2026

Vendor Guide

COMMUNITY
MARKETS & EVENTS LLC

9/10/2026

Community Markets & Events LLC

Community Markets & Events LLC

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Community Markets & Events LLC

Communication

Authorized Contact

The only authorized contact for vendor reservations, payments, and official communication is:

Cheryl Taylor
Senior Market Manager

Phone/Text: 727-365-6411
Email: Cheryl@CommunityMarketsandEvents.com
Website: www.CommunityMarketsandEvents.us
Facebook: Community Markets & Events
Instagram: @communitymarketsandevents
Facebook Vendor Group: Community Markets & Events Vendors

Communication Guidelines

All reservations, updates, and general information requests must be sent by email to:
Cheryl@CommunityMarketsandEvents.com

Please refrain from texting unless you require immediate assistance during an event or in an emergency.

Response Hours: Calls, texts, and emails received after 8:00 PM will be answered after 5:00 AM the following morning.

Becoming a Vendor

Application Process

All vendors must complete a **Vendor Application** and pay a **$10 non-refundable application fee** before being eligible to participate in any event organized by **Community Markets & Events LLC.**

Submitting an application does **not guarantee participation.**

CM&E and the On-Site Market Manager reserve the right to **approve or deny** any vendor application at their sole discretion.

There are **no guaranteed rights** based on booth location, product type, or length of participation. The Market Manager will always strive for fairness, but not all decisions may satisfy every applicant.

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🌐 Where to Apply

Vendor applications can be submitted at:

🔗 www.CommunityMarketsandEvents.us/Become-a-Vendor

☑ **After Submitting Your Application:**

Applications are reviewed within **48 hours** of receipt.

You may be contacted for **additional information or clarification** to ensure accurate classification of your products.

Once approved, you will receive:

- A confirmation message
- Details about your acceptance
- Information to help ensure your success at our Markets & Events

⚠ **Please note:** Submission of an application does **not guarantee acceptance** or space availability at specific events.

📝 Vendor Approval

Your approval is based on the details provided in your application — including the **product line(s)** you plan to sell.

If you wish to **add new products** later, you must **obtain prior approval** from the Market Manager **before** selling those items at an event.

🧩 Market Mix

Each Market is carefully curated to maintain a healthy balance of vendor categories. Typically, **no single category** will exceed **10%** of the total vendor count.

This ensures diversity, variety, and a great shopping experience for the community.

📅 Event Details

🔎 Finding Market Information

For event-specific information such as setup instructions, hours, pricing, and updates, visit:

🌐 www.CommunityMarketsandEvents.us/Vendor-Calendar-of-Events

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There you can find all active and upcoming Market details under the **Vendor Resources** section.

🕓 Event Hours

Event hours vary by location and date. Always verify your event's hours at:

🌐 www.CommunityMarketsandEvents.us/Vendor-Calendar-of-Events

💲 Event Fees

Vendor fees and space options differ for each Market or Event. Current pricing and vendor opportunities are listed at:

🌐 www.CommunityMarketsandEvents.us/Vendor-Calendar-of-Events

🏗 Event Set-Up & Space Assignment

- Set-up details and vendor placement information will be distributed **only through the Facebook Vendor Group** — **NOT BY EMAIL.**
- Standard Pre-Event Instructions for each venue are located under the **"Guides" tab** in the Vendor Group:

  🔗 Facebook Vendor Guides
- A **Pinned Post** will appear in the **Featured Section** of the Facebook Vendor Group **24 hours before each event.**

📌 **Important:**

This post contains essential, up-to-date event details such as:

- Vendor parking
- Site layout and booth assignments
- Facility notes and last-minute updates

Please read the entire post — these instructions **supersede** the standard pre-event guide.

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Event Pricing & Availability

Vendor space is available on a **first paid, first served** basis.
Certain product categories may be limited to maintain balance.

If your desired event is **full in your category**, you'll be notified promptly and offered **alternate dates or locations.**

Reservation Policy

- Reservations are confirmed on a 1st Come (Paid), 1st Served basis.
- Invoices must be paid within 3 calendar days of issuance.
- A $5.00 late fee is applied to invoices not paid within this timeframe.
- If an invoice is not paid within 3 days, it will be voided and the space released.

