



Vendor Guide

Thank you for being part of the Coco Market family.

Your creativity, passion, and presence help create a joyful space where wellness is celebrated, small businesses thrive, and meaningful connections are made.

Overview	2
-- Mission, About Coco Market, Core Values	
Setup & Breakdown	3
--Setup Instructions, Your Booth Space, Breakdown Instructions	
Vendor Requirements	4
--Your Role as a Vendor, Code of Conduct, Application	
Even Day Checklist	5
--What to Bring, Day Of Information	
Vendor Frequently Asked Questions (FAQs)	6-7

Contact

Corey Heyman, Founder & Producer
(561) 870-4090, hello@cocomarket.org



Our Mission

At CocoMarket, we believe wellness should be accessible to everyone. Our free, inclusive events are designed to feel like coming home - bringing together wellness seekers, local healers, and small businesses in a space that fosters connection, celebrates personal growth, and builds community through shared experience.

About Coco Market

Coco Market began in 2022 with a simple intention: to create a monthly gathering rooted in belonging. Built on values of community, connection, and care, each event brings people together to explore healing practices, discover local small businesses, and engage in experiences that nourish the whole self.

Every market features:

- Free movement classes and wellness workshops
- A curated lineup of diverse vendors
- An inviting, high-energy atmosphere that reflects the heart of the community

Coco Market continues to grow as a grounded space for conscious living, joy, and real connection.

Our Core Values

- **Community:** Cultivating an inclusive, welcoming space where people gather and connect
- **Wellness:** Promoting whole-person well-being across body, mind, and spirit
- **Support:** Empowering small businesses and local entrepreneurs
- **Healing:** Providing space for growth, transformation, and open-hearted experiences
- **Positive Impact:** Inspiring long-term wellness and community engagement beyond market day

Together, we create something truly special. We're so grateful to have you with us!



Setup + Breakdown



Setup & Load-In

Arrival Time: Setup runs from 7:00 AM – 8:45 AM

Location: Old School Square – 51 N Swinton Ave, Delray Beach, FL 33444

Loading Zone: 80 NE 1st Street (cul-de-sac south of garage)

Load-In Instructions:

- Pull into loading zone (to the side) and **unload to your booth space**
 - Immediately move your vehicle and park in the garage or in a lot
 - **Do not block traffic**
 - Vehicles must be out of loading zones by **8:45 AM** sharp
-

Parking

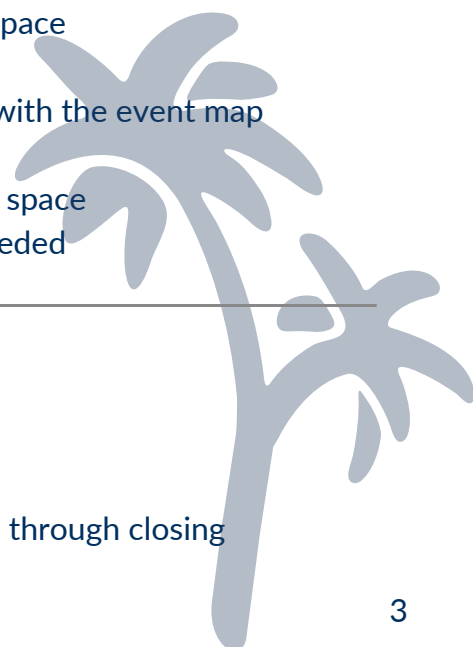
- **Free Street Parking along NE 1st Ave** for two blocks North of Old School Square
 - **Free Monterey Parking Lot** at 37 NW 1st Ave - directly across Swinton
 - **Free Bankers Row Lot** at 200 NE 1st Ave - just North of Old School Square
 - **City Hall** at 100 NW 1st Ave just West of Swinton and NE 1st
 - **Delray City Residents** can also purchase a [Downtown Parking Permit](#) for just **\$12/year**, which covers meter fees for the parking garage.
 - Old School Square Garage is \$1.50/hour if you'd like a covered space.
-

Your Booth Space

- Your booth number will be emailed the week of the market
 - Look for a **numbered sign** on the ground at your designated space
 - Line the **peak of your tent** with the sign
 - Booths are placed side by side on grass - familiarize yourself with the event map
 - Tents are required unless otherwise approved
 - Please **check in** upon arrival by scanning the QR code at your space
 - Booth numbers are subject to minor day-of adjustments if needed
-

Breakdown

- Breakdown begins at **3:00 PM** (or **2:00 PM** from June–Sept)
- All vendors must be fully packed up and offsite by **4:30 PM**
- No early breakdown allowed - all vendors must remain set up through closing
- No sales permitted after **3:15 PM** (or **2:15 PM** June–Sept)



Vendor Requirements



Your Role as a Vendor

Vendors are at the core of the Coco Market experience. Through your products, services, and energy, you help shape a space where:

- Community members can discover new products and practices
- Wellness is inclusive and approachable
- Small businesses feel supported and seen
- Healing, creativity, and connection can flourish

Your presence turns each market into a celebration of wellness, community, and heart.

