



# Vendor Guide

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# Requirements



## application

- +An application must be sent through [cocomarket.org](http://cocomarket.org) each event
- +The vendor fee is \$200 and Certificates of Insurance are required
- +Annual policies or day-of policies are accepted
- +Spots are not guaranteed until payment is made and COI is approved

## what to bring

### Required

- +10x10 tent
- +Tables, tablecloths
- +Branded signage
- +30 lb sandbags or canopy weights for each tent leg

### Suggested

- +Water
- +Chairs
- +Cart for load-in
- +Cord covers if electricity is needed (approval required)
- +Fans, ice, cooling towels for heat



# Code of Conduct

*At Coco Market, we are committed to fostering a welcoming, inclusive, and respectful environment for both our vendors and market-goers. To maintain a positive atmosphere, all vendors are expected to follow the guidelines below.*

*+Respect and Kindness: Treat all market-goers, vendors, and staff with kindness and professionalism. Harassment or abusive behavior will not be tolerated.*

*+No Harassment or Physical Contact: Do not touch or harass market-goers. Maintain a respectful distance at all times.*

*+No Aggressive Solicitation: Do not aggressively approach market-goers or pressure them to make a purchase.*

*+Respect Other Vendors' Spaces: Do not attempt to sell in another vendor's booth or space.*

*+Health and Safety: Follow all health and safety regulations, including proper food handling and sanitation.*

*+Waste Disposal: Dispose of waste properly and avoid leaving litter behind. We encourage eco-friendly packaging.*

# Code of Conduct

(continued)

*+No Tripping Hazards: Ensure your booth setup is safe and does not obstruct pathways or create hazards.*

*+Respect for Property: Bring out everything you brought in and treat public and private property with care.*

*+Emergencies and First Aid: In case of an emergency, immediately report to the Welcome Tent with relevant information. Contact Corey at 561-870-4090 for urgent matters.*

**By participating in Coco Market, vendors agree to these guidelines to maintain a positive market experience for everyone. Failure to adhere to these guidelines may result in removal from the event and/or disqualification from future participation**



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# Setup

**7a-845a**

## location

Old School Square 51 N Swinton Ave, Delray Beach, FL 33444  
Free Parking Garage 180 NE 1st St Delray Beach

## load in

Setup begins at 7a and must be completed by 8:45a.

### **Zone A** Retail Row & Food & Drink

180 NE 1st St Delray Beach  
Cul-de-sac South of parking garage

### **Zone B** Family Forest & Healing Oasis

51 N Swinton Ave, Delray Beach, FL 33444  
Semicircle on Swinton Ave in front of Crest Theater  
No parking on Swinton Avenue under any circumstances

Pull up to the assigned loading zone, unload items to your assigned space, then move your car into the parking garage.  
+Pull off to the side and do not block cars when unloading  
+Loading zones should only be used for 5-10 minutes.  
+No cars are allowed in either of the loading zones after 8:45a and will be ticketed if left there

# Setup

7-845a

- +Note your space number sent via email the week of
- +There will be a numbered sign on the ground noting where each tent is to be placed
- +Please check in once you've found your space by scanning the QR code and following the instructions
- +The sign will be at the front and center of your tent; line the highest peak of your tent up with the sign
- + Tents are required unless otherwise approved
- + Tents will be set up next to one another on grass, see map to familiarize yourself with the layout
- +Numbers are subject to day-of change as coordinator sees fit
- +Please utilize the text thread opened upon check in, or see a Coco Market team member for any questions while setting up
- +Each space has 11 feet, but things may need to shift around a little during setup to ensure all tents fit



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# Breakdown

3-4:30p

*Breakdown must be completed by 4:30p. Pack up everything and bring it to the loading zone. Once all items are by the loading zone, bring the car around, load into the car and depart.*

- +Vendors may choose to bring their belongings to the garage directly instead of utilizing the loading zones*
- +There is no early breakdown*
- +Take everything you brought in*
- +Thank you!*





Questions?

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