Impact of Non-Payment

While invoices remain unpaid, categories such as lemonade, homebaked goods, sourdough, jams & jellies, crochet plushies, dirty sodas, hot dogs, and other popular products are placed in 'pending' status. This often results in other vendors being turned away despite available space. Continued non-payment will result in documentation on your vendor ledger and may lead to removal from the approved vendor list and loss of eligibility to reserve future events.

Why This Matters

Our mission is to balance the market mix — limiting the number of vendors per category to ensure fair competition, a well-rounded shopping experience, and stronger events that benefit the entire community.

Vendor Responsibilities

We ask all vendors to:

- Make thoughtful reservation requests.
- Submit invoice payments within 3 days.
- Communicate with us promptly if plans change.

Community Impact

Timely payments and thoughtful reservations allow us to:

- Spend less time on administrative tasks.
- Dedicate more energy to marketing events and driving traffic.
- Provide equal opportunities for all vendors.

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📌 Policy Summary

- Reservations are confirmed on a 1st Come (Paid), 1st Served basis.
- Invoices must be paid within 3 days of issuance.
- A $5.00 late fee will be applied if payment is not received within this timeframe.
- Unpaid invoices will be voided and spaces released.
- Non-payment will be documented and may result in removal from the approved vendor list.

💰 PAYMENTS

💸 Refunds, Cancellations & Transfers

A $10 administrative fee applies to refund, cancellation, or transfer requests made **within 90 days of an event** 🗓️✍️.

No refunds or transfers are allowed **within 30 days of the event**.

⚠️ Special Events **may have cancellation, refund, and transfer policies that differ from our standard monthly market circuit.**

Before securing your participation with payment, please carefully review the **specific event application and invoice details**, as those terms will govern your participation in that event.

Payment confirms that you have reviewed and accepted the policies associated with the specific Market or Special Event.

🗓️ WHEN ARE PAYMENTS DUE?

To accommodate the management of categories, marketing, and promotion of each 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 your event space.

💳 HOW DO I SUBMIT PAYMENT?

Once you have selected a date you would like to reserve:

🌐 **Submit a reservation request through our website**

🌐 www.CommunityMarketsandEvents.us/Vendor-Calendar-of-Events

An invoice will be sent to you via **QuickBooks Online App** directly from **Community Markets & Events LLC**.

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Most forms of payment are accepted through the app.
Checks are accepted; however, your spot is **not secured until payment is received**.
Remember — paying is the **ONLY way to secure your space**, and spaces are secured on a **first paid, first served basis**.

HOW FAR IN ADVANCE MAY I PAY?

Payments may be made on all events shown on the Vendor Calendar of Events:

Submit a reservation request through our website

www.CommunityMarketsandEvents.us/Vendor-Calendar-of-Events

All dates shown on the website are **eligible for pre-payment**!

HOW CAN I BE SURE THAT YOU RECEIVED PAYMENT?

Once your payment has been received, a **paid receipt** will be available for printing or downloading from our QuickBooks Accounting App.

In addition, you'll receive:

- **A receipt acknowledging payment**
- **Digital promotional ads** for the event (if published)
- **Your business listing** on the event webpage at www.CommunityMarketsandEvents.us

If you do not see your listing featured in the vendor highlights, please email us at **Cheryl@CommunityMarketsandEvents.com**.

The Day of the Event

Vehicles & Parking

Designated vendor parking areas will be established for each Market or Event and detailed in the **Pinned Post** shared in the Facebook Vendor Group. When possible, these areas will be clearly marked with signage labeled **"Vendor Parking."**

If you need assistance upon arrival, please call **Cheryl at 727-365-6411.**

⚠ **Important: Parking in undesignated areas is strictly prohibited and may result in removal from participation in future events.**

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Unloading & Loading Procedures

Please unload your vehicle as quickly as possible and move it to the designated Vendor Parking area before beginning setup.

When the event concludes, follow the same courtesy:

- Pack and prepare your items before retrieving your vehicle.
- Load efficiently to allow a smooth flow for all vendors.