Code of Conduct

We are committed to maintaining a kind, respectful, and inclusive environment for all. As a vendor, you agree to:

- Be Kind & Professional: Treat everyone with respect; harassment or aggressive behavior is not tolerated
- Engage Gently: No aggressive selling or pressure tactics
- Respect Booth Boundaries: Promote only from your designated space
- Maintain Safety: Keep your booth clear of hazards and follow health guidelines
- Leave No Trace: Clean your area completely and respect the venue
- Follow Emergency Protocols: For any emergency, report to the Welcome Tent or contact Corey (561-870-4090)

Violations may result in removal from the event or disqualification from future participation.

Application Process

- All vendors must apply at cocomarket.org for each event
- The vendor fee is \$200 for each event
- A signed vendor agreement and approved [Certificate of Insurance \(COI\)](#) are required
- Spots are not guaranteed until payment and COI are received and approved
 - ([See the COI Guidelines PDF for detailed instructions.](#))



Event Day Checklist



What to Bring

Must-Haves

- ☐ 10x10 tent (unless approved otherwise)
- ☐ **30 lb. weights on each tent leg (required)**
- ☐ Table(s), tablecloth(s), and signage
- ☐ Products/services + payment system
- ☐ Phone & charger
- ☐ Certificate of Insurance (COI) submitted

Helpful Extras

- ☐ Chairs
- ☐ Cart/dolly for easier load-in
- ☐ Water, snacks, sunscreen
- ☐ Cord covers (if using approved electricity)
- ☐ Fans or cooling items (summer months)
- ☐ Rain gear or tent sides, change of clothes
- ☐ Pool noodles (to put on each upper corner & leg of your tent to stop rain from pooling up)
- ☐ Trash bag (leave no trace)

Day Of Information

Arrival&Setup

- ☐ Arrive by 7:00–8:00 AM, move car by 8:45 AM
- ☐ Find your booth, line tent peak with ground sign
- ☐ Check in via QR code at your booth
- ☐ Stay set up until market ends at 3 PM (2 PM in summer)

Breakdown

- ☐ Pack fully before bringing vehicle
- ☐ No early breakdown
- ☐ Leave space clean



Frequently Asked Questions

Do I need to apply for every market, or just once? You'll need to submit a new application for each market through cocomarket.org. This helps us thoughtfully curate each event and maintain a balanced lineup.

When is payment due?

Payment is due once your application is approved. Your spot is not reserved until both payment and a valid [Certificate of Insurance \(COI\)](#) are received and approved.

What is the Premium Booth Option?

We offer a Premium Booth Option for vendors who wish to select their specific booth location. This option is available for an additional fee and must be requested in advance. Availability is limited and granted on a first-come, first-served basis.

Is electricity available?

Electricity is available for approved food vendors. If you are not a food vendor and require access to power, it must be noted in your application and approved ahead of time. All cords must be covered at all times.

Can I share a booth with another vendor?

No — shared booths are not allowed. Each vendor must apply, be approved, and pay individually. This policy ensures clarity, fairness, and consistency across the market.

What happens if it rains?

Coco Market is a rain-or-shine event. In the case of severe weather that impacts safety, we will notify vendors by email and text with updates. Otherwise, plan to be there — rain boots and good vibes welcome.

Can I request a specific booth location?

Yes! We have a Premium Vendor option where you can select your specific space for an additional fee.

Do I still need insurance if I'm only sampling or offering services?

Yes. All vendors must provide a Certificate of Insurance (COI) regardless of what you're selling or offering. The COI must name both Cocoyogi Inc. and the City of Delray Beach as Additional Insured. See the [COI Guidelines](#) for full details.



What if I'm running late on market day?

Please text the coordinator as soon as possible. Cars must be out of loading zones by 8:45 AM — if you arrive late, you'll need to park in the garage and carry in your materials by hand.

Can I rent tent weights or equipment on-site?

We do not offer tent weight rentals. 30 lb. weights on each tent leg are required for safety and are the vendor's responsibility. Unweighted tents will not be permitted to remain up.

Do you offer refunds if I cancel?

Vendor fees are non-refundable. If you experience an emergency or illness, reach out to us directly, we handle those situations on a case-by-case basis.

How do I get featured on Coco Market's social media or website?

All approved vendors are featured on our website and Instagram before the event. Be sure your application includes a high-resolution logo, social handle, and a clear, engaging business description.

What's the vibe of Coco Market? How should I set up my booth?

Coco Market is warm, vibrant, and wellness-focused. We love booths that are clean, intentional, and visually aligned with conscious living. Think calming signage, beautiful displays, and items that reflect your brand's energy. Be approachable, be proud - your presence is part of what makes the market magical.

