



CITY OF COCONUT CREEK

PARKS AND RECREATION DEPARTMENT
1100 LYONS ROAD
COCONUT CREEK, FLORIDA 33063

Dear Potential Vendor:

For the last six years, the City of Coconut Creek has hosted a bi-annual Senior Expo. This three hour event has attracted over 200 seniors from around South Florida, including West Palm Beach and Miami.

The Coconut Creek Senior Expo includes vendors, medical testing, and refreshments. It is free for attendees and open to the public.

We would like to take this opportunity to invite your business or organization to participate as a vendor. The date of the next bi-annual event is **Friday, December 2, 2016, from 9:30 am to 12:30 pm.**

The cost for vendors is \$85.00 for-profit businesses, and free for 501(c)(3) non-profit organizations (proof of non-profit must be provided with entry form). The City will provide a table and chairs. Along with the cost, a chance drawing prize must be provided in the amount of \$25.00 or more (gift certificates are acceptable).

We feel that this is a great opportunity for your business or organization to reach a broader audience and support the Coconut Creek Senior Center.

Inside this packet are the Entry Form and Agreement. Both forms must be completed and returned in order to participate as a vendor. Please make your check payable to the City of Coconut Creek. Credit card payments must be processed in person. Check, entry, and agreement forms can be mailed to:

Coconut Creek Community Center
1100 Lyons Road
Coconut Creek, FL 33063
Attention: Heather Hughes

Payment is due on or before Monday, November 28, 2016, or the vendor space will not be held.

If you have any questions, I can be reached at 954-545-6698, or contacted by email at hhughes@coconutcreek.net.

Thank you,

Heather Hughes, MS
Special Events Assistant
Phone: 954-545-6698
Fax: 954-968-5303
hhughes@coconutcreek.net



CITY OF COCONUT CREEK

PARKS AND RECREATION DEPARTMENT
1100 LYONS ROAD
COCONUT CREEK, FLORIDA 33063

Coconut Creek Senior Expo Vendor Entry Form Friday, December 2, 2016

(This form must accompany the **Coconut Creek Senior Expo Vendor Agreement Form.**)
Please PRINT clearly.

Contact Person: _____

Name of Business/Organization: _____

Type of Business/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Will you require electricity? (Limited spots) Yes: _____ No: _____

List the product or type of service you will be showcasing at the Senior Expo:

Please check the following areas that apply:

_____ Non-Profit Businesses/Organization – Must provide proof of 501(c)(3) status & **chance drawing prize.**

_____ For-Profit Businesses – Please provide a registration fee of \$85 and **a chance drawing prize.**

Payment is due on or before Monday, November 28, 2016. Please make your check payable to the City of Coconut Creek. Credit card payments (MasterCard, Visa or Discover) must be processed at the Community Center. THERE WILL BE NO REFUNDS - NO EXCEPTIONS.

**Coconut Creek Community Center
1100 Lyons Road, Coconut Creek, FL 33063**

Set-up time: 8:00am-9:30am

Senior Expo: 9:30am-12:30pm

Break down time: 12:30pm (Breakdown must be completed before 1:00pm)

For additional information, please contact Heather Hughes, Special Events Assistant, at hhughes@coconutcreek.net or 954-545-6698.

IN CONSIDERATION OF THE CITY ACCEPTING MY ENTRY IN THE CITY SPONSORED ACTIVITY, I HEREBY WAIVE AND RELEASE THE CITY OF COCONUT CREEK, ITS OFFICERS, EMPLOYEES, AND AGENTS ON BEHALF OF MYSELF OR MY PERSONAL REPRESENTATIVES FROM ALL CLAIMS, ACTIONS AND LAWSUITS FOR PERSONAL INJURIES, PROPERTY DAMAGE OR WRONGFUL DEATH SUSTAINED BY ME ARISING OUT OF ANY ACT OR OMISSION COMMITTED OR OMITTED BY THE CITY, ITS EMPLOYEES, AGENTS AND INDEPENDENT CONTRACTORS OCCURRING DURING THE ACTIVITY SPONSORED BY THE CITY. NOTHING HEREIN SHALL CONSTITUTE A WAIVER OF THE CITY'S RIGHTS PURSUANT TO SECTION 768.28, FLA. STAT., NOR SHALL IT BE CONSTRUED AS CONSENT TO BE SUED BY ANY THIRD PARTIES IN ANY MATTER ARISING OUT OF THIS ACTIVITY.

Signature: _____ Date: _____

PHONE (954) 545-6670

www.coconutcreek.net

FAX (954) 968-5303



CITY OF COCONUT CREEK

PARKS AND RECREATION DEPARTMENT

1100 LYONS ROAD

COCONUT CREEK, FLORIDA 33063

Coconut Creek Senior Expo Vendor Agreement Form Friday, December 2, 2016

Front and back must be filled out. This must accompany the Entry Form.