This process helps keep the market safe and organized for everyone.

Location of Your Space

Standard Pre-Event Instructions are in the Facebook Vendor Group with setup details and instructions. 📣 A PINNED POST is shared the day before each event with specific instructions for EACH EVENT at:

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

This includes vendor placement, parking info, and arrival details.

WE DO NOT EMAIL INSTRUCTIONS FOR MONTHLY MARKETS AND EVENTS!

The post may be long, so please remember to click “See More” to view the entire message.

☑ **There will always be a Pinned Post shared the day before every event.**

In rare cases, the Market Manager may need to relocate a vendor for safety or emergency reasons, even after setup is complete. While we try to avoid this, such adjustments may be necessary to ensure a successful and safe market experience for all.

Vendor Space (Booth Space)

Outdoor Markets

- Standard space: 10’ x 10’ (tent and display must fit within this footprint).
- Spaces will be clearly marked.
- Products and displays must remain inside your space — please direct any overflow to the back of your booth, never toward the aisles.
- Vendor spaces may not be sublet and cannot contain more than one business or category.

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Indoor Markets

- Standard space: 6-foot table area (tables are not provided).
- Additional tables may be allowed if your total setup does not exceed 6’ x 6’.

Tents, Equipment & Supplies

Community Markets & Events does not provide equipment, electricity, or water. Vendors are responsible for bringing everything needed to operate their booth, including:

- Tent
- Tables & chairs
- Proper tent weights
- Signage, décor, and displays
- Tools, carts, or dollies for load-in/out

Tent & Weight Requirements

For the safety of all vendors and guests, tents and proper weights are required for all outdoor events.

- Tent size: Must be 10’ x 10’ (no larger, no smaller) unless otherwise stated or approved.
- Weights: Each tent leg must be secured with 30 pounds (minimum) of weight, attached directly to the leg in a safe and stable manner.
- Stakes are NEVER permitted to avoid damage to lawns and irrigation systems.

This requirement is non-negotiable.

If your tent is not properly weighted, you will be required to to leave the event without a refund.

During Market Hours

- ↔ Keep aisles clear; restock from the **back** only.
- Use customer-friendly music and be considerate of neighboring vendors.

Compliance & Payments

- Vendors are responsible for all **licenses, permits, and sales tax**.
- Bring **backup payment options** (cash/change, card reader, QR codes).

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Clean & Green

- **Pack in, pack out.** Bring your own trash bags.
- Event trash cans are for **guests only**.
- Leave your space **as clean or cleaner** than you found it.

Weather Plan

- **Rain or shine** unless we notify otherwise.
- **Weights required at all times**, even in calm conditions.

Tear Down (Safety-First Exit)

- Tear down starts at event close (typically 2:00 PM). No early breakdown.
- **Early breakdown = Removal from Approved Vendor List. No discussion. No refund. Documented and removed.**
- Pack fully before retrieving your vehicle. Load promptly to clear space for others.

What to Bring

- **Tent + 120 lbs of weights** (30 lbs per leg)
- **Tables, displays, signage, price tags**
- **Change bank** | **Card reader** | **Extension cords** (if approved)
- **Trash bags** | **Paper towels** | **Hand sanitizer**
- **Ant killer**, **Wasp spray**, **Bug spray or repellent**
- **Water** | **Snacks** | **Sunscreen** | **Great attitude!**

Day-Of Contact

- Text/Call **Cheryl**: **727-365-6411**

Courtesy & Professionalism

No Call / No Show

Do the right thing — if an emergency or delay occurs, text or call Cheryl Taylor at 727-365-6411 to update your status. - **A No Call / No Show will result in expulsion from future Markets & Events.**

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🕐 Leaving Early

All vendors are required to remain for the **entire duration** of the Market or Event. Leaving early disrupts the atmosphere and gives visitors the impression that the event is over.

Please note:

- If your booth is inaccessible to customers or you begin packing before closing time, it will be considered leaving early.
- If you sell out, kindly post a visible sign that says “Sold Out for the Day” and continue to engage or enjoy the event.
- No packing up before the official end time.
- No vehicles may be moved until your booth is completely packed, and your tent is fully down and ready to load.

