

2025 Vendor Guide



Cheryl Taylor

Event Planner / Market Manager

Effective March 1, 2025

Community Markets & Events LLC

Community Markets & Events LLC

Contents

- Communication 3
- Becoming a Vendor..... 3
- Event Details 4
- Payments 5
- Refunds..... 6
- The Day of the Event..... 6
- Courtesy & Professionalism..... 9
- Marketing, Promotions, and Advertising..... 10
- Mother Nature..... 10

Community Markets & Events LLC

Communication

Your Contact is: Cheryl Taylor, Market Manager

Her Direct Number is - 727-365-6411 (Call or Text)

Email Address: Vendors@CommunityMarketsandEvents.com

Website Address: www.CommunityMarketsandEvents.com

Facebook Page: [Community Markets & Events | Facebook](https://www.facebook.com/CommunityMarketsandEvents)

Instagram Profile: www.instagram.com/communitymarketsandevents/ Facebook

Vendor Group: <https://www.facebook.com/groups/590550832220120/>.

Please use email to communicate anything that is not time sensitive and requiring immediate response. This helps in keeping track of the conversations as they progress. Please feel free to post a General Question to the Facebook Group.

If you choose to text Cheryl at 727-365-6411, please include your name and business in your initial text. Cheryl will add you to her contacts. Calls, Texts, and Emails received after 8 pm will be answered the following morning after 8 am.

Becoming a Vendor

All vendors must have completed an application before being eligible to set up at any events organized by Community Markets & Events LLC. Your completed application is for review purposes and does not guarantee a spot in any Market or Event. Community Markets & Events LLC and the On-Site Market Manager reserve the right to refuse participation by any Vendor. There are no rights of entitlement or exclusive rights based on space assignments, type of product or length of time you have been involved with any Market or Event. The Market Manager has sole and absolute discretion on participation. The Market Manager will strive to be as fair as possible but there may be occasions where not all parties are satisfied.

WHERE DO I APPLY TO BE A VENDOR? – Vendor applications are accepted at www.communitymarketsandevents.com/become-a-vendor. Next Steps after your application is submitted:

- We will review the information to determine whether additional information or clarification is needed to properly classify your product and extend the opportunity for you to secure vendor space at an upcoming event.
 - Applications are reviewed within forty-eight (48) hours of receipt.
 - **Please Note: Submission of an application does not guarantee acceptance for participation in our events.**

Community Markets & Events LLC

- You will be immediately contacted upon review and approval of your vendor application, along with further details to provide you with support to ensure your success at our Markets and Events.

VENDOR APPROVAL – We will approve your application based on the information submitted, including the product line(s) you intend to offer for sale. If you are adding new product lines that are not originally approved, you must obtain additional approval from the Market Manager before including the items for sale at an event.

CAN I BE AN EXCLUSIVE VENDOR? – Some categories have exclusivity available. If you would like to obtain exclusivity, call, or text Cheryl Taylor at 727-365-6411 or send a request by email to Vendors@CommunityMarketsandEvents.com to obtain more details. Keep in mind, pre-payment is the only way to secure an available vendor category.

MARKET MIX The mix of categories at each event has been calculated based on size of the market and overall vendor count to maintain a good balance of offerings to the community. Typically, this is limited so that any category is just under 10% of the overall market count.

Event Details

HOW DO I KNOW SPECIFIC INFORMATION ON EACH MARKET? – Visit www.communitymarketsandevents.com/save-the-date, navigate to Vendor Resources to view details and information for each Market or Event.

EVENT HOURS – Each Market or Event may have varying hours. Please visit www.communitymarketsandevents.com/save-the-date, for specific hours that the Market or Event.

EVENT SET-UP & SPACE ASSIGNMENT – Event set-up and specific details about vendor participation will be distributed directly through the Facebook Vendor Group – NOT BY EMAIL.

