St., just one block north of Atlantic Blvd. and one block east of Dixie Highway.

Friday, October 3, 2025	Friday, April 3, 2026
Friday, November 7, 2025	Friday, May 1, 2026
Friday, December 5, 2025	Friday, June 5, 2026
Friday, January 2, 2026	
Friday, February 6, 2026	
Friday, March 6, 2026	

OLD TOWN
UNTAPPED
cultural arts & music block party

Pompano Beach is 24.71 sq. mile city in Broward County, Florida, along the coast of the Atlantic Ocean, just to the north of Fort Lauderdale. The nearby Hillsboro Inlet forms part of the Atlantic Intracoastal Waterway. As of the 2020 census the city's population was 112,046. Old Town Untapped draws crowds from the tri-county area—Broward, Palm Beach, and Miami-Dade counties.

Special attention to our vendors is a continuing priority. Vendor parking is conveniently located in the parking lots just east of First Avenue behind the First Presbyterian Church. Vendor set-up must be completed no later than 5:30 pm for event staff inspection. Staff will be on site to assist and direct you to your assigned booth space.

We thank you for your continued support, interest, and participation in Old Town Untapped. Please tell your friends! Spread the word so we may grow, prosper, and enjoy Old Town Untapped together.

For more information, e-mail untappedpompano@gmail.com.

GENERAL INFORMATION

1. Food spaces may not be shared or sold to another vendor.
2. Only one Food vendor will be assigned per space.
3. Food Vendor shall take the proper safety and health precautions to protect patrons, the City, the public, and the property of others. Vendor shall be responsible for all damage to persons and/or property that occur as a result of the vendor's negligence or misconduct.
4. Food vendors are required to supply their own supplies needed for set up.
5. Power is limited, therefore exhibitors must supply their own extension cords, which must be covered and taped down.



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GENERAL INFORMATION

— continued —

5. Food Vendors agree to comply with any and all applicable Federal, State, County, and City laws and regulations and to post proof of all necessary licenses in its booth.
6. Food Vendors agree to notify the Old Town Untapped Vendor Manager in writing, a minimum of one week prior to Old Town Untapped, if they are unable to participate in Old Town Untapped. Failure to notify the Old Town Untapped Vendor Manager with the proper written notice may result in cancellation of future reservations.
7. Old Town Untapped has a no refund policy.
8. Old Town Untapped Beach hours are from 6:00 pm-10:00 pm. Food Vendors agree to be set up and ready to sell by 5:30 pm. Late arrival may result in food location being reassigned or inability to participate in the market.
9. Food Vendors agree to not to break down prior to 10:00 pm. Leaving early could result in cancellation of future reservations.
10. Food Vendor agrees to keep their space(s) attractive and to clean them when the event ends. All litter, cardboard boxes, product debris, crates, boxes, etc., must be removed at the close of each event. Food Vendor agrees to leave their space in the same or better condition than it was found.
11. Food Vendor acknowledges that the use/or placement of tables, chairs, products, boxes, or signs outside of the assigned vendor space is strictly prohibited.
12. Food Vendor agrees to sell product within their assigned space only! All vendor activity MUST be conducted within the space provided. Any vendor activity related to the Old Town Untapped outside the assigned vendor space is prohibited.
13. Food Vendor agrees to be honest and at all times conduct themselves in a courteous manner. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited.
14. Food Vendor shall not bark, shout, or solicit in a loud or aggressive manner to customers in an attempt to make a sale.
15. Food Vendors cooking onsite MUST turn off their cooking units by 10:00 pm.
16. Cooking equipment used in fixed, mobile or temporary concessions, such as trucks or trailers, shall have the fire suppression equipment, included fire extinguishers, and hood suppression systems (if applicable) properly maintained and serviced by a Florida State certified company. Proper documentation must always be available on site.
17. One 2A10BC fire extinguisher must be provided by the vendor. In addition, a Class K-type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place.
18. All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Large cylinders shall be secured to a stationary object.
19. All propane cylinders shall be ten (10) feet from the cooking appliance with gas line secured.
20. Deep fryers or pans with grease used for cooking shall have a metal cover plate (lid) to put them on in case of fire or rain.
21. If cooking under canopy structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy.
22. Food Vendors serving food must have a five gallon water jug and a catch bucket for hand washing and sanitizing.
23. Food Vendors selling food must wear gloves.