⚠ **Leaving early may result in removal from future participation.**

💬 Disputes & Conduct

If a disagreement or issue arises, handle it **privately and professionally** — never in front of customers or other vendors.

This includes **social media posts** or public commentary about the market, organizers, or participants.

All concerns should be directed respectfully to the **Market Manager** for resolution.

💬 **If you experience an issue during an event**, please let us know *right away!*
We can’t address what we don’t know about, and once an event ends, there’s very little we can do to make it right retroactively.

👉 A quick message, flag, or conversation during the day gives us the opportunity to take care of any problems immediately — ensuring your setup, your experience, and your sales potential are protected.

Community Markets & Events LLC

Courtesy & Conduct

All vendors are expected to maintain a courteous, professional, and welcoming attitude at all times — toward customers, staff, and fellow vendors.

Your vendor assistants, family members, and children are a reflection of your business and are required to follow the same standards of conduct.

As the vendor, you are fully responsible for the behavior and actions of anyone representing your booth or business at any Community Markets & Events function.

Termination Policy

The **Market Manager** reserves the right to **terminate and expel any vendor at any time, without cause**, for behavior or actions that disrupt the event or damage its reputation.

Pets

Well-behaved vendor pets are welcome if **leashed or contained** in a secure pet pen.
Service animals are, of course, always permitted and must wear proper identification and equipment.

Smoking, Alcohol, & Sleeping

- Smoking/Vaping: There is NO smoking or vaping permitted inside of the event venues.
- Alcohol: Vendors may not consume or be under the influence of alcohol before or during event hours.
- Sleeping: Sleeping at your booth is not acceptable at any time during the event.

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Marketing, Promotions & Advertising

Promotions

Community Markets & Events offers multiple ways to help you **promote your business** and attract more visitors to each Market or Event.
Here's how you can make the most of our promotional tools and boost your visibility:

Share the Event

- Visit the Community Markets & Events Facebook Page and look under the Events Tab.
- Share the Event on both your personal and business pages.
- Invite your friends and family directly through Facebook Messenger — every share helps increase community reach!

Facebook: Community Markets & Events

Vendor Highlights

Each vendor receives a **Vendor Highlight** post featuring photos and details about your business on the **Community Markets & Events Facebook Page.**

Please **share your highlight** on your personal and business profiles, as well as in local or niche Facebook groups.

Check In at the Market or Event

When you arrive on event day, remember to **"Check In"** on Facebook.
This helps boost visibility for both your business and the event! Like, Follow & Engage

Social engagement drives attendance!

- Like and follow the Community Markets & Events pages and those of your fellow vendors.
- Comment, react, and share posts to increase visibility across the community.

Find us online:

- **Facebook:** Community Markets & Events
- **Instagram:** @communitymarketsandevents
- **Threads:** @communitymarketsandevents

Provide Your Logo & Product Photos

Submit your **logo** and **product images** to Community Markets & Events to be featured on:

- Our website
- Our Facebook and Instagram profiles

We'll also add a **link to your website or online shop** (just ask Cheryl for details), making it easy for customers browsing our site to find and follow your business.

Go Live!
If you're comfortable, consider going **LIVE on Facebook or Instagram** during the event.
Live videos are a great way to showcase your products, connect with customers in real-time, and capture the energy of the market.
The Market Manager will also share **live updates** throughout the day — feel free to tag or share those posts to expand your reach.

Event Attendance, Marketing & Measuring Market Success

Community Markets & Events is committed to transparency about event promotion, anticipated traffic, and the factors that influence market success.

Reviewing Event History

Vendors can review previous events through the **Past Events** section of the Community Markets & Events Facebook Page. One KPI we monitor is the number of people who select **"Interested"** on a Facebook Event.

Historically, actual traffic has averaged approximately **1.5 times the Facebook "Interested" count**. This is an observational benchmark, not a guarantee or attendance prediction. Facebook responses represent only one part of our broader marketing campaign, and not every visitor discovers an event through Facebook.

Our event metrics are based on genuine audience interest and engagement. We do not artificially inflate event numbers through bots, fake accounts, purchased engagement, or other automated activity intended to increase Facebook responses or perceived attendance. While no online platform can eliminate all inauthentic activity beyond its control, Community Markets & Events does not use or encourage these practices as part of our marketing strategy.

