



# CITY OF POMPANO BEACH

## Old Town Untapped Artist/Vendor Application First Friday of the Month

The City of Pompano Beach presents the *Old Town Untapped* craft beer & arts 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 7, 2022	Friday, March 3, 2023
Friday, November 4, 2022	Friday, April 7, 2023
Friday, December 2, 2022	Friday, May 5, 2023
Friday, January 6, 2023	
Friday, February 3, 2023	



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](mailto:untappedpompano@gmail.com).

### GENERAL INFORMATION

1. Booth spaces measure approximately 10' x 10'. Space may not be shared or sold to another vendor.
2. Only one vendor will be assigned per booth space.
3. 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. Exhibitors are required to supply their own tent including any supplies needed for set up (i.e. table, table covering, chairs, etc.). **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. Vendor agrees 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. Vendor agrees 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. Vendors agree to be set up and ready to sell by 5:30 pm. Late arrival may result in booth location being reassigned or inability to participate in the market.
9. Vendor agrees to not to break down prior to 10:00 pm. Leaving early could result in cancellation of future reservations.
10. 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. Vendor agrees to leave their booth space in the same or better condition than it was found.
11. Vendor acknowledges that the use/or placement of tables, chairs, products, boxes, or signs outside of the assigned vendor space is strictly prohibited.
12. Vendor agrees to sell product within their assigned space only! All vendor activity MUST be conducted within the booth space provided. Any vendor activity related to the Old Town Untapped outside the assigned vendor space is prohibited.
13. Vendor agrees to be honest and at times conduct themselves in a courteous manner. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited.
14. Vendor shall not bark, shout, or solicit in a loud or aggressive manner to customers in an attempt to make a sale.
15. Vendor agrees to anchor its tent on all four (4) corners with a minimum of **thirty (30) pound anchors** on each corner regardless of weather conditions. Vendor will be asked to remove its tent for failure to comply with this requirement. The Old Town Untapped Vendor Manager has the authority to ask any vendor to take down its tent due to weather conditions or failure to follow this rule.
16. Vendors cooking onsite MUST turn off their cooking units by 10:00 pm.
17. 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.
18. 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.
19. 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.
20. All propane cylinders shall be ten (10) feet from the cooking appliance with gas line secured.
21. 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.
22. If cooking under canopy structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy.
23. Vendors serving food must have a five gallon water jug and a catch bucket for hand washing and sanitizing.
24. 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. Vendors must sell artwork/products that are handcrafted and originally created/produced by the displaying artist.
3. We reserve the right to restrict the type and number of vendors, and to select vendors who best meet the needs of the event. Land spaces are approx. 10' x 10' sq. feet.
4. Three images, including one of the booth tent display and products selling, must be submitted with this application. Each image must have vendor's name.
5. Applications are available online on the [www.pompanobeacharts.org](http://www.pompanobeacharts.org) website after August 1, 2021. Submit application and photos directly to [untappedpompano@gmail.com](mailto:untappedpompano@gmail.com) for approval.
6. Incomplete applications will not be considered for the Old Town Untapped event.

### PAYMENT OPTIONS

To secure booth placement, fees are due in full at the time of application acceptance. A booth 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 booth 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.

<b>Old Town Untapped Payment</b>	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.
<b>Fee</b>	\$35 + 7% sales tax + Eventbrite 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:
  - General Waiver
  - Workers Compensation Waiver
  - Auto Insurance Card
- ◆ If the Vendor has a generator and/or cooking and heating items, the Vendor must submit a Certificate of Insurance naming the City of Pompano Beach as additionally insured and as the certificate holder. A Sample COI can be supplied to Vendor.
- ◆ All Vendors will be inspected by the Fire Marshall prior to each Green Market.
- ◆ Exhibitors are responsible for collecting their own sales tax.

**If you have any questions, please e-mail [untappedpompano@gmail.com](mailto: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 requested 10' x 10' Spaces:  1  2  3  4

(All vendors will be charged per number of spaces requested, except for produce vendors who may request up to four spaces at the weekly rate)

### 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 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: _____
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