Standard Pre-Event Instructions for each venue is already posted in the Facebook Vendor Group – under the “Guides” Tab.

https://www.facebook.com/groups/communitymarketsandevents/learning_content

A **Pinned Post** in the Featured Section of the Facebook Vendor Group will be published **24** hours before the event. Please be sure to read this post in its entirety. All instructions in this post supersede the Standard Pre-Event Instructions as it includes up to the minute conditions at the event site.

Community Markets & Events LLC

EVENT PRICING – Markets and Events have varied prices for vendor spaces and are listed at www.communitymarketsandevents.com/save-the-date.

AVAILABILITY – **Space is secured on a first paid, first served basis.** Vendor categories may be limited. Should the event you are seeking to reserve be closed in your category, you will be notified immediately and be asked to consider alternative dates.

PINNED POST – A pinned post will be available in the “Featured” Section of the Community Markets and Events Facebook Vendor Group <https://www.facebook.com/groups/communitymarketsandevents> (Made 24 hours before the event with important information, including vendor parking, site plan showing assigned vendor spaces, details about the facility, and more!)

Payments

WHEN ARE PAYMENTS DUE? – To accommodate the management of categories, marketing, and promotion of the Market or Event, we ask that you pay your vendor fees immediately upon invoicing. **Invoices will be voided 3 days after issuance; therefore, you will have to re-apply to reserve the event.**

HOW DO I SUBMIT PAYMENT? – Once you have selected a date you would like to reserve, simply contact us directly (Call or Text 727-365-6411, Facebook Messenger, or email Cheryl@CommunityMarketsandEvents.com or send a reservation request through the website. An invoice will be sent to you via QuickBooks Online App directly from Community Markets & Events LLC. Most forms of payment are accepted through the QuickBooks Online App. Checks will be accepted; however, your spot is not secured until payment is received. Remember paying is the **ONLY** way to secure a space. **Spaces are secured on a first paid, first served basis.**

HOW FAR IN ADVANCE MAY I PAY? – Payments may be made for six (6) months in advance of any event date. Advance payments of more than six (6) months may be considered, please contact Cheryl Taylor for more information about this policy. All dates shown on the website are eligible for pre-payments!

HOW CAN I BE SURE THAT YOU RECEIVED PAYMENT? – Once your payment has been received, a paid receipt will be available to you for printing or downloading from our QuickBooks Accounting App.

In addition, you will receive a receipt acknowledging payment, digital promotional ads for the event (if published) and your business will be listed on the event webpage www.CommunityMarketsandEvents.com on the appropriate Market or Event page within 24 hours.

Community Markets & Events LLC

In the event you do not see your name and description, please reach out to Cheryl Taylor at 727-3656411.

Refunds

REFUNDS – Vendor fees are collected and then spent on advertising, administrative and other fees starting four (4) weeks before each Market or Event. Therefore, refunds will only be granted for all Markets or Events that are more than four (4) weeks away from the time the refund request is made. This includes reallocation or moving your vendor fee to another event.

The Day of the Event

VEHICLES & PARKING – Designated parking for vendors will be established for each Market or Event and included in the Pinned Post, when possible, Vendor Parking areas will be clearly marked with signage stating, “Vendor Parking”. If you arrive on-site and need assistance, please call Cheryl at 727-365-6411 upon arrival. **Please Note: Parking in an undesignated parking space will result in expulsion from our events in the future.**

UNLOADING AND LOADING – Kindly unload your vehicle as quickly as possible. **Please do not begin to set up your tent or your space until you have moved your vehicle to the designated Vendor Parking Area.** Please handle loading in a similar manner – please have your area packed and ready to load in your vehicle.

LOCATION OF YOUR SPACE – Each of the Venues has a [Guide](#) located in the [Facebook Vendor Group](#) that contains standard instructions for the day of the event. We will also place a Pinned Post with additional details **the day before the event** in the [Facebook Vendor Group](#) with specific instructions not included in the Guide related to the day of the event, parking instructions, space numbers (if necessary), and more... **The post is long, so be sure to click “SEE MORE” to view the entire post.**

We assure you, there will **ALWAYS** be a Pinned Post **the day before the event**. In the case of an emergency or violation the Market Manager may move a vendor even after their space is fully set up. This will be something that we will try to avoid at all costs.