We encourage prospective vendors to visit a market before registering to participate whenever possible. Attending as a visitor can help you observe traffic patterns, parking availability, event logistics, vendor setup, customer flow, and overall market conditions. This firsthand experience can help you determine whether a particular market is a good fit for your business.

Attendance Cannot Be Guaranteed

Attendance varies by event and cannot be guaranteed. Factors may include:

- Weather, temperature, and seasonal conditions

- Competing events, holidays, and local activities
- Economic conditions and consumer spending
- Market location and maturity
- Community awareness and support
- Vendor participation in promotion

Historically, **Fall and Spring are our strongest seasons**. Florida winter markets may also perform well depending on weather. Summer traffic is generally slower, but visitors who attend often arrive with strong purchasing intent.

Markets may range from approximately **150 visitors on particularly slow days to more than 1,500 at stronger events**. These figures are historical estimates, not promises or official attendance counts.

Our Role

Community Markets & Events promotes each event, builds community awareness, provides signage and marketing materials, supports the visitor experience, and manages event operations.

On market day, our team focuses on welcoming visitors, directing shoppers, supporting vendors, distributing promotional materials when applicable, monitoring product and vendor compliance, and addressing safety concerns. We do not conduct official attendee counts, so any attendance figures should not be considered audited totals.

Marketing Is a Partnership

Community Markets & Events markets the **event as a whole**. Vendors are responsible for marketing **their participation**.

We provide promotional assets and expect vendors to share events with their customers, followers, email subscribers, friends, family, and community. Effective promotion should explain what you are bringing, why customers should visit, where you will be located, and when they can shop with you.

The combined reach of vendor and organizer promotion helps build stronger markets.

Measuring Market Success

Sales are only one measure of a market's value. Vendors should also use events to:

- Build awareness and relationships

- Introduce customers to their products or services
- Connect with potential customers, referral partners, and collaborators
- Grow social media, website, and email audiences
- Encourage repeat business and referrals

A visitor who does not purchase immediately may become a future customer through continued engagement.

Come Prepared for Opportunity

Bring appropriate inventory and have a plan in case you sell out. Be prepared to:

- Take orders for later fulfillment
- Collect customer contact information when appropriate
- Provide business cards or QR codes
- Direct customers to your website or online store
- Encourage social media follows
- Explain how customers can purchase from you again
- Ask satisfied customers for referrals

Selling out does not have to end the opportunity to gain future business.

Our Commitment—and Yours

Community Markets & Events cannot guarantee weather, attendance, purchasing decisions, or individual vendor sales.

We commit to promoting each event, building awareness, creating an inviting marketplace, and providing vendors with an opportunity to reach the community.

Vendors are expected to arrive prepared, present their businesses professionally, promote the event, engage with visitors, and pursue both immediate sales and long-term customer relationships.

Before registering, vendors should review previous events, consider available historical information, visit a market when possible, observe traffic patterns and event conditions, evaluate whether the market suits their business, and make their participation decision accordingly.

Community Markets & Events LLC

💬 Final Thought

✨ Remember, **we can achieve amazing things together that aren't possible alone.**
Take advantage of the marketing tools available through our **website, social media platforms, and community engagement** — they're here to help make your day at the market a true success!

Successful markets are a partnership among the organizer, vendors, and customers who support local businesses. 🛍️

🌧️ Mother Nature

🌪️ Acts of Nature

Community Markets & Events LLC cannot be held responsible or liable for **acts of nature** or other circumstances beyond our control.
This includes, but is not limited to:

- Dangerous weather conditions (such as lightning or high winds)
- Natural disasters
- Government restrictions or public health concerns (including pandemics)

In the event of such occurrences, **no credits or refunds** will be issued. These situations are outside our control, and all vendor fees are applied to non-refundable expenses such as permits, promotions, and operations.