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APPLICATION INSTRUCTIONS

1. Applications will be accepted on a first-come, first-served basis. All applications will be reviewed by the City of Pompano Beach and the Old Town Untapped Vendor Manager has the full authority to approve or deny participation in the event.
2. We reserve the right to restrict the type and number of vendors, and to select vendors who best meet the needs of the event.
3. Three images, including one of the Food Truck/ Food Vending and products selling, must be submitted with this application. Each image must have vendor's name.
4. Applications are available online on the www.pompanobeacharts.org website after August 1, 2025. Submit application and photos directly to untappedpompano@gmail.com for approval.
5. Incomplete applications will not be considered for the Old Town Untapped event.

PAYMENT OPTIONS

To secure Food placement, fees are due in full at the time of application acceptance. A Food Vendor assignment for the season will not be given until the payment is made in full. Fees must be paid BEFORE 5:00 pm on the due date or Food spaces will be forfeited. Once payment has been made, the City of Pompano Beach does not offer refunds. Booth placement will be completed by Old Town Untapped Vendor Manager.

Old Town Untapped Payment

Payment is due by 5:00 pm the Friday prior — one week in advance to the Friday you are attending. Spaces will not be guaranteed for this payment option.

Fee

Food Truck—\$150 + 7% sales tax + Eventbrite fees

Food Booth- \$75 + 7% sales tax + Eventbright fees

**No refunds will be issued after payment has been received.
Failure to make payment on time will result in loss of vendor booth space.**

SAFETY REQUIREMENTS

- ◆ Each Vendor is required to submit the following documents to the Old Town Untapped Vendor Manager:
 - Certificate of Insurance naming the City and CRA as additionally insured and as the certificate holder
 - Workers Compensation Waiver
 - Auto Insurance Card
- ◆ All Food Trucks must be inspected by the City Fire Marshall prior to Old Town Untapped event.
- ◆ Food Vendors are responsible for collecting their own sales tax.

If you have any questions, please e-mail untappedpompano@gmail.com.



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Business Name _____ Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell Phone # _____

E-Mail Address _____

Social Media Handles: Facebook: _____ Instagram: _____

VENDOR INFORMATION

Number of Food Trucks : ☐ 1

Number of Food Booth Spaces (10x10) : ☐ 1

(All Food Vendors are only permitted one space).

PRODUCTS TO BE SOLD AT OLD TOWN UNTAPPED

Please list all products you intend to sell at Old Town Untapped. Vendors may only sell those items that are pre-approved on this application. Vendors will be required to remove unauthorized items from their booth and may be denied future participation at the event. Products not in keeping with the mission of the Old Town Untapped event or that are deemed not "family friendly" are prohibited. The City of Pompano Beach must approve any new items before they are sold.

The undersigned in consideration of the Old Town Untapped event, do hereby release the City of Pompano Beach and from any liability for the loss or damage of work, personal injuries or property damage. Further, in consideration of the above, the undersigned does hold harmless and agree to indemnify the City of Pompano Beach, employees, agents, or volunteers for any damages, attorney fees, or costs for any legal actions resulting from any claim made in which they, their members, employees, agents, or volunteers are made parties defendant. The release and indemnification agreement applies for the duration of the Old Town Untapped event scheduled for each first Friday and to any claims made within the application statute of limitations for loss occurring during that period of time.

Signature

Date

Booth Assignment: _____ Total Amount Paid: _____ Date Paid: _____ Staff Initials: _____