Community Markets & Events LLC

VENDOR SPACE (BOOTH SPACE) – A booth space at our outdoor markets and event is typically 10' X 10' or smaller both in footprint and canopy size. Spaces and Booth locations will clearly be marked.

All products must fit within your 10x10 space – for those Vendors with larger items, please try and open your tent providing overflow to the back of your space not the front where it may block the flow of traffic.

Please Note: Vendor Space may not be sublet, and CAN NOT contain more than 1 business or category.

Space at Indoor Markets is typically limited to a 6-foot table space. In some cases, you may be permitted to add additional tables to your space, provided that the overall space you are setting up is no larger than 6ft x 6ft. Please note, tables are not provided by Community Markets & Events.

TRASH REMOVAL POLICY – Community Markets & Events LLC does **not provide trash removal services** for vendors. Each vendor is responsible for collecting and removing their own trash from the event site. It is important that we leave the venue in the same condition as we found it to maintain a positive relationship with the property owner. Please ensure that all trash, packaging, and debris are properly disposed of or taken with you at the end of the event. Thank you for your cooperation in helping us keep our event spaces clean and welcoming for everyone.

Community Markets & Events LLC

TENTS AND EQUIPMENT – Community Markets and Events LLC does not provide any equipment, access to electricity or water sources. Vendors are responsible for everything needed to set up and maintain their Space or Booth. This includes materials, tents, tables, chairs, **weights**, a way to haul equipment, etc.

TENTS AND PROPER WEIGHTS ARE REQUIRED FOR ALL OUTDOOR MARKETS & EVENTS – A 10 x 10 Tent (no larger, no smaller) is mandatory for all markets and events unless otherwise stated or approved. Each tent leg must be secured with thirty (30) pounds for each leg fastened in a secure manner to the leg.

Do not use stakes to secure your tent to avoid damage to lawn and irrigation lines.

You must absolutely, unequivocally; without exception, have 30 LBS. of WEIGHT PER TENT LEG THAT IS ATTACHED TO THE LEG. THIS IS NON-NEGOTIABLE.

If you do not have sufficient weight attached securely to each leg of your tent, you will be required to rent weights from us, IF AVAILABLE, for a fee of \$50 for the day of the event or you will be asked to leave the event and WILL NOT receive a refund.

Community Markets & Events LLC

Courtesy & Professionalism

NO CALL/ NO SHOW – Do the Right Thing... Text Cheryl Taylor at 727-365-6411 to inform her of your status. A No Call/No Show will result in expulsion from future Markets & Events.

LEAVING EARLY – **All Vendors are required to stay the full hours of the Market or Event.** We want to avoid giving our community the impression that the Market or Event is closing, and they are unwelcome.

- If your booth is not accessible for customers to enter and make purchases because you are packing up, we will consider this action leaving early.
- If you “Sell Out” kindly post a sign that you are “Sold Out” for the day and enjoy the rest of the event.
- No packing up until the exact moment the Market or Event has ended, no moving of cars until your entire booth is packed and your tent is down and ready to load in your vehicle.

Leaving early will result in expulsion from future Markets & Events.

DISPUTES – If you have a disagreement or dispute with someone, take it away from the Market or Event. Never become contentious in front of customers or other vendors, this includes posts on Social Media or any other public forum regarding the market or event.

COURTEOUS – All Vendors are expected to be courteous, welcoming, and friendly to everyone.

TERMINATION – The Market Manager reserves the right to terminate and expel a Vendor at any time without cause.

PETS – Well behaved Vendor pets that are leashed or contained in pet-pens are allowed. Service animals are permitted, of course, and should be wearing the appropriate attire and equipment.