📸 Photos, Videos & Digital Media

By participating in any Community Markets & Events LLC market or event, **vendors grant permission** for Community Markets & Events LLC to **photograph, film, or otherwise capture images or video** of their booth, products, and/or participation for use in **advertising, marketing, and promotional materials.**

All photos, videos, and digital media **taken by or submitted to** Community Markets & Events LLC become the **exclusive property** of Community Markets & Events LLC and may be used, reproduced, or shared at the company's discretion — including, but not limited to, social media, print, and web-based promotions.

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Food Trucks & Food Vendors (Prepared Food Offerings On-Site)

Submission of Licensing & Insurance

All food vendors are required to provide **current copies of the following documents** before reserving their first event:

1. State Licensing

- A valid license from either the Florida Department of Business and Professional Regulation (DBPR) — Division of Hotels and Restaurants, or the Florida Department of Agriculture and Consumer Services (FDACS), depending on your business type.

2. Certificate of Insurance (COI)

- A COI is required for every event and must list Community Markets & Events LLC and the specific venue as additional insured parties.
- To simplify the process, you may request COIs for all venues where our markets are held at the same time. This ensures your documentation is complete and up-to-date for future events.

Please submit all required documents to Community Markets & Events LLC before your event reservation is confirmed.

Community Markets & Events LLC

Release of Liability

READ CAREFULLY — THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in the **Markets and Events** (hereinafter referred to as **"Events"**) organized by **Community Markets & Events LLC** (hereinafter **"CM&E"**), including the use of property, facilities, and services secured by CM&E, the undersigned Vendor agrees to the following terms:

1. Agreement to Follow Directions

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

2. Assumption of Risk & Release of Liability

I acknowledge that participation in Markets and Events involves **certain inherent risks**, including but not limited to injury, loss, or damage.
I voluntarily assume full responsibility for any such risks and hereby **release, waive, and discharge** CM&E, its employees, representatives, and agents from any and all claims for personal injury, property damage, or loss arising from my participation or presence at the Events.

3. Indemnification

I agree to **indemnify, defend, and hold harmless** CM&E, its employees, representatives, and agents against any and all claims, causes of action, damages, judgments, costs, or expenses — including attorney's fees — arising out of or related to the participation, actions, or presence of myself, my family members, employees, volunteers, or agents at any Event.

4. Fees & Damages

I agree to be responsible for and promptly pay for any **damage to facilities, property, or installations** caused by the **negligent, reckless, or willful actions** of myself, my family, employees, or volunteers.

⚖️ 5. Applicable Law

This Agreement shall be governed by and construed in accordance with the **laws of the State of Florida.** Any legal or equitable claim arising under this Agreement shall be resolved under Florida law.

✍️ 6. No Duress

I acknowledge that I am signing this Agreement **voluntarily**, without pressure or duress.
I have had reasonable opportunity to review this document and, if desired, consult with my own legal counsel prior to signing.

🤝 7. Arm's Length Agreement

This Agreement has been negotiated and entered into **at arm's length** between the Parties.
In the event of any ambiguity, the Parties expressly reject any rule of interpretation that would construe provisions **for or against either party** based on authorship.

🧩 8. Enforceability

If any portion of this Agreement is found to be **invalid or unenforceable**, the remaining provisions shall continue in **full force and effect.** Any invalid clause shall be deemed severed from the Agreement.

🤲 9. Dispute Resolution

The Parties agree to first attempt to resolve any dispute through **good-faith negotiation.**
If unresolved, the dispute shall proceed to **mediation** under applicable statutory rules.
Should mediation fail, the matter will be submitted to **final and binding arbitration** under the **rules of the American Arbitration Association (AAA)**.
The arbitrator's decision shall be **final and binding**, and judgment may be entered in any court with proper jurisdiction.

🚨 10. Emergency Contact

In case of emergency, please provide:

Name: _____
Phone: _____
Relation: _____

✏️ Acknowledgment & Acceptance

Community Markets & Events LLC

I have carefully read and fully understand this Release of Liability and Vendor Agreement.
By signing below, I acknowledge that I am voluntarily waving certain legal rights and agree to abide by all terms, rules, and conditions contained within this document.

By submitting my registration or application, I further confirm that my business and representatives agree to these terms in full.

Vendor Name: _____

Authorized Representative: _____

Date: _____