(Please print clearly)

Instructions: Please initial all items, enter your name, sign and return along with the Entry Form. Failure to do so will result in the loss of your vendor space for the event.

- ____ 1. I understand that the Coconut Creek Senior Expo is an organized activity run by the Coconut Creek Parks and Recreation Department as an opportunity to showcase my (or my company's, if applicable) services and/or products.
- ____ 2. I certify that I am authorized to act on behalf of my company or organization, if applicable.
- ____ 3. I certify that I am lawfully able to sell my product(s) and I understand that such product(s) must be tendered at the time of purchase.
- ____ 4. I understand that I must pay the registration fee of \$85.00, in full, by **Monday, November 28, 2016.**
- ____ 5. I understand that there are no refunds.
- ____ 6. I understand that if I request an invoice (on behalf of my company, if applicable), I must submit that request in writing to the City of Coconut Creek, Attention: Heather Hughes, (at hhughes@coconutcreek.net) **no later than Tuesday, November 1, 2016.** Invoices will not be generated after that date; no exceptions.
- ____ 7. I understand that if I mail a check under a different company name, other than the participating vendor's name, I must send a copy of the Entry Form along with the payment.
- ____ 8. I understand that I am (or my company, if applicable) is not permitted to hire any outside vendors to perform services or tender products at the Senior Expo.
- ____ 9. I understand that my company must provide proof of 501(c)(3) non-profit status in the form of a Tax ID number, Consumer's Certificate of Exemption or other government forms (newspaper articles are not permitted). The proof must be submitted when the Agreement and Entry Form are submitted. This is true for all government agencies. This paragraph does not apply to for-profit businesses.
- ____ 10. I understand that I must inform the Senior Expo Event Coordinator at least 24-hours before the event, either by phone or email, if I (or my company) is unable to attend the Senior Expo. I understand that failure to do so will result in my (or my company) not being able to participate in the next Senior Expo.
- ____ 11. I understand that the City may allow similar vendors at the Senior Expo; however, the City reserves its right to limit the number of same-type vendors, and has the right to deny any vendor based on likeness. If this occurs, the denied vendor will be given priority over same-type vendors at the next scheduled Senior Expo.

- _____ 12. I understand that I (or my company, if applicable) **must provide a chance drawing prize** unless by Florida State Law I (or my company) cannot legally do so. The chance drawing prize must be turned in at the check-in booth prior to the event. The chance drawing prize is part of the Entry Fee. Chance drawing prizes must be in the form of a tangible item, service, or gift certificate. The gift certificate must be for the local area (within a ten (10) mile radius). It may not be a coupon requiring the winner to pay an additional fee or have an expiration date.
- _____ 13. I understand that I must bring the chance drawing prize the day of the event and not before. The City of Coconut Creek will not accept, nor be responsible for, chance drawing prizes that have been dropped off or sent in prior to the day of the event.
- _____ 14. I understand that it is **my responsibility to provide extension cords**, table covers, and any promotional items, including copies of flyers and brochures. In return, the City will provide a table and chairs. Size and placement of the table is at the discretion of the event coordinator.
- _____ 15. I understand that I must advise the Event Coordinator if I will need electricity, additional space and/or more chairs than the allotted amount. If I am providing any type of medical service, such as: blood work, hearing test, sight test, etc., I must make a note of it on the Entry Form. If I fail to do so, I will not be accommodated on the date of the event. Space is limited.
- _____ 16. In consideration of the City accepting my entry in the Senior Expo, I hereby waive and release the City of Coconut Creek, its officers, employees, and agents on behalf of myself or my personal representatives from all claims, actions and lawsuits for personal injuries, property damage or wrongful death sustained by me arising out of any act or omission committed or omitted by the City, its employees, agents and independent contractors occurring during the Senior Expo. Nothing herein shall constitute a waiver of the City's rights pursuant to Section 768.28, *Fla. Stat.*, nor shall it be construed as consent to be sued by any third parties in any matter arising out of this activity.
- _____ 17. I agree on behalf of myself (and my company/organization, if applicable) to indemnify the City of Coconut Creek, its officers, employees, and agents from or on account of any liabilities, damages, losses and costs received or sustained by any person or persons by or in consequence of any negligence (excluding the sole negligence of the City), the recklessness or intentional wrongful misconduct of myself and/or any persons employed or utilized by me (or my company/organization, if applicable) during the Senior Expo.

I, _____, have read the following and on behalf of myself (and my company/organization, if applicable) agree to these conditions. This Agreement and corresponding Vendor Entry Form constitute the total Agreement between the parties. Any modifications to this Agreement must be in writing and signed by the parties hereto.

As agreed this _____ day of _____, 2016.

Signature of Authorized Representative

Print Name & Title

Company/Organization

Signature of Director Parks and Recreation Department