SMOKING/ALCOHOL, SLEEPING –

- Please smoke at least 100 ft away from others. Kindly dispose of your cigarette butt safely in a proper disposal receptacle or container.
- For all Markets and Events, alcohol consumption is not allowed by Vendors before or during Market or Event hours. Do not come to the Market or Event intoxicated.
- Sleeping is unacceptable.

Community Markets & Events LLC

Marketing, Promotions, and Advertising

PROMOTIONS – Community Markets & Events provides several opportunities to promote your products and the Market or Event itself. Here are some helpful ways you can promote your business and the Market or Event:

- Share the Event from the Community Markets & Events Facebook Page, found under the Event Tab: [Community Markets & Events | Facebook](#) on both personal and business pages. Send your family and friends invitations to the event using Messenger.
- A Vendor Highlight will be posted for you containing pictures and details about your business inside the Event on the Community Markets & Events Facebook Page. **Please SHARE this highlight on your personal and business page along with any appropriate Facebook Groups.** If you need assistance with this your first couple times, reach out to Cheryl at 727365-6411. She will be happy to get you going!
- **CHECK IN AT THE MARKET OR EVENT** – When you arrive for the day, be sure to “Check In” to the Event.
- **LIKE AND FOLLOW** – Be sure to Like/Follow the pages of fellow Vendors and the Community Markets & Events Facebook Page. The more activity on Facebook and other Social Media profiles, the more traffic we will have for the Market or Event. You can find us at:
 - [Community Markets & Events | Facebook](#) ○
 - www.instagram.com/communitymarketsandevents/
- Supply your logo and pictures of your product to Community Markets & Events to be featured on the website and on our Facebook and Instagram profiles. A link from our website to your commerce or website and business’s social media profile or website will be installed (just ask Cheryl for details) so that customer’s browsing our website can find more details about your products. • It’s not for everyone, but if you’re comfortable... Go LIVE on Facebook during the event! The Market Manager will be posting updates and live videos throughout the Market or Event as well.

Remember, we can do amazing things together that are simply not possible individually. Be sure to take advantage of the tools that are available through our website, social media pages, and other tools to assure that your day at the market is a success.

Mother Nature

ACTS OF NATURE- Community Markets and Events LLC is not responsible or liable for acts of nature. Dangerous conditions such as lightning, extremely strong winds, or reasons out of our control. This includes public health concerns over the recent pandemic that may close the event either

Community Markets & Events LLC

temporarily or altogether. **No credits or refunds will be given for these types of situations or conditions.**

INCLEMENT WEATHER- The market is rain or shine. No refunds are given as the fees collected are spent in a non-refundable manner such as advertising and permits. The Market Manager will end the market early if the weather becomes dangerous. **For markets that are cancelled and do not occur at all, we will extend a \$10 credit to be applied to your next market. Qualified Credits/Refunds need to be requested by the vendor within 30 days of a cancelled event or they will be forfeited.**

Photos, Videos, and Digital Images

Vendors consent to Community Markets & Events LLC right to photograph or video any vendor or vendor booth for the use of advertising or promotion of markets and events. All images taken by or submitted to Community Markets & Events LLC are considered the property of Community Markets & Events LLC.

Community Markets & Events LLC

Food Trucks and Food Vendors (preparing offerings on-site)

SUBMISSION OF LICENSING AND INSURANCE- All food vendors are required to submit current copies of your State Licensing (Department of Business and Professional Regulation – Department of Hotels and Restaurants or Florida Department of Agriculture) to us prior to reserving your first event. Certificates of Insurance (COI) will be required for all events for Community Markets and Events LLC and the specific venue. Below is the information you will need for the COI for each venue (we include the information for all our market venues should you want to have the COIs issued all at the same time.)

All Events:

Community Markets and Events LLC
7015 Astor Drive
New Port Richey, Florida 34652

Bexley Market on the Lawn:

Bexley Homeowners Association
3434 Colwell Avenue
Tampa, Florida 33614

The Pasco Market, Odessa Market at Starkey Park, :

CERTIFICATE HOLDER should have the following listed:

Pasco County Board of County Commissioners
8731 Citizens Drive
New Port Richey, FL 34654

DESCRIPTION OF OPERATIONS needs to have the following verbiage:

**PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
ARE LISTED AS ADDITIONAL INSURED**

Canterbury Farms

Canterbury Farms Wholesale Nursery, Inc.
14220 Thornwood Trail
Hudson, FL 34669

River Ridge Community Market

Holden Group LLC
11022 Tee Time Circle
New Port Richey, Florida 34654

Community Markets & Events LLC

City of Port Richey

**City of Port Richey
Matthew W. Coppler, City Manager
6333 Ridge Road
Port Richey, Florida 33668**

Mirada Homeowners Association

**Metro at Mirada
1 Mirada Boulevard
San Antonio, Florida 33576**

AFIRE Pumpkin Patch and Fall Market

**Gary L. Blackwell, Trustee of Gary L. Blackwell Trust Agreement dated 8/8/91
Post Office Box 1085
New Port Richey, FL, 34656-1085**

A F I R E OF PASCO COUNTY INC

**7540 Ridge Road
Port Richey, FL, 34668**

The Shops at Wiregrass

**28211 Paseo Drive
Management Office, Suite #100
Wesley Chapel, Florida 33543**

Community Markets & Events LLC

RELEASE OF LIABILITY READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in the markets and events (hereinafter "Events") organized by Community Markets & Events LLC (hereinafter CM&E), included use of the property, facilities, and services secured by CM&E, the undersigned hereby agrees to the following:

AGREEMENT TO FOLLOW DIRECTIONS

I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by CM&E, its employees, representatives, or agents.

ASSUMPTION OF THE RISKS AND RELEASE. I recognize that there are certain inherent risks associated with participation in markets and events and I assume full responsibility for personal injury and further release and discharge CM&E, its employees, representatives, or agents for injury, loss, or damage arising out of participation or presence at the Events.

INDEMNIFICATION. I agree to indemnify and defend CM&E against all claims, causes of action, damages, judgments, costs, or expenses, including attorney fees and other litigation costs, which may in any way arise from my family, employees, or volunteers use of or presence at the Events.

FEES. I agree to pay for all damages to the facilities, property, or installations at the Events caused by any negligent, reckless, or willful actions by me or my family, employees, or volunteers.

APPLICABLE LAW. Any legal or equitable claim that may arise from participation in the above shall be resolved under Florida law.

NO DURESS. I agree and acknowledge that I am under no pressure or duress to sign this Agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this Agreement if I so desire.

ARM'S LENGTH AGREEMENT. This Agreement and each of its terms are the product of an arm's length negotiation between the Parties. In the event, any ambiguity is found to exist in the interpretation of this Agreement, or any of its provisions, the Parties, and each of them, explicitly reject the application of any legal or equitable rule of interpretation that would lead to the construction of either "for" or "against" a particular party based upon their status as the drafter of a specific term, language, or provision giving rise to such ambiguity.

ENFORCEABILITY. The invalidity or unenforceability of any provision of this Agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or

Community Markets & Events LLC

enforceability of any other provision of this Agreement or of any other applications of such provision, as the case may be, and such invalid or unenforceable provision shall be deemed not to be a part of this Agreement.

DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure. Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

EMERGENCY CONTACT. In case of an emergency, please call

Name: _____
Phone: _____
Relation: _____

I have read this document and understand it. I further understand that by signing this release, I voluntarily surrender certain legal rights. Furthermore, by filling out the registration form with all information, you (your business/self) agree to the liability.

The undersigned Vendor hereby acknowledges and accepts the terms and conditions within this Vendor Guide and Release of Liability contained herein.

Name of Vendor

Authorized Representative

